



Whitewater CDA - **MINUTES**

Monday, April 19, 2010

4:30 PM – CDA Board of Directors

4:30 PM – Whitewater University Tech Park Board (items #6 & #7)

1st Floor – Community Room

Whitewater Municipal Building

312 W. Whitewater Street

Whitewater, WI 53190

1. Call to order and roll call

CDA

Tom Miller called the meeting to order at 4:33PM.

Present: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart

Absent: Al Stanek, Marilyn Kienbaum

Others Present: Mary Nimm, Kevin Brunner, Doug Saubert

Tech Park Board

Present: Chancellor Telfer, Kevin Brunner, Peter Zaballos, John Chenoweth, Jim Stewart, Bud Gayhart, Jeff Knight

Absent: None

2. Approval of the Agenda

Jim Allen motioned to approve the agenda with changing the order of items 15a and 15b. Stewart seconded.

Ayes: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart

Nays: None

Absent: Al Stanek, Marilyn Kienbaum

The motion to approve the amended agenda passed on a voice vote.

3. HEARING OF CITIZEN COMMENTS. *No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.*
NONE

4. Approval of the February 22, 2010 Minutes

Jim Allen motioned to approve the February 22 Minutes. Knight seconded.

Ayes: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart

Nays: None

Absent: Al Stanek, Marilyn Kienbaum

The motion to approve the February minutes passed on a voice vote.

5. Discussion and Possible Action on Sponsoring Charter TV Commercials for Downtown Whitewater Promotions

Tamara Brodnicki, Executive Director for Downtown Whitewater made a request for continued sponsorship of the commercials for local business persons. Ms. Brodnicki stated that by partnering together as a group promoting Whitewater our commercial district is out there in TV Land. Last year 18 businesses participated in this program and they were all considered paid in advance so the merchants promoted the downtown commercial district with 6,120 commercials. Downtown Whitewater, Inc. will put forth \$500.00 and work with Dave Saalsaa to take the pictures. In the past Tourism and CDA put forth \$600.00 each and that lowered the price for the merchant. This year the Chamber will participate so we are asking for a \$400.00 sponsorship from CDA, Tourism and the Chamber of Commerce. The goal is to turn this campaign into a Shop Local Campaign for all of Whitewater.

Jim Allen motioned to approve the \$400 requested sponsorship. Marshall seconded.

Ayes: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart

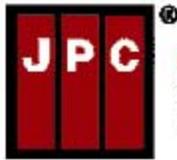
Nays: None

Absent: Al Stanek, Marilyn Kienbaum

The motion to approve the sponsorship of the Charter TV commercials minutes passed on a roll-call vote.

6. Discussion and Possible Action on Bid(s) for construction of the Whitewater Innovation Center (as part of the Whitewater University Technology Park and Economic Development Administration Grant)

Brunner noted that bids were opened on Thursday, and it was a competitive process. Low bidders were outlined in an outline provided by JP Cullen. It was forecasted that construction of the Innovation center will have a cost of approximately \$5.4m, but bids came in at \$4.963m at approx 8% lower than the original estimate.



J.P. Cullen & Sons, Inc.
Construction Service Excellence since 1892
In the Tradition of the Master Builders



April 16, 2010

City of Whitewater
Kevin Brunner, City Manager
312 W. Whitewater Street
Whitewater, WI 53190

RE: Whitewater Innovation Center
Results of 4/15/10 Bids and Recommendations for Contract Awards

Mr. Brunner:

Following are the results of the bid opening which took place at 2:00 pm 4/15/10 for the construction of the Whitewater Innovation Center.

Bids were received in five categories. The bids were reviewed for responsiveness and each low bidder's qualification information was reviewed to determine that the bidder is qualified and responsible. Our recommendations for contract award are as follows:

For Base Bid #1 – General Construction, three responsive bids were received ranging from \$2,890,195 to \$3,070,000. J.P. Cullen & Sons, Inc. submitted the lowest responsive bid at \$2,890,195 and we recommend that they be awarded a contract for Bid Category #1.

For Base Bid #2 – Plumbing and Site Utilities, seven responsive bids were received ranging from \$184,600 to \$219,970. DeGarmo Plumbing submitted the lowest responsive bid at \$184,600 and we recommend that they be awarded a contract for Bid Category #2.

For Base Bid #3 – Fire Protection, seven responsive bids were received ranging from \$45,950 to \$78,649. Freedom Fire Protection submitted the lowest responsive bid at \$45,950 and we recommend that they be awarded a contract for Bid Category #3.

For Base Bid #4 – Heating, Ventilation & Air Conditioning, six responsive bids were received ranging from \$984,600 to \$1,137,459. North American Mechanical, Inc. submitted the lowest responsive bid at \$984,600 and we recommend that they be awarded a contract for Bid Category #4.



CORPORATE OFFICE
330 East Delavan Drive
Janesville, WI 53546
(p) 608.754.6601
(f) 608.754.9171

www.jpcullen.com

MILWAUKEE OFFICE
13040 West Lisbon Road
Brookfield, WI 53005
(p) 262.781.4100
(f) 262.781.6300



For Base Bid #5– Electrical, five responsive bids were received ranging from \$504,835 to \$699,391. Rewald Electric submitted the lowest responsive bid at \$504,835 and we recommend that they be awarded a contract for Bid Category #5.

Based on the bid results noted, the total construction cost for the project is expected to be \$4,963,916 against an approved budget of \$5,400,000. This is an 8.08% savings which is an adequate amount for contingencies. The summary is attached.

We recommend you also authorize J.P. Cullen & Sons, Inc. to proceed with construction.

Sincerely,



Daniel A. Swanson
VP Preconstruction Services and Corporate Work Procurement
Daniel.swanson@jpcullen.com

DAS/cak





J.P. Cullen & Sons, Inc.
WHITEWATER INNOVATION CENTER

Bid Day Results

Cost Summary - Construction Costs Only	
	Bid 15-Apr-10
JP Cullen & Sons, Inc (Construction Management)	
CM General Conditions Costs (Fixed)	\$ 141,836
CM General Conditions Costs (Variable, estimated)	\$ 59,400
CM Construction Management Fees (1.75% on cost)	\$ 84,200
Performance Bond (in bid numbers below)	\$ -
Subtotal Construction Management Cost	\$ 285,436
Bids Received 04 15 2010	
Bid Category #1 General Construction	\$ 2,890,195
Bid Category #2 Plumbing & Site Utilities	\$ 184,600
Bid Category #3 Fire Protection	\$ 45,950
Bid Category #4 Heating, Ventilation & Air Conditioning	\$ 984,600
Bid Category #5 Electrical	\$ 504,835
Additional Dollars that need to be reserved	\$ 68,300
Subtotal Bids Received and Reserve Dollars	\$ 4,678,480
Total CM and Construction	\$ 4,963,916
Approved Budget	\$ 5,400,000
Over / (Under) Budget	\$ (436,084)

-8.08%



J.P. Cullen & Sons, Inc.
WHITEWATER INNOVATION CENTER

Bid Day Results

Cost Summary - Non Bid Costs	
	Bid Day 15-Apr-10
Construction Management Fixed Costs	
On-Site Superintendent	\$ 78,018
On-Site Project Engr / Asst Supt	\$ 49,570
Job Trailer	\$ 2,400
Phone	\$ 5,328
Fax Machine	\$ 512
Copy Machine / Duplication expenses	\$ 768
Job Site Signage	\$ 500
Trucking	\$ 1,800
Yard	\$ 2,440
Mobilization/Demobilization	\$ 500
Subtotal 1/8/2010 DD Plans Construction Cost	\$ 141,836
Construction Management Variable Costs (estimated)	
Postage / Messenger	\$ 400
Project Signage	\$ 800
Fire Extinguishers	\$ 500
Dumpsters	\$ 11,700
Temporary Heat	\$ 46,000
Temporary Electric	\$ -
Subtotal 1/8/2010 DD Plans Construction Cost	\$ 59,400
Additional Dollars we recommend be reserved	
Additional WE Energies Allowance potential cost	\$ 10,000
Advertising - Legal Notices	\$ 800
Builders' Risk Policy potential cost	\$ 10,000
Printing Costs potential cost	\$ 6,000
Soil, Concrete, Weld Inspections estimated cost	\$ 30,000
Surveying potential cost	\$ 2,500
Potential gap in pipe insulation scope	\$ 9,000
Other	
Total additional Funds reserved	\$ 68,300

Jeff Knight motioned to (on behalf of both the CDA and the Whitewater Technology Park Board) approve the bids for the construction of the Whitewater Innovation Center. Jim Allen seconded.

CDA

Ayes: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart

Nays: None

Absent: Al Stanek, Marilyn Kienbaum

Tech Park Board

Ayes: Chancellor Telfer, Kevin Brunner, Peter Zaballos, John Chenoweth, Jim Stewart, Bud Gayhart, Jeff Knight

Nays: None

7. Discussion and Possible Action on Ground Breaking for Whitewater Innovation Center

Chancellor noted the ground breaking will be the next Tuesday at 4pm and requested that both boards please make an effort to attend.

Tech Park Board motioned to adjourn.

8. Discussion and Possible Action on Marketing Campaign for Whitewater Business Park

Nimm noted at the last meeting the Board approved extending the Business Park Marketing Campaign with the help of Bud Gayhart and his office(s). Bud is asking when the Board would like the extension of the campaign to commence... Gayhart suggested that we hold-off the mailing until end of summer, early fall to maximize the impact. Gayhart suggested that perhaps the timing should be close to the grand opening of the Innovation Center. Knight suggested a June launch of the mailing.

9. Receipt and Filing of February, 2010 and March, 2010 Financials

Jim Allen motioned to accept the February and March financials. Stewart seconded.

Ayes: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart

Nays: None

Absent: Al Stanek, Marilyn Kienbaum

10. Update: WCEDA (Walworth County Economic Development Alliance)

Brunner noted that the Executive Vice President of WCEDA has turned in his resignation and that Mike Vandenbosch will step-in until the search for the new Vice President is complete. A draft of the MOU from WCEDA has not yet been received. This will need to be worked out in the future. No money will be paid to WCEDA until there is a MOU agreed upon between the CDA and WCEDA. Brunner will serve on the committee for the recruitment of the next Executive Director.

11. Discussion and Possible Action on Tax Increment Finance District(s)

a. District Map(s)

Per the request of Jim Caldwell, Nimm provided the CDA with a map of each of the five TIF districts, and a map with the five districts combined, each with a ½ mile radius drawn around each district. This information was provided to start the discussion on possible funding assistance, in the name of TIF districts, as they relate to assisting future developments.

12. CDA Coordinator

a. EI (Energy Independent) Communities 25x25 Planning Grant

Nimm reported she attended the first quarter meeting on April 7th in Eau Claire. She is working on gathering information on the City buildings for the Energy Star Portfolio for the City Facilities and then will be working on energy usage data entry.

b. First Time Homebuyers Workshop

Nimm reported she had nine registered for the workshop, only three attended. There was a positive response from the three who did attend the workshop. She able to recover the costs of the workshop through sponsors from both Commercial and First Citizens Banks.

c. Lead Safe Renovator Workshop(s)

Nimm reported the first workshop, conducted by Milwaukee Lead and Asbestos was a sell-out. She is working with MLIA to bring a second workshop to Whitewater in May. There is no cost to the CDA to make this workshop available in Whitewater. The workshop(s) in Whitewater was organized in response to contractor's requests for a workshop more local to Whitewater. The workshop will benefit the CDA Housing Loan Program as we will have certified Lead Contractors in and near Whitewater available for our rehab projects on our pre-1978 built homes.

d. Buy Local Program Update

Nimm reported the committee discussed a launch in June, perhaps a banner across the street announcing the program, perhaps marching in the July 4th parade.

e. Site Search Request(s)

Nimm reported there were no search requests in March or April.

f. Retention Visits

Nimm reported two retention visits were conducted with both Generac and Lavelle Industries

g. International Council Shopping Centers – Madison Show

Nimm reported she attended, along with Tamara Brodnicki, the Wisconsin ICSC conference in Madison on April 15th. They were able to make contact with several potential retailers and will be sharing specific information (traffic counts and lease spaces) with several of those they spoke with.

13. Future Agenda Items

None

14. May Meeting Update – May 24, 2010

Adjourn to closed session at approximately 6:30PM to reconvene at approximately 6:50PM per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility and Per Wisconsin Statute 19.85 (1)(e). Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Tom Miller motioned to adjourn to closed session at 5:50PM. Allen seconded.

Present: Jim Allen, Jeff Knight, Alan Marshall, Tom Miller, Jim Stewart

Absent: Al Stanek, Marilyn Kienbaum

Others Present: Mary Nimm (present for item 15b, excused for item 15a), Kevin Brunner

a. Performance Review - CDA Coordinator

b. Economic Development Loan Payment Status at 210 W Whitewater St., Whitewater, WI

15. Convene to Open Session

16. Discussion and possible action on CDA Coordinator Performance Review

No action taken. Brunner will assemble a 360 Performance Review for Nimm and it will be distributed to the CDA for comment and assessment. The results of the review will be discussed at the May meeting.

17. Discussion and Possible Action on Economic Development Loan Payment Status for property at 210 W Whitewater St., Whitewater, WI

No action taken

18. Adjourn

The CDA meeting adjourned at 6:05PM.

It is possible that a quorum of Common Council and Technology Park Board members may attend this meeting. Even if a quorum is present, no Common Council and/or Technology Park Board business will be conducted at this meeting. Anyone requiring special arrangements is asked to call the office of the City Manager/ City Clerk at least 72 hours prior to the meeting.