



Bid Waiver Form

Revised 01/2024

Short Description of Goods/Services	Construction Administration Services Mendota Co Park Redevelopment	Total Cost	\$112,446
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Vendor Name	KL Engineering	MUNIS #		Req #	
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Purchasing Officer		Date	9/30/2024
Department	LWRD - Parks	Email	stinson.joleen@countyofdane.com
Name	608-422-0657	Phone	

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

Provide a detailed description of the goods/services intended to be purchased:

KL Engineering to assist with bidding, administer the construction, coordinate project start up and closeout, and verify material compliance for Mendota County Park's redevelopment project. Major work operations include pulverizing and relay of pavement, grading and proof rolling base, HMA pavement, ancillary concrete installations, restoration, lighting, constructing three pedestrian bridges, pavilion demolition, a new timber pavilion, two (2) fitness areas, one (1) play area, one (1) nature area, and replacing the boat launch. It is assumed fabrication of playground, bridges and pavilion will be completed off-site at the fabricator's laboratory, delivered, and assembled onsite. The construction is anticipated to begin Spring of 2025 and be completed by September 1, 2025.

Bidding Assistance services include: lead an onsite pre-bid meeting, respond to RFIs and prepare addendums as needed.

Pre-Construction Administration services include: lead preconstruction meeting, prepare and distribute the preconstruction agenda and meeting minutes, review contractor's initial schedule, review contractor's submittals.

During Construction Administration services include: review weekly schedule updates, coordinate weekly construction meetings, prepare and distribute weekly meeting agendas and meeting minutes, electronically document all construction activities, changes, and project conversations, review as-built installations, perform erosion control inspections, negotiate and review Contractor generated contract modifications, project construction observation, verify contractor measured quantities and review pay applications for County processing.
Post-Construction Administration services include: prepare initial punchlist, attend project's final walkthrough and confirm punchlist completeness, review contractor's final close-out documentation, review final pay application.

Project Closeout services include: survey, prepare, and electronically submit final as-built drawings, prepare materials diary documenting materials incorporated into the project, prepare and electronically submit daily diaries, finalize any outstanding permits, prepare storm water certification.

Send to a Purchasing Officer Once Completed



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Procurement Exception List

- Emergency Procurement
- Unique and specific technical qualifications are required
- A special adaptation for a special purpose is required
- A unique or opportune buying condition exists
- Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception(s) chosen:

The Ragatz Family, in loving memory of Karen and Thomas Ragatz, committed a donation of \$1.5 million to develop a shelter, accessible playground, parking lot, trail, fitness nodes and related improvements at Mendota County Park. The donation was received and administered by the Foundation for Dane County Parks, a nonprofit organization dedicated to raising funds to support Dane County Parks.

Dane County contract #14826 outlined the roles and responsibilities of the County, Foundation and Ragatz Family (2022 RES-119). Per the terms of the contract, the Foundation solicited proposals for design and construction document development and hired KL Engineering. After the completion of the design, the Foundation donated the construction documents to the County.

To fulfill the contract terms, the Foundation then obtained a quote from KL Engineering for providing construction administration professional services. The agreement states that the County will rely on said quote to contract with the vendor for construction administration services during construction if the project proceeds.

Bid Waiver Approval (For Purchasing Use Only)

Under \$44,000 (Controller)

\$44,000+ (Personnel & Finance Committee)

Date Approved:

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