

# Quarterly Training Seminar

## Rest Areas

Thursday, May 20, 2021

Joseph Coughlin

Biren Patel

# Agenda

- Current Projects
- Potential Projects
- Project Process
- Project Documentation
- Work Center Staff
- Rest Area 16 Sparta Update

# Current Projects

## ❑ Various Rest Areas

- Facility Condition Assessments (FCA)
- Tree Removals
- Tree Planting

## ❑ Various Rest Area and SWEF

- Wastewater Designs

## ❑ Rest Area 106 Dickeyville

- MAU (makeup air unit) Improvements

## ❑ Rest Area 23 Superior

- Coordinating Roadway Bid Item Improvements in the rest area with the Region's Future Mainline Project

## ❑ Rest Area 81 Coloma

- Site Inspection for a much-needed drainage plan

# Potential Projects

- Roofing
- HVAC
- Painting
- Water Softeners

# Project Process

- Projects less than \$5,000 need only one quote.
  - Try to compartmentalize a project into smaller pieces.
- Projects less than \$10,000 need an attempt to get 3 quotes.
  - Needs Bureau Director approval.
  - Give all 3 contractors the same deadline to provide a quote... typically one week.
  - At the end of the deadline, only one reasonable bid is needed to continue moving forward with the Purchase Order (PO) process.
- Projects greater than \$10,000 need more detail and time.
  - Needs Administrator's Office (AO) approval.
- Projects greater than \$25,000 needs even more detail and time.
  - Needs Secretary's Office (SO) approval.

# Project Documentation

The following information is needed to start a Purchase Order (PO)...

- Who was contacted?
- When were they contacted?
- How they were contacted (phone, e-mail, in-person, etc.)?
- Record the date the quote was received.
  
- Request and submit quote documentation.

# Thank You!

## Work Center Staff

For Helping Identify the Needs of the Smaller Improvements and Assist with getting Bids for Projects!

# Rest Area 16 Sparta - Update

Through a Discretionary Maintenance Agreement (DMA) we are moving forward with the Truck Side Improvement Plan.

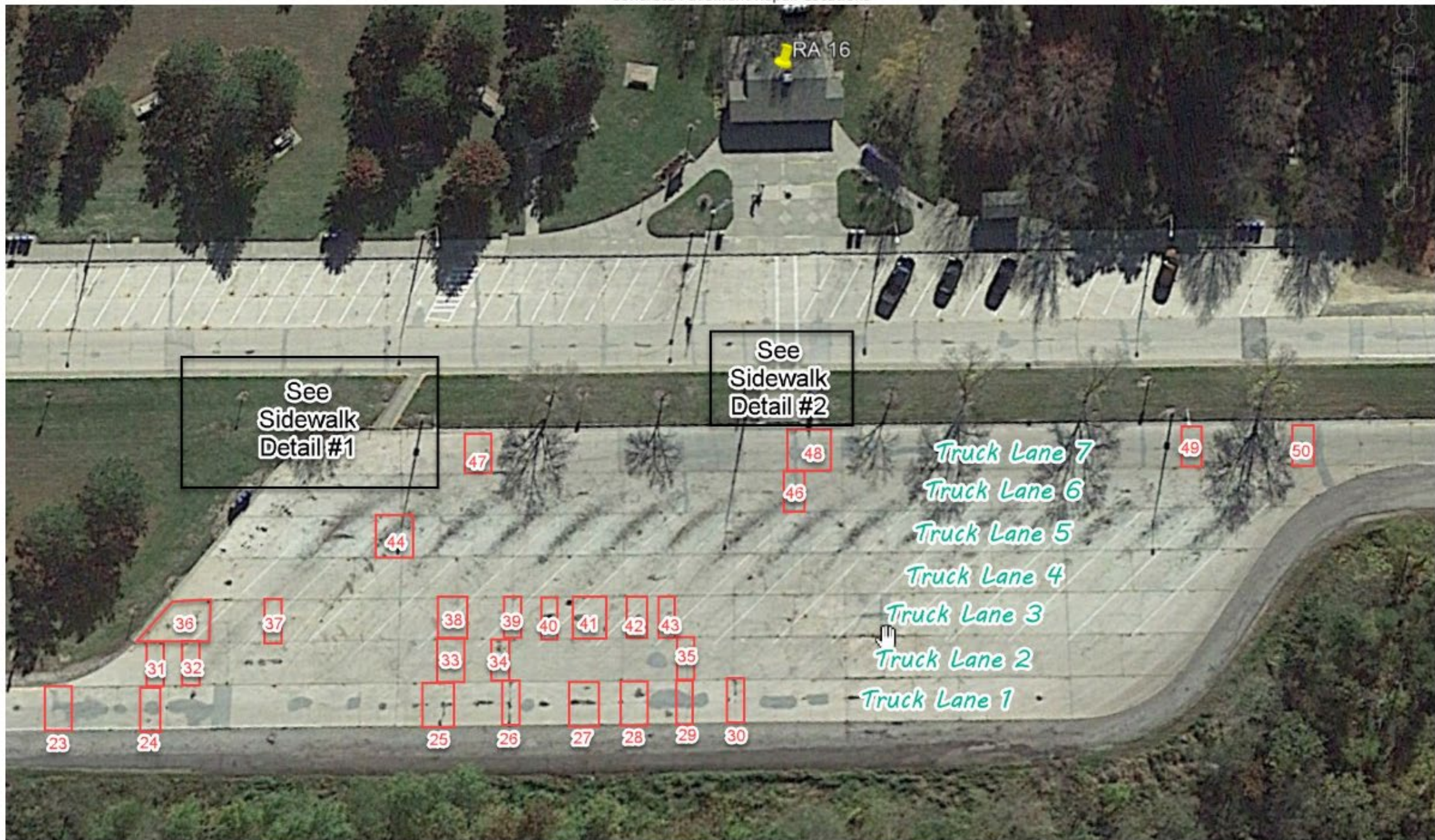
It was split into two smaller projects...

- Concrete Pavement Repairs
  - Monday, May 24<sup>th</sup> to Tuesday, June 1<sup>st</sup>
- ADA Sidewalk along the Truck Side
  - Pre-Bid Conference on Thursday, May 27<sup>th</sup>

Concrete Pavement Repair Locations



Concrete Pavement Repair Locations



Concrete Pavement Repair Locations

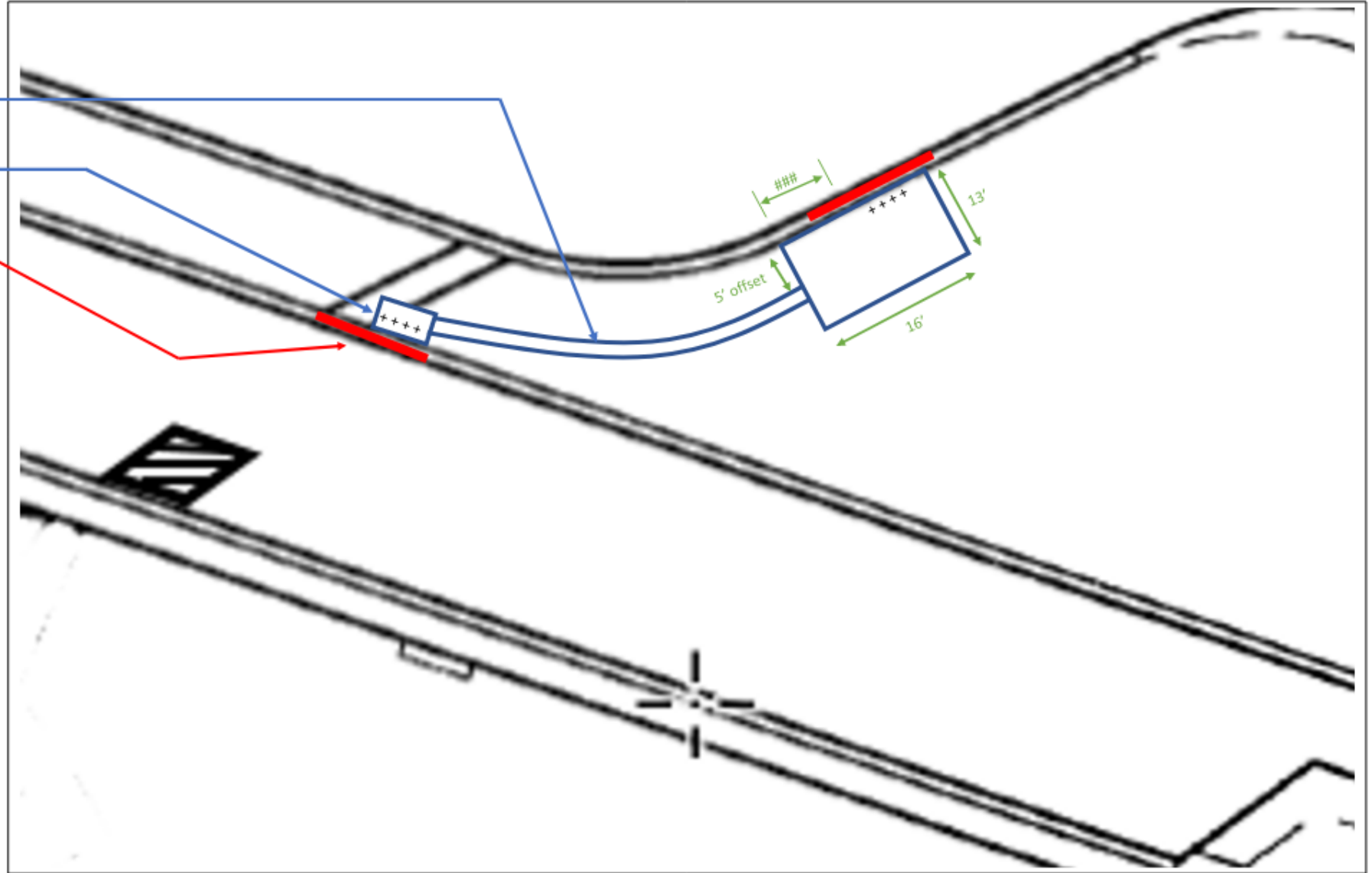


## Concrete Sidewalk – Detail #1

- 5' Concrete Sidewalk (50 linear feet)
- 2' x 5' Detectable Warning Fields (2) + + + +
- 6' x 6' Level Landing Pad (36 sf)
- 13' x 16' Level Landing Pad (208 sf)
- 30" Concrete Curb & Gutter (slope to match DWF)  
(2 locations – 18 linear feet)

### Notes:

1. Level Landing Pads are sloped 1.5 - 2% except in the area near the Detectable Warning Fields (DWF).
2. ### - 8' flat area next to DWF for trash cans.



The End