

Ashland Oredock Charitable Trust Meeting

8:00 Am Tuesday, January 11, 2022

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/210056789>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 210-056-789

Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda Items
4. Approval of Minutes from September 7, 2021.
5. Financial Updates
6. Business Items
 - A. Approve SmithGroup Task Authorization No. 7 - Ore Dock Design Services for Phase 2 Diamond Access Construction Documents and Construction Administration
 - B. Continued Discussion on the Creation of an Ashland Oredock Maintenance Fund: Initial Investment Amount.
7. Other Business
8. Next Meeting Date.
9. Adjournment

Ashland Oredock Charitable Trust Meeting Minutes

8:00 Am Tuesday, September 7th, 2021

City Hall Council Chambers

Minutes

1. Call to Order
 - a. Beirl called the meeting to order at 8:07 AM
2. Roll Call
 - a. Present: Pufall, Monroe, Beirl, Hudson, LaPean
 - b. Excused: Lewis, George, Rivard, Ronning
3. Approval of Agenda Items
 - a. Motion by Pufall, second by Monroe. All in favor
4. Approval of Minutes from June 16, 2021.
 - a. Motion by Pufall, second by LaPean. All in favor
5. Financial Updates
 - a. NSB Savings = \$ 49,131.19
 - b. Bremer = \$ 254,968.38
 - c. NSB MMA = \$1,495,467.20
 - d. NSB Bus CD = \$ 259,385.01
 - e. CVB = \$ 267,042.27
 - f. SCCU = \$ 275,352.49
 - g. NCCU = \$ 254,159.08
 - h. Total = \$2,855,505.62**

Beirl mentioned in 2020 the Trust when out for bid for the money market account. Interest rates are not much different than last year. LePean questioned if we should go out to bid. Discussion was had by the Trust what to do, it was decided that to stay. Motion by LaPean, second by Pufall to approve the financial report. All in favor.

6. Project Updates
 - a. Diamond Access

Hudson discussed that the City is waiting to hear back on the DNR Recreation Trails Project (RTP) Grant for \$200,000. This funding would be used to redo the Waterfront trail from Willis to 9th Ave E and pay for railings on the elevated walkway of the Diamond Access.
 - b. Stuntz Ave Connector

Hudson stated that City staff is estimating that construction would be in 2023. The City is still waiting on the DOT's analysis of the collected speed data. This data will let us know the feasibility and cost to reconnect Stuntz. The information should be available by spring 2022.

7. Business Items

a. 2020 Trust Audit

Beirl briefly discussed the Audit and passed out copies of the audit to all Trustees. Due to the lack of activity the audit was pretty simple. A second signer needs to stop by NSB to sign the D&O and Wisconsin Charitable Organization Application documents plus make the payments. Motion by LePean and seconded by Monroe to renew the D&O insurance and pay the Wisconsin Charitable Organization Application fee. All in favor.

b. Discussion and Consensus on the Ashland Oredock Diamond Access Project

Hudson lead the discussion about how much money the Trust is will to spend on the Diamond Access project. To date, \$1,030,757.00 has been raised towards the Ashland Oredock Diamond Access Project plus the Trust has allocated \$1.6M towards this project. So the totaling to be spent is ~\$2,630,757.00. The last cost estimate (bids) the City received for this project in May 2020 was \$2,159,815, this included the 1 bridge, estimated to cost \$250,000. Trust agreed to go out to bid on the Diamond Access without a bridge in winter 2022 to make it out to the end. Motion was made by LaPean, seconded by Monroe

c. Approval to use Trust Fund to Pay for Stuntz Ave Connector Engineering and Design Documents.

Motion was made by Monroe to fund 51% of the Stuntz Ave Connector for Engineering & Design plans not to exceed \$52,437.25, additionally this motion supersedes the previous motion to meet the ACOE match (which is now being met by the Utility Dept). A second was made LaPean. All favor.

8. Other Business

Pufall asked if we have a dollar amount that cannot be touched for maintenance of Ashland Oredock. The Trust stated that it has been discussed but no consensus has been reached. Creating an Ashland Oredock Maintenance Fund will be put on the next agenda.

9. Next Meeting Date.

TBD

10. Adjournment

Motion by Monroe, second by Pufall. All in favor. Meeting was adjourned at 8:45 AM.

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Memo

Financial Updates

Mr. Beirl will provide use with the 12/31/21 financials.

Business Items

Approve SmithGroup Task Authorization No. 7 - Ore Dock Design Services for Phase 2 Diamond Access Construction Documents and Construction Administration for an amount not to exceed \$68,965.00.

- a. City staff is seeking approval to enter into an agreement (Task Authorization No. 7) with SmithGroup for Ore Dock Design Services Phase 2 Diamond Access Construction Documents + Construction Administration. The City and Ashland Oredock Charitable Trust have raised/allocated ~\$2,000,000.00 towards this part of the project. The Diamond Access project would be to construct an ADA compliant elevated walkway on the 1923 section of the Oredock. The two grants* below have sunset clauses in 2022. City staff also feels that the community needs to see more progress on this project and the money raised/allocated should be used to get as far as we can onto the 1923 section.

This agreement is broken down into three tasks:

- Task 1 Project Restart / Design + Engineering of Oversized Precast End Platform / Base Bid + Add Alt Strategy \$22,285

Utilizing the 2020 Bid Documents as a starting point, an updated set of Draft Bid Documents (Drawings and Specifications) will be developed.

- Revised base bid and additive alternate bid strategies tied to the project budget
- Revisions to the drawings per the bid strategies
- New design and detailed Drawings for the Base Bid and Add Alt 'A' oversized precast end platform
- Updated Specifications.

- Task 2 Bid Phase Services \$9,795

SmithGroup will adjust the Draft Bid Documents per City of Ashland input/review comments and produce Final Bid Documents.

- Task 3 Contract Administration \$36,885

Contract Administration services related to the Ashland Oredock Phase 2 Improvements include coordination with the Contractor, participation in regular progress meetings, review of submittals and shop drawings, responses to contractor-generated Requests for Information (RFIs), on-site construction observation, and a Final Walkthrough review of built improvements.

In 2020, the City approved TA #6 for \$139,775 to do similar work. SmithGroup only made it thru Tasks 1 and 2 of the agreement: creation of construction/bid documents and bidding before the project was put on hold as bids came in over the available budget. The remaining balance on TA #6 is ~\$60,000.

Available Funding :

\$ 150,000.00 2020 WCM Grant*

\$ 300,000.00 2019 DNR Stewardship Grant

\$ 50,757.00 2021 USFWS SFR*

\$ 100,000.00 2021 DNR RTP

\$1,500,000.00 Oredock Trust Allocation

\$2,100,757.00 Total Available for Diamond Access Project

Continued Discussion on the Creation of an Ashland Oredock Maintenance Fund:
Initial Investment Amount.

The Trust has continually discussed the creation of a maintenance fund for the Ashland Oredock. The first step in the creation of this fund, might be deciding the amount of money to invest in such a fund. The provided financial report by Mr. Beirl and the depreciation spreadsheet should help the trust decide the dollar amount to start a fund. The depreciation spreadsheet will be send on Monday.

Other Business

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TASK AUTHORIZATION – ORE DOCK DESIGN SERVICES

SGJJR Project Title: Ashland Ore Dock Design Service
SGJJR Task Description: Phase 2 Construction Documents + Construction Administration
SGJJR Project Location: Ashland, Wisconsin

Task Authorization No.: 7

Client City of Ashland
601 Main Street West
Ashland, Wisconsin 54806

Overview

On behalf of SmithGroup, I'm please to provide the following Scope of Services and appreciate the opportunity to assist the City of Ashland with the Phase 2 implementation of the Oredock Concept Plan.

The Phase 2 project will extend the work that began in Phase 1 (the "Ashland Overlook"), creating a structured walkway to facilitate public access to the outer end of the 1923 Dock. It will include a base project and two additive alternates; the Phase 2 base bid and additive alternate project components are identified in attached Exhibits 'A,' 'B,' and 'C,' respectively.

The Base Bid project includes the remaining portion of Bridge 1, a single, straight run of precast concrete walkway at the east side of the Oredock, Bridge 2, a second straight run of precast concrete walkway at the west side of the Oredock, and an oversized precast end platform. The oversized precast end platform is a new project component and will be designed and engineered under this project scope.

Additive Alternate 'A' is identical to the Base Bid project, but it adds additional precast walkway panels to push the oversized precast end platform farther out on the dock. The number of additional precast walkway panels will be contingent on the bidder's unit cost for the walkway panels; the project will add as many additional panels as possible with available funds.

Additive Alternate 'B' is the full build-out of the Phase 2 project as identified in early 2020. In this alternate Bridge 2 is pushed to the center of the 1923 Dock and the centrally-located, steel North End Platform serves at the project terminus.

In all options, guardrails will be employed as fall protection where required by code, and precast concrete curbs will create a visual and physical edge at the water side of the walk.

SmithGroup understands that the Phase 2 target budget is \$2.2 million (total project cost).

Services associated with these features include site design, civil engineering, and structural engineering and include the Scope of Services that follows.

City of Ashland

Ore Dock Design Services
Ashland, Wisconsin

SmithGroup

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Scope of Services

Task 1 Project Restart / Design + Engineering of Oversized Precast End Platform / Base Bid + Add Alt Strategy

Utilizing the 2020 Bid Documents as a starting point, an updated set of Draft Bid Documents (Drawings and Specifications) will be developed. This updated document set will include:

- Revised base bid and additive alternate bid strategies tied to the project budget
- Revisions to the Drawings per the bid strategies
- New design and detailed Drawings for the Base Bid and Add Alt 'A' oversized precast end platform
- Updated Specifications.

Task 1 Meetings

- (1) Kick-off Meeting (location: WebEx/remote) with City of Ashland Staff to:
 - review bid strategies
 - review oversized precast end platform design
 - review front end Specifications and confirm any required revisions
- (1) Bid Document Set Review Meeting (Page Turn) with City of Ashland Staff (location: WebEx/remote)

Task 1 Deliverables

- Draft Bid Documents for City of Ashland review (Drawings and Specifications, digital delivery)

Task 2 Bid Phase Services

SmithGroup will adjust the Draft Bid Documents per City of Ashland input/review comments and produce Final Bid Documents.

In support of the City of Ashland, and to solicit bids from qualified contractors, SmithGroup will:

- Manage the distribution of the Bid Documents with the City of Ashland or a plan house of their choosing
- Contact potential bidders about the project
- Conduct a virtual Pre-Bid Meeting with interested contractors
- Receive and respond to contractors' and/or suppliers' pre-bid questions
- Prepare and distribute Addenda as required to clarify the Bid Documents
- Assist in the evaluation of bids and offer input to the City of Ashland regarding the award of a construction contract

Upon city acceptance of a bid, SmithGroup will finalize and issue Construction Documents.

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Task 2 Meetings

- Pre-Bid Meeting (virtual/remote)

Task 2 Deliverables

- Responses to pre-bid inquiries with corresponding notes and summary
- Addenda and clarifications
- Bid Tabulation

Task 3 Contract Administration

Contract Administration services related to the Ashland Oredock Phase 2 Improvements include coordination with the Contractor, participation in regular progress meetings, review of submittals and shop drawings, responses to contractor-generated Requests for Information (RFIs), on-site construction observation, and a Final Walkthrough review of built improvements.

Deliverables will include sketches and/or revised drawings as required to answer RFIs and address issues encountered during construction; electronic, annotated, reviewed copies of submittals and shop drawings; field notes for Site Observation Visits; a Final Punch List supported by detailed descriptions of site conditions and photographs.

SmithGroup and Westbrook Associated Engineers (WAE) anticipate that the City of Ashland will contract with a local engineer for regular on-site construction observation visits. The local engineer is expected to serve as the design and engineering team's local representative and will regularly review site preparation activities, placement of concrete reinforcement, formwork, placement of concrete, anchorages, walkway and bridge construction, and the construction of miscellaneous Phase 2 improvements.

Task 3 Meetings

- SmithGroup and WAE will participate in regular weekly construction progress meetings with the Contractor. Excepting those instances where progress meetings coincide with the on-site visits noted below, SmithGroup and WAE will participate in these meetings remotely.
- (4) total site visits for SmithGroup:
 - (1) Pre-Construction Meeting
 - (2) on-site Construction Progress Review Meetings
 - (1) Final Walkthrough Meeting
- (2) total site visits for WAE:
 - (1) Pre-Construction Meeting
 - (1) Final Walkthrough Meeting

Task 3 Deliverables

- Reviewed submittals with notes and directives
- Reviewed shop drawings with notes and directives
- Responses and associated sketches and/or drawing revisions for RFIs
- Field Observation Reports for all Construction Observation Visits
- Final Walkthrough Report (Punch List)

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Assumptions & Owner Responsibilities

1. The City will be responsible for payment of any application and review fees.

Schedule

The final schedule will be coordinated with the City of Ashland to meet the specific needs of the project. It is understood that the city plans to bid the Phase 2 project in early 2022 and begin construction at the start of the 2022 construction season. As such, SmithGroup assumes that the project will be substantially complete by late fall 2022. If the construction timeframe is adjusted to accommodate a more desirable bid (for example, allowing for offsite fabrication in 2022 with a 2023 installation), Task 3 may be reevaluated.

Compensation

The City of Ashland shall compensate SmithGroup for the scope of services above for the fixed lump sum fee of **\$ 68,965** inclusive of labor, materials, and expenses.

Invoices will be prepared monthly based on percentage of completion for each task.

Reimbursable Expenses

Not applicable, included in compensation above.

Owner (*Signature*)

SmithGroup (*Signature*)

(*Printed name and title*)

(*Printed name and title*)

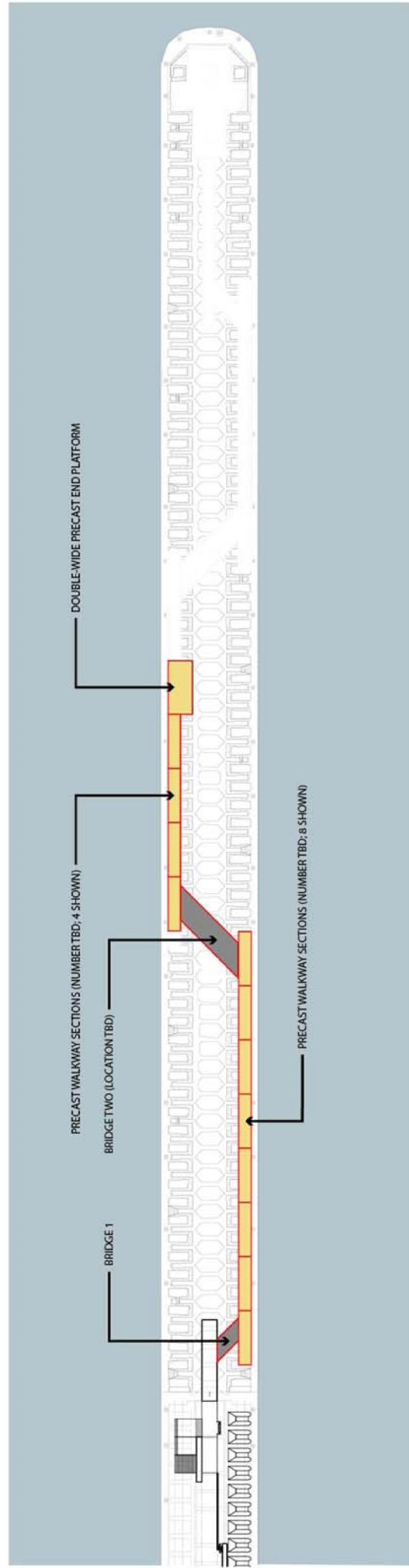
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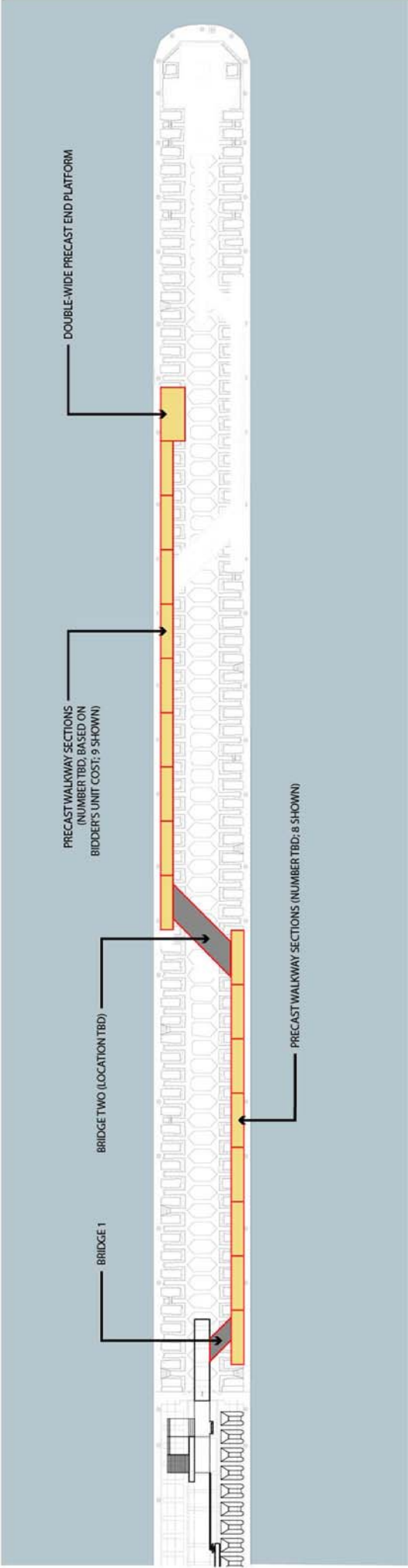
Date

City of Ashland

Ore Dock Design Services
Ashland, Wisconsin

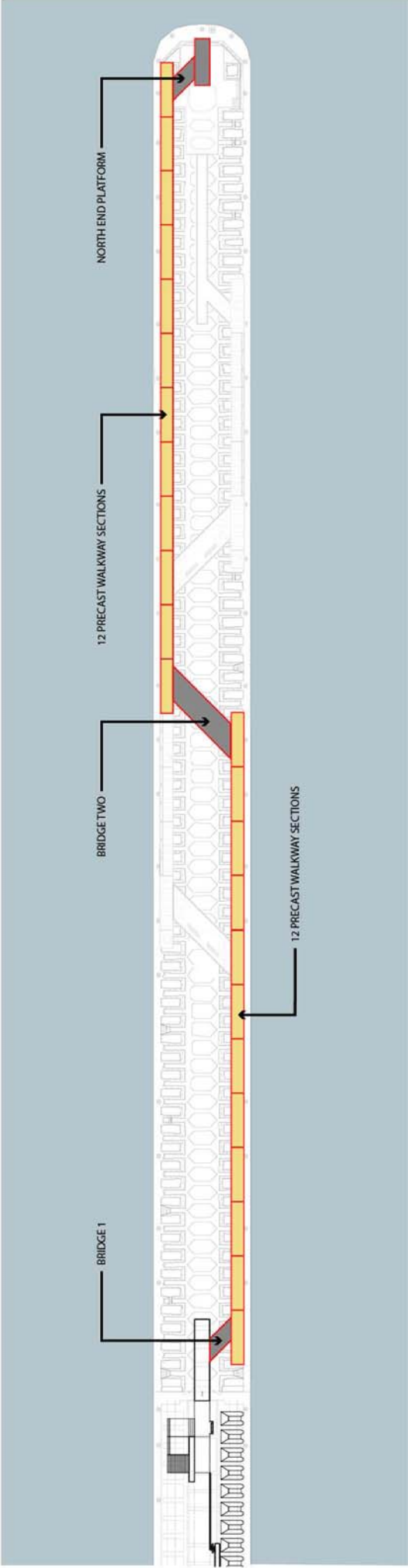
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PHASE 2 SCOPE: ADDITIVE ALTERNATE CONFIGURATION A (ADDITIONAL PRECAST PANELS)

12/09/2021
NTS



PHASE 2 SCOPE: ADDITIVE ALTERNATE CONFIGURATION B (FULL BUILD-OUT)
12/09/2021
NTS