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Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Thursday, February 9, 2023

9:00 AM

North Conference Room

Agenda

1. Call to Order, Roll Call

2. Approval of Meeting Minutes

Action requested: review and approve

January 19, 2023 Minutes

3. Resident Communications

Citizens wishing to address the Commission on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limitation is FIVE minutes. Please state your name and address.

4. Discussion/Action Items

Master Plan RFP Response Discussion

5. Other Business

6. Adjourn

Dated: /s/ T. Azinger, Chair

Notice is hereby given that a majority of other governmental bodies may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility, although they will not take any formal action relative thereto at this meeting. Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914 twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Engineering Office at 262-236-2934, Monday through Friday, 8:00 am – 4:30 pm.



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Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Thursday, January 19, 2023

9:00 AM

North Conference Room

Minutes

1. Call to Order, Roll Call

Acting Chair Wade called the meeting to order at 9:02 a.m.

Present:

Commissioner Kenneth Maciolek
 Commissioner Jim Doornek
 Commissioner Ron Heinritz
 Commissioner Rob Holyoke
 Commissioner John Liegeois
 Commissioner Kristin Wade

Absent:

Chair T. Azinger

Also present were Director of Public Works/City Engineer Kristen Lundeen, Assistant City Engineer Cole McCraw, Engineering Technician Jeremy Dandy, and Administrative Assistant Kris Leach.

2. Approval of Meeting Minutes

a. December 15, 2022 Minutes

Commissioner Maciolek asked why he and Commissioner Wade were noted as "Not Present" for the approval of the November 10, 2022, meeting minutes. He was advised that they had arrived late to the December 15th meeting and were not present for that vote. The December 15, 2022, meeting minutes were amended to reflect the arrival time of Commissioners Maciolek and Wade.

RESULT: Approved with Amendments [Unanimous]
MOVED BY: Commissioner Maciolek
SECONDED BY: Holyoke

AYES: Maciolek, Doornek, Heinritz, Holyoke, Liegeois, Wade
ABSENT: Azinger

b. January 5, 2023 Minutes

RESULT: Approved [Unanimous]
MOVED BY: Commissioner Maciolek
SECONDED BY: Holyoke

AYES: Maciolek, Doornek, Heinritz, Holyoke, Liegeois, Wade
ABSENT: Azinger

3. Resident Communications

Acting Chair Wade acknowledged resident David Schlageter was present.

Mr. Schlageter stated that he was attending the meeting as a representative of the Highland Road Bike/Pedestrian Path Project. The group is looking for the support of the Joint Mequon-Thiensville Bike & Pedestrian Way Commission. Mr. Schlageter asked that his group be placed on next month's meeting agenda to discuss the upcoming Rails to Trails event on April 22, 2023.

4. Discussion/Action Items

Statement

The Commission decided they would discuss the shoulder widening of Highland Road and River Road separately, with individual roll call votes following each discussion.

a. Highland Road (Wauwatosa Road East to Railroad) and River Road Shoulder Widening

Motion to widen Highland Road (Wauwatosa Road to the railroad crossing) to accommodate for larger 4' paved shoulders as part of a future road program.

Assistant City Engineer McCraw provided a brief overview of the condition and challenges faced for widening Highland Road. He introduced Engineering Technician Jeremy Dandy, who coordinates the City of Mequon's road program. Engineering Technician Dandy briefly explained the road condition rating system, indicating that Highland is currently at a level 3, with 10 being the best condition. McCraw advised that the Highland Road crossing is part of the 20-year plan and asked if the group would like to consider amending or withdrawing it from the current plan or consider an off-road path instead. A discussion ensued considering all options, benefits and challenges, safety, and potential cost impacts. Director of Public Works/City Engineer Lundeen advised that the

decision would be to either widen the road to accommodate a larger shoulder for bike travel or construct an off-road path, not both. She also noted that if the Commission decided to widen the road, it would not be done as part of this year's road program due to additional engineering needed for this project. The topic was put to a roll call vote.

RESULT: **Approved by Roll Call Vote [5 to 1]**
MOVED BY: Commissioner Maciolek
SECONDED BY: Commissioner Wade

AYES: Maciolek, Doornek, Heinritz, Liegeois, Wade
NAYS: Holyoke
ABSENT: Azinger

Motion to widen River Road (Freistadt Road to Highland Road) to accommodate for larger 4' paved shoulders.

Assistant City Engineer McCraw advised that a segment already exists on the East side of the Road between Freistadt Road and Heidel Road. Adding the paved shoulder on the West side as an additive or alternative bid to the City of Mequon's road program would provide Thiensville the opportunity to elect the construction if the price is favorable. He asked the Commission to confirm that they would still like to recommend the four-foot paved shoulder.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Holyoke
SECONDED BY: Commissioner Doornek

AYES: Maciolek, Doornek, Heinritz, Holyoke, Liegeois, Wade

b. Master Plan RFP Response Discussion

Assistant City Engineer McCraw recapped where the Commission left off at the last meeting. He presented the new breakdown that was received from the consultant in response to questions the Commission had. The Commission discussed the cost comparisons and shared cost percentages. Director of Public Works/City Engineer Lundeen advised the Commission that they have reached a point in the process where they need to decide if this will be one or both communities moving forward. Commissioner Holyoke advised he is not agreeable to the cost breakdown and doesn't feel Thiensville's share of the project is accurate. Commissioner Wade advised that as a business owner she recognizes that the size of the project doesn't always reflect the cost. Many times, a small project will require the same basic things that a larger project requires. Director of Public Works/City Engineer Lundeen provided several options of how to move forward with this project and ultimately make a recommendation to the Common Council and Village Board. Commissioner Liegeois expressed that he feels the group owes it to their communities to at least pursue potential private funding to offset

the cost of the project. Commissioner Wade included that this project is needed and pursuing private funding will also bring attention to the project and efforts of this Commission. The Commission postponed further discussion until the next meeting to allow time to pursue private funding.

5. Other Business

Acting Chair Wade asked if there was any other business. No other business was brought forth.

6. Adjourn

Motion to Adjourn at 10:54 AM

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Holyoke
SECONDED BY: Commissioner Wade

AYES: Maciolek, Doornek, Heinritz, Holyoke, Liegeois, Wade
ABSENT: Azinger

Respectfully Submitted,

Kris Leach



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Office of Joint Mequon-Thiensville Bike and Pedestrian Way Commission

TO: Joint Mequon-Thiensville Bike and Pedestrian Way Commission
FROM: Cole McCraw, Assistant City Engineer
DATE: February 9, 2023
SUBJECT: Master Plan RFP Response Discussion

Background

The Commission received proposals on November 21st and completed evaluation forms for proposals by December 6th. The interview committee elected to use the interview slot to further evaluate the proposals. City staff reached out to the potential consultant for clarification on some tasks as well as inquiring about cost savings by awarding the full contract. The email response is attached along with the original proposal cost breakdown. The Commission met in January to discuss potential award but could not come to a conclusion on recommendation.

Analysis

The Commission decided to postpone award recommendation to allow members to reach out to potential private funding sources. If any private funding sources were contacted, the Commission can share these and determine if it impacts the recommendation.

Fiscal Impact

The fiscal impact is yet to be determined based on elected scope and potential private funding sources to recommend to Common Council.

Recommendation

The Commission may discuss the proposal and recommend award of all or a portion of the contract. Staff recommends the City of Mequon portion be fully recommended for award or with the possible removal of Task 4B.

Attachments:

2022-12-16 MSA Email (PDF)

MSA Cost Proposal (PDF)

From: Amy Bennett
Sent: Friday, December 16, 2022 10:07 AM
To: Cole McCraw
Cc: Kristen Lundeen, Engineering Shared Mailbox

Excerpt:

1. On page 18 under the plan approach/existing condition map, it mentions that your team will gather all bike-ped network GIS data from the City. There is no base GIS information that the City has, only legacy AutoCAD linework. How does that impact the cost for Phase 3?

We can likely convert the AutoCAD data into GIS, though it will likely need to be a City-wide dataset to be useful. Because the number/mileage of streets with sidewalks and/or marked bike lanes is low, this is not expected to be a huge task. We estimate additional cost of \$2,200 to do both communities..

2. If both communities were to both award the full project with all tasks, what would be the revised breakdown be by task and community?

If both communities pursue the full project we can achieve some economy of scale and are willing to reduce the fee to each by 10%. A revised pricing list for that scenario is below. Task 2A is added as described above, split 2/3 to Mequon and 1/3 to Thiensville. Task 3 is not reduced but is split 2/3 to Mequon and 1/3 to Thiensville. Task 9 is Mequon only and is not reduced. The bottom line in this scenario is \$35,700 for Mequon and \$17,100 for Thiensville.

3. If the Commission was concerned regarding the overall cost, is there anything you would recommend (scope modifications, extension of proposed project schedule, etc.) that could make the project more cost efficient? What are the associated cost savings?

We would first drop the bike/ped traffic counts (4B) – these aren't likely critical to your policy decisions (total savings \$5,130 of the combined, discounted cost). After that it gets harder to cut things. You could combine the public meeting with the 3rd or 4th commission meeting and save maybe \$800. Further cutting of engagement or plan content could leave unsatisfactory gaps in your plan.

4. Is the timing of the proposed counts appropriate for the season/anticipated volumes given school schedules, etc.?

We planned this for May, which is an appropriate month to capture higher walking and biking counts.

If you have any questions, please feel free to let me know.

Fees by community and task if all tasks completed for both communities			
		Revised	
task	description	Mequon	Thiensville
Task 1	Inventory	\$5,130	\$1,710
Task 1A	Bike/Ped Network Mapping	\$1,452	\$726
Task 2	Community Assessment	\$2,700	\$1,800
Task 3	Meetings, Policy Updates, Document Updating/Assembly*	\$8,791	\$4,396
Task 4A	Bike Corridor ID	\$1,440	\$720
Task 4B	Bicycle and Pedestrian Counts	\$3,420	\$1,710
Task 5	Route Alternatives and Design Treatments	\$3,600	\$1,800
Task 6	Safety Component	\$1,800	\$1,440
Task 7	Prioritization per Planning Criteria	\$1,350	\$1,080
Task 8	Cost and Funding	\$2,376	\$1,728
Task 9	Impact Fee Evaluation	\$3,600	\$0
PROJECT TOTALS*		\$35,659	\$17,110

COST PROPOSAL

The following cost proposal is an estimate based on the plan scope and engagement plan as described. We look forward to a process of scope and cost refinement in collaboration with City staff if selected to work with the City and Village.

TASK	DESCRIPTION	CITY OF MEQUON COST (LUMP SUM)	VILLAGE OF THIENSVILLE COST (LUMP SUM)
Task 1	Inventory	\$5,700	\$1,900
Task 2	Community Assessment	\$3,000	\$2,000
Task 3	Meetings, Policy Updates, Document Updating/Assembly*	\$13,200	\$13,200
Task 4A	Bike Corridor ID	\$1,600	\$800
Task 4B	Bicycle and Pedestrian Counts	\$3,800	\$1,900
Task 5	Route Alternatives and Design Treatments	\$4,000	\$2,000
Task 6	Safety Component	\$2,000	\$1,600
Task 7	Prioritization per Planning Criteria	\$1,500	\$1,200
Task 8	Cost and Funding	\$2,640	\$1,920
Task 9	Impact Fee Evaluation	\$3,600	\$0
PROJECT TOTALS*		\$41,040	\$26,520

*If both communities participate, the cost of Task 3 applies only once