

**CITY OF STEVENS POINT  
BOARD OF PUBLIC WORKS MEETING**

**November 9, 2020 - 6:25 PM**

**(or immediately following previously scheduled meeting)**

**Join Zoom Conference Call Meeting**

**Dial in #: +1-312-626-6799 US (Chicago)**

**<https://us02web.zoom.us/j/83884265690?pwd=bHE4VWRkR0w0dVJTc2owb3d1SFZEUT09>**

**Meeting ID: 838 8426 5690 | Passcode: 082376**

**(A quorum of the City Council may attend this meeting)**

**AGENDA**

**Roll Call**

**Informational**

1. Director's Report
  - a. Sidewalk Continuation
  - b. 2020 Alley Improvement Project
  - c. 2021 Streets Improvement Project

**Discussion and Possible Action**

2. Consideration for trash and recycling pickup at 2 (two) municipal parcels owned by the Stevens Point Housing Authority.
3. Ordinance Amendments regarding Bicycle Lanes in Section 9.12 and Parking in Section 9.05.
4. To Accept the proposal from Gremmer & Associates, Inc. for design assistance for the 2021 Street Improvement Project #21-01 for the estimated fee of \$174,000.

**Adjourn**

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.



City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481



## **Public Works**

Engineering Department:  
Phone: 715-346-1561  
Fax: 715-346-1650

Streets Department:  
Phone: 715-346-1537  
Fax: 715-346-1687

November 3, 2020

DIRECTOR OF PUBLIC WORKS REPORT  
Scott Beduhn

### **1. Engineering Division**

- **Sidewalk Continuation**
  - o Staff is still working through the finalization of a sidewalk prioritization model.
  - o After completing the model, staff would like to use the near term to prepare a longer-term sidewalk network improvement plan that could then be the guiding document for future projects.
    - After the past few years of dealing with irate residents it is clear that a long-term plan is necessary to:
      - Justify the installation of sidewalk for the purpose of resident understanding. (Answer the often-asked question "Why here and not there?")
      - Identify in advance those properties that may receive sidewalk so they can be notified well in advance. (Answer the, "Why am I only hearing this for the first time now?" question.)
- **Stanley Street at North Point Drive Intersection Improvements:**
  - o Nothing new to report.
- **TAP Grant**
  - o All work related to the TAP Grant is complete.
- **East Park Commerce Center**
  - o The contractor is actively working on the installation of the sanitary sewer and is anticipating bringing in a second utility crew to begin the installation of water and storm sewer.
  - o The contractor has already completed the excavating for the storm water infiltration basin, excluding the installation of the engineered fill which will take place in the spring.
- **Country Club Drive**
  - o Nothing new to report.

- **Business 51 (Division and Church Streets) Reconstruction**
  - o AECOM and City staffs are working to further develop the alternatives based upon the input from the first round of public involvement.
  - o A stakeholder group meeting has been scheduled for November 12, 2020 to review the public Q&A sessions and online survey results.
- **2020 Street Improvement Project**
  - o All work has been completed with only minor punch list items remaining.
- **2020 Road Resurfacing Project**
  - o All work has been completed with only minor punch list items remaining.
- **McDill Monitoring and Control Project**
  - o We have received plans approval from the DNR and are now preparing for bidding.
  - o Bids will be received in late November or early December for a December contract approval.
    - This schedule should allow for an early 2021 grant award and construction start which should work well for a winter control panel construction and a late spring or early summer installation.
- **2020 Alley Improvement Project**
  - o Unfortunately, between the heavy summer workload and late season weather which was not conducive for paving, the Engineering department was unable to complete the desired alley paving project this year.
  - o Engineering staff are working with American Asphalt to further define an alley improvement project to be bid this winter for an early spring paving.
- o **2020 Fall Paving Project**
  - o All paving has been completed and the Utility Department is working to finish the swales along Kozy Street by placing top soil and grass seed.
- o **2021 Streets Improvement Project**
  - o Engineering and Utility Staff have finalized the route based upon the ability to fit the large diameter storm sewer needed to address the historic flooding issues on in the vicinity of Fifth and Grant.
  - o The Engineering Dept. requested and received engineering proposals for design assistance.
- **Additional Miscellaneous Projects:**
  - o The Engineering Department continues to work on improving the data management for public information as well as internally for decision making and planning for future capital projects.
  - o Public Works is working in collaboration with Sara Brish at the Stevens Point Area Convention and Visitors Bureau on the replacement of existing wayfinding signs.
    - Sara has acquired grant funding to assist with the cost of purchasing the signs.
  - o Engineering Staff continues gathering survey data and researching right of way for proposed 2021 and 2022 roadway projects.

## 2. Streets Division

- **Street work**

- o Continued Garbage and Recycling operations.
- o Sign work continued.
- o Building maintenance and repair.
- o Crackfill Operations continued.
- o Patching Continued.
- o Repairs of Equipment continued.
- o Concrete Operations continued.
- o Painting Operations continued.
- o Hung cables and lights in piano/stage area.
- o Removed asphalt and prepped Rogers, Clark to Ellis, for repaving.
- o Removed asphalt and prepped Cozy Court for repaving.

- **Equipment maintenance/garage**

- o There were a total of 87 repair orders completed in the month of October.  
When broken down by department there were;

|             |    |
|-------------|----|
| Water       | 1  |
| Engineering | 3  |
| Inspection  | 4  |
| Police      | 9  |
| Parks       | 13 |
| Fire        | 6  |
| Streets     | 51 |

- **Signs, posts, barricades, and flags**

- o 149 signs were replaced or added, 2 for maintenance, 6 were moved, 24 were vandalized, 70 had an ordinance change and 44 were updated.
- o 29 poles were replaced or added, 9 for usual maintenance, 6 were moved, 8 were vandalized and 6 were replaced.
- o Began repairs and putting up Christmas lights

- **Garbage/recycling/yard waste/drop-off**

- o Garbage and recycling carts repaired/replaced/distributed as needed.
- o Regular solid waste collection completed.
- o Regular recycling collection completed.
- o City drop-off operations were completed.

- **Leave**

- o 163.5 hours of sick and 550.5 hours of vacation time was utilized.



11/4/2020

Alderpersons,

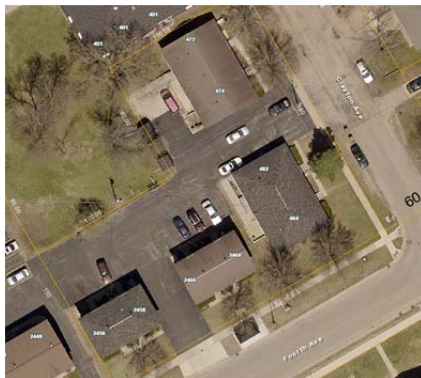
When the Common Council affirmed our policy of not picking up trash and recycling for multifamily (commercial) parcels on July 13, 2020 we sent letters to each of the affected parcels that collection would cease beginning January 1, 2021. The timeframe allowed ample time to find a commercial hauler to provide service.

We came upon two anomalies within that group, both municipally owned parcels. At some point in the past, likely to reduce paperwork and confusion, the parcels were merged into one, even though they have four separate duplexes. The properties are listed as:

Parcel ID 281240828300211 which has 8 unique addresses; 472, 474, 482 and 484 Clayton St and 2456, 2458, 2466 and 2468 Fourth Ave (district 2)

Parcel ID: 281230804101001 which also has 8 unique addresses; 2708, 2710, 2718, 2720, 2730 and 2732 Indiana Ave and 3133 and 3135 Bush St. (district 7)

**Parcel ID 281240828300211**



**Parcel ID: 281230804101001**



Since they are owned by the Stevens Point Housing Authority, it makes sense to continue the residential collection service on these two parcels. We are asking for Council affirmation of this.

Mayor Mike Wiza

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481



**Public Works**

Engineering Department:  
Phone: 715-346-1561  
Fax: 715-346-1650

Streets Department:  
Phone: 715-346-1537  
Fax: 715-346-1687

October 28, 2020

To: Board of Public Works

From: Scott Beduhn, Director of Public Works

Re: Ordinance Amendments

The Ordinance Amendment of Section 9.12(q)(II)27 and 38 amending Bicycle Lanes is a result of an error that was discovered after the Ordinance Amendments were approved at the September, 2020 Common Council meeting regarding the Bicycle Transportation Network Improvement Project (TAP Grant).

The Ordinance Amendment of Sections 9.05(ag)5, 6, 7, 8, and 9 creating Two Hour Parking 7:00 A.M. to 5:00 P.M., the Amendment of Sections 9.05(d)13, 23, 24, and 26 repealing Two Hour Parking are all the result of a request made by the Stevens Point Police Department.

The Ordinance Amendment of Section 9.05(h)24 creating No Parking Between Signs is a result of a request made by the Green Circle Committee.

The Ordinance Amendment of Section 9.05(a)16 repealing No Parking 8:00 A.M. to 4:00 P.M., the Amendment of Sections 9.05(g)19, 20, 21, 73, 126, 311, 312, and 313 repealing No parking, the Amendment of Section 9.05(a)23 amending No Parking 8:00 A.M. to 4:00 P.M., the Amendment of Section 9.05(g)18 amending No Parking, and the Amendment of Sections 9.05(j)168, 169, and 170 creating No Parking Here to Corner, are all a result of having the Code of Ordinances being consistent with what is currently signed and enforced in the field.

If there are any questions, please don't hesitate to contact me.

Thank you.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE  
CITY OF STEVENS POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

**SECTION I:** That subsection 27 of Section 9.12(q)(II) of the Revised Municipal Code, **Bicycle Lanes** is hereby **amended** to read as follows:

9.12(q)(II) 27 On the south side of Maria Drive from Union Street to Prentice Street.

**SECTION II:** That subsection 38 of Section 9.12(q)(II) of the Revised Municipal Code, **Bicycle Lanes** is hereby **amended** to read as follows:

9.12(q)(II) 38 On the east and west sides of Water Street from River View Avenue to Whiting Avenue.

**SECTION III:** That subsection 5 of Section 9.05(ag) of the Revised Municipal Code, **Two Hour Parking 7:00 A.M. to 5:00 A.M.** is hereby **created** to read as follows:

9.05(ag) 5 On the west side of Rogers Street from Clark Street to a point 30 feet south of Main Street – CenterPoint Drive, except Saturdays, Sundays, and Holidays.

**SECTION IV:** That subsection 6 of Section 9.05(ag) of the Revised Municipal Code, **Two Hour Parking 7:00 A.M. to 5:00 A.M.** is hereby **created** to read as follows:

9.05(ag) 6 On the north side of Ellis Street from Church Street to a point 223 feet east of Church Street, except Saturdays, Sundays, and Holidays.

**SECTION V:** That subsection 7 of Section 9.05(ag) of the Revised Municipal Code, **Two Hour Parking 7:00 A.M. to 5:00 A.M.** is hereby **created** to read as follows:

9.05(ag) 7 On the east side of Water Street from a point 155 feet north of Clark Street to a point 15 feet south of Main Street.

**SECTION VI:** That subsection 8 of Section 9.05(ag) of the Revised Municipal Code, **Two Hour Parking 7:00 A.M. to 5:00 A.M.** is hereby **created** to read as follows:

9.05(ag) 8 On the east side of Water Street from Main Street to a point 190 feet north of Main Street.

**SECTION VII:** That subsection 9 of Section 9.05(ag) of the Revised Municipal Code, **Two Hour Parking 7:00 A.M. to 5:00 A.M.** is hereby **created** to read as follows:

9.05(ag)      9 On the south side of Main Street from Smith Street to a point 50 feet west of Rogers Street, except Saturdays, Sundays, and Holidays.

**SECTION VIII:** That subsections 13, 23, 24, 25, and 26 of Section 9.05(d) of the Revised Municipal Code, **Two Hour Parking** are hereby **repealed**:

**SECTION IX:** That subsection 16 of Section 9.05(a) of the Revised Municipal Code, **No Parking 8:00 A.M. to 4:00 P.M.** is hereby **repealed**:

**SECTION X:** That subsections 19, 20, 21, 73, 126, 311, 312, and 313 of Section 9.05(g) of the Revised Municipal Code, **No Parking** is hereby **repealed**:

**SECTION XI:** That subsection 23 of Section 9.05(a) of the Revised Municipal Code, **No Parking, 8:00 A.M. to 4:00 P.M.** is hereby **amended** to read as follows:

9.05(a)      23 On the north side of Fourth Avenue between Illinois Avenue and Fremont Street, except Saturdays, Sundays, and Holidays.

**SECTION XII:** That subsection 18 of Section 9.05(g) of the Revised Municipal Code, **No Parking** is hereby **amended** to read as follows:

9.05(g)      18 On the east side of Illinois Avenue from Clark Street to Main Street.

**SECTION XIII:** That subsection 168 of Section 9.05(j) of the Revised Municipal Code, **No Parking Here to Corner** is hereby **created** to read as follows:

9.05(j)      168 On the east side of Illinois Avenue from Stanley Street to a point 72 feet south.

**SECTION XIV:** That subsection 169 of Section 9.05(j) of the Revised Municipal Code, **No Parking Here to Corner** is hereby **created** to read as follows:

9.05(j)      169 On the west side of Illinois Avenue from Clark Street to a point 27 feet north.

**SECTION XV:** That subsection 170 of Section 9.05(j) of the Revised Municipal Code,  
**No Parking Here to Corner** is hereby **created** to read as follows:

9.05(j) 170 On the west side of Illinois Avenue from Main Street to a point 17 feet south.

**SECTION XVI:** That subsection 24 of Section 9.05(h) of the Revised Municipal Code,  
**No Parking Between Signs** is hereby **created** to read as follows:

9.05(h) 24 In the 900 block on the east side of Second Street North from a point 173 feet south of the entrance to Zenoff Park to a point 239 feet south.

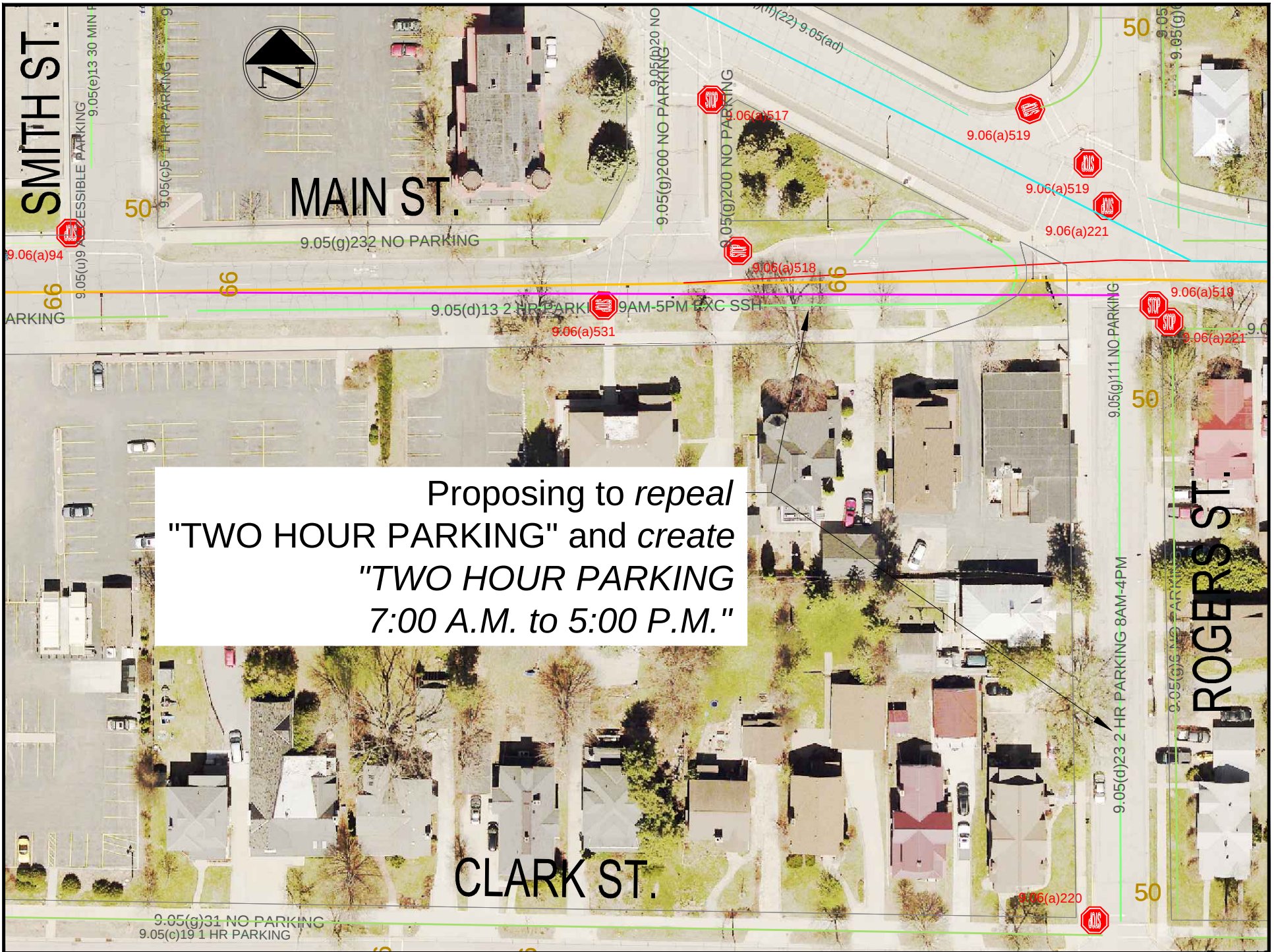
**SECTION XVII:** These ordinance changes shall take effect upon passage and publication:

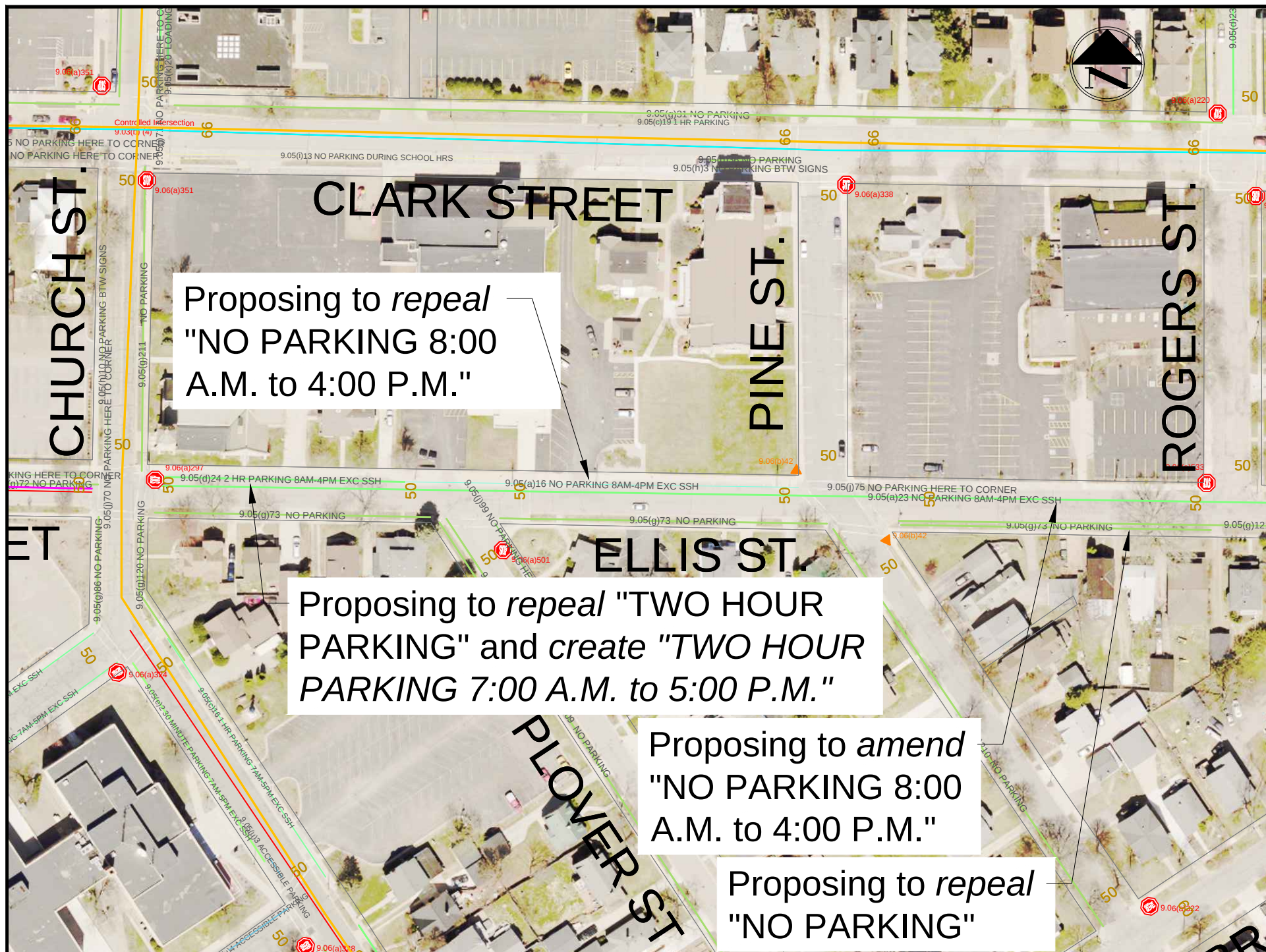
Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated: October 28, 2020  
Approved: November 16, 2020  
Published: November 20, 2020







CLARK STREET

PINE ST.

ROGERS ST.

ELLIS ST.

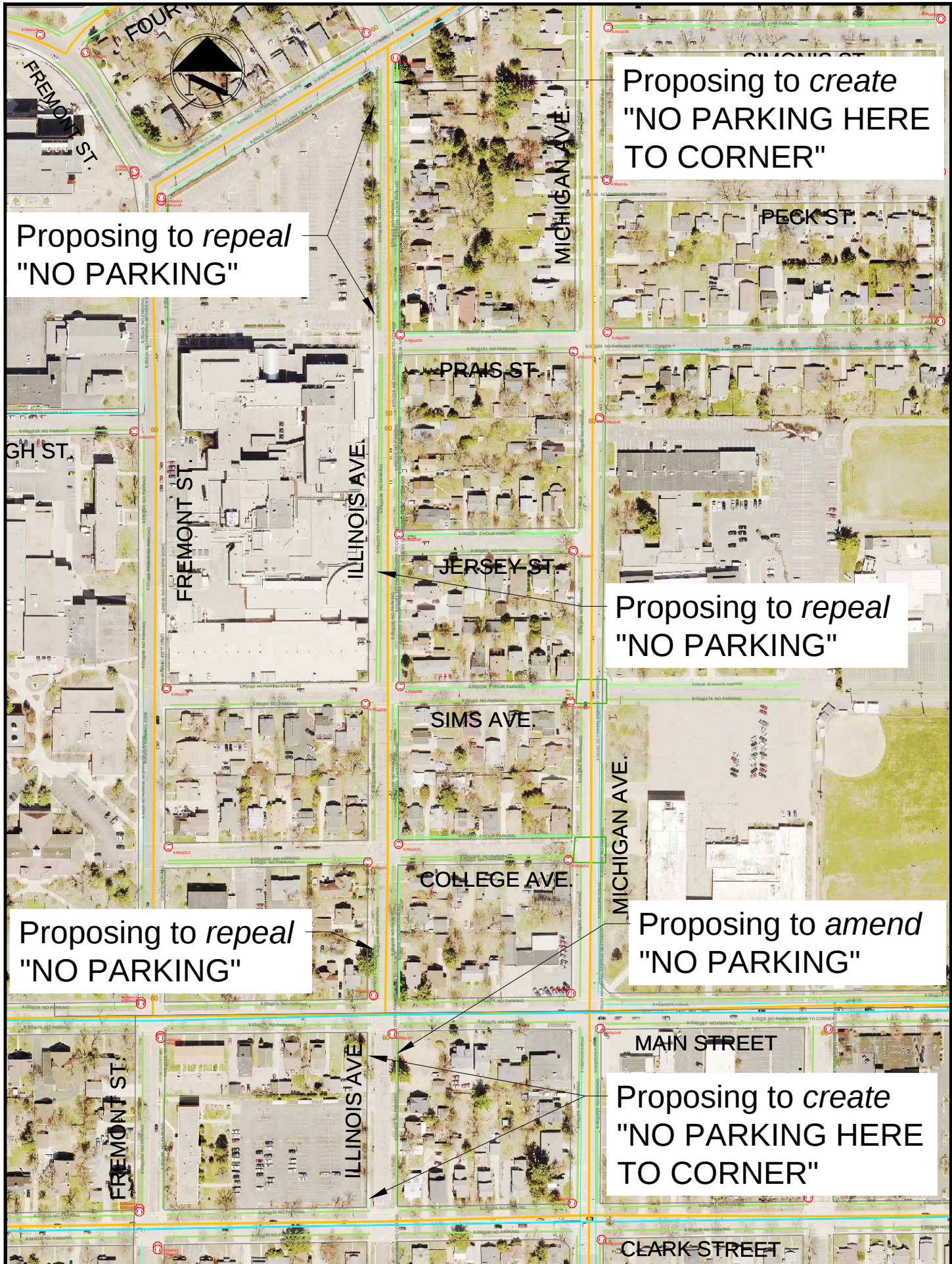
POLOVER ST.

Proposing to *repeal*  
"NO PARKING 8:00  
A.M. to 4:00 P.M."

Proposing to *repeal* "TWO HOUR  
PARKING" and *create* "TWO HOUR  
PARKING 7:00 A.M. to 5:00 P.M."

Proposing to *amend*  
"NO PARKING 8:00  
A.M. to 4:00 P.M."

Proposing to *repeal*  
"NO PARKING"





SECOND STREET N.

66

ZENOFF PARK

Proposing to *create*  
"NO PARKING  
BETWEEN SIGNS"

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481



**Public Works**

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Streets Department:  
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Fax: 715-346-1687

November 3, 2020

To: Board of Public Works

From: Scott Beduhn, Director of Public Works

Re: Consultant Selection  
Design Services  
2021 Street Improvement Project 21-01

While it is the intent of staff to perform the engineering as it relates to the City's reoccurring civil/municipal services we have not yet filled the current City Engineer position. Therefore, due to another anticipated heavy workload we will once again be looking to an outside firm to assist us with the design for the annual Street Improvement Project.

This year we invited the most recent firms that have assisted us the past couple of years to propose on next year's project. The firms were Gremmer & Associate, Inc. out of Stevens Point and Strand Associates out of Madison. As both firms have recently completed a project for the City, staff felt that both firms were qualified and capable of doing the work.

Gremmer & Associates proposed to provide the requested services for the estimated fee of \$174,000 while Strand Associates' estimated fee was \$207,000. We are therefore recommending awarding the design for the 2021 Street Improvement Project to Gremmer & Associates, Inc. for the estimated fee of \$174,000.

If there are any questions, please don't hesitate to contact me.

Thank you.

October 28, 2020

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481

Attention: Mr. Scott Beduhn, Director of Public Works  
Mr. Joel Lemke, Public Utilities Director

Subject: Agreement for Engineering Services  
2021 Streets Reconstruction Project

Dear Mr. Beduhn and Mr. Lemke:

Thank you for the opportunity to work with the City of Stevens Point on the 2021 streets reconstruction improvements project. We look forward to assisting the City with the design phase of this project and in providing quality, efficient, and personal service that you can expect when working with Gremmer & Associates.

The following is our Agreement to provide engineering services for the project. Hereinafter, the City of Stevens Point will be referred to as the OWNER, and Gremmer & Associates, Inc., as the ENGINEER.

### **Project Description**

The proposed project is the reconstruction of various streets in the west central portion of the City of Stevens Point, including replacement of the existing sanitary sewer, watermain, and relocation of storm sewer system. Following is a list of the proposed street improvements:

| Street        | Limits                                                                         | Length                       |
|---------------|--------------------------------------------------------------------------------|------------------------------|
| Fifth Avenue  | Front St. to Second Ave.                                                       | 2,400 LF                     |
| Forest Street | Franklin St. to Bukolt Ave.<br>(not including Washington Ave. intersection)    | 1,200 LF                     |
| West Street   | Fourth Ave. to Bukolt Ave.                                                     | 600 LF                       |
| First Street  | Centerpoint Dr. to Bukolt Ave.<br>(not including Washington Ave. intersection) | 2,000 LF                     |
| Bukolt Avenue | Second St. to Meadow St.<br>(not including Washington Ave. intersection)       | 600 LF                       |
| <b>Total</b>  |                                                                                | <b>6,800 LF (1.29 miles)</b> |

The streets will be replaced in-kind with generally the same horizontal and vertical alignments and widths. A segment of First Street will have sidewalk added and segments on Fifth Avenue, Forest Street, and First Street will narrow the pavement width 4' to 8'. The sanitary and watermain facilities will be replaced in-kind, with generally the same locations and depths and some segments of upsizing. A new stormsewer interceptor main route is proposed down 5<sup>th</sup> and First Streets. No proposed additional right-of-way needs are anticipated.

### **Scope of Work**

The following is our scope of work for the project described above. Items of work not specifically listed below are considered extra services.

#### **I. Design Phase**

##### **A. Survey** (all field work, survey data, and existing basemapping provided by the OWNER)

1. Obtain data from OWNER
2. Review/compile data for design
3. Coordinate additional survey needs, if required, for OWNER to complete

##### **B. Preliminary Design**

1. Administration and coordination
2. Agency and utility coordination
  - a. City of Stevens Point
  - b. Adjacent property owners
  - c. WDNR - initial coordination
  - d. Utility coordination
3. Reports
  - a. Soils Report (by subconsultant)
  - b. Erosion control report
  - c. Stormwater management report
  - d. Evaluation of existing surcharge area for treatment credit
4. Preliminary plans
  - a. Typical sections (utilize sections provided by OWNER)
  - b. Utility plan & profiles
  - c. Storm sewer plan & profiles
    - i. Storm Sewer Interceptor Main Review/Analysis
  - d. Roadway plan & profiles
  - e. Cross sections
5. Preliminary construction cost estimate



**C. Final Design**

1. Final plans
  - a. Title sheet
  - b. General notes sheet
  - c. Project overview sheet
  - d. Typical sections
  - e. Construction detail sheets
  - f. Permanent signing and marking plan
  - g. Erosion control plan
  - h. Utility plan & profiles
  - i. Storm sewer plan & profiles
  - j. Roadway plan & profiles
  - k. Cross sections
2. Traffic control
  - a. Construction phasing / staging / detour plans
3. Final construction cost estimate
4. Specifications and bidding documents
5. Project permits

**D. Meetings**

1. One project kick-off meeting
2. Up to four design review / coordination meetings with OWNER and other project stakeholders
2. Conduct two public involvement meetings

**II. Bidding Phase**

**A. Advertisement for Bids (utilizing Quest)**

1. Bidder coordination
2. Planholders' list

**B. Bid Opening**

1. Bid reviews
2. Bid tabulations

**C. Contractor Selection**

1. Contractor review
2. Recommend contractor

**D. Construction Agreement**

1. Notice of award
2. Agreement execution
3. Notice to proceed



### **III. Construction Phase**

#### **A. Preconstruction Meeting**

#### **B. Construction Staking**

1. Initial reference staking
2. Utility staking
3. Storm sewer staking
4. Subgrade staking
5. Base staking
6. Curb & gutter staking
7. Misc. staking

#### **C. Construction Management**

1. Materials and testing
2. Observation
3. Quantities
4. Administration / pay requests
5. Project close out

### **Assumptions / Additional Services**

The scope of work and design costs are based on the following assumptions:

1. Hazardous material investigations and reporting are not required and are considered extra services.
2. Archaeological and architectural/historical investigations, coordination, and reporting are not required and are considered extra services.
3. OWNER will provide all survey field work, survey data, existing basemapping, and additional survey work as required.
4. WDNR / ACOE coordination for wetland impacts and delineations are not required and are considered extra services.
5. Proposed right-of-way services are not required and are considered extra services. OWNER will determine the existing roadway right-of-way. Proposed right-of-way FEE, PLE, TLE, and legal description or easements are considered extra services.
6. Environmental studies, document, and coordination are not required and are considered extra services.



7. Currently project funding for design and construction are 100% City funds. WisDOT, other agency, or other funding design process requirements are considered extra services.
8. Existing sanitary sewer system will be replaced generally in-kind, with all gravity sewers and no lift station involvement. OWNER will provide any system modeling and proposed pipe sizing requirements.
9. Existing watermain system will be replaced generally in-kind with no booster pump requirements. OWNER will provide any system modeling, pressure/flow data, and proposed pipe sizing requirements.
10. For WDNR stormwater management purposes, this project is considered a recondition type improvement and is exempt from any post-construction stormwater requirements. Post-construction stormwater design and coordination is not required and is considered extra services.
11. The proposed horizontal alignment will be the same as the existing. Intersections will also remain the same for geometry and traffic conditions.
12. Existing stormwater and drainage outlet(s) are adequate and will remain. No additional discharge outlet research / reconnaissance is required and is considered extra services, other than the new interceptor main route.
13. Traffic signal, street lighting and landscaping plans, design, and coordination are not required and are considered extra services.

### **Owner's Responsibility**

The OWNER will provide the following:

1. All survey data (topographic and legal) including utility measure downs
2. As-built plan data and previous right-of-way plats, if available.
3. Traffic counts / forecasts, if available.
4. Bicycle and pedestrian traffic amounts (existing / anticipated).
5. Review and approval of preliminary plans.
6. Payment of all review / advertisement fees.
7. Bidding documents requirements and City of Stevens Point standards.
8. Construction / contractor insurance requirements.
9. Adjacent property owner list / contact data.



## **Compensation**

Following are our fees based on the above project description, scope of work, and assumptions:

**I. Design Phase**

ENGINEER's lump sum fee, including reimbursables: \$174,000

**II. Bidding Phase**

ENGINEER'S time and material costs, as requested by OWNER: Hourly

**III. Construction Phase**

ENGINEER's time and material costs, as requested by OWNER: Hourly

**Soils Borings / Report**

(by subconsultant): At Cost

Services will be invoiced monthly by the ENGINEER based on the percent complete for lump sum services and for services provided for time and material cost services.

OWNER shall pay invoices within 30 days of receipt.

Time and material costs, and extra or additional services, if requested by the OWNER, shall be billed according to the attached Professional Services Fee Schedule, Exhibit A.

## **General Terms and Conditions**

All services will be performed according to the attached Gremmer & Associates' General Terms and Conditions, Exhibit B.

### **Change of Scope / Project Schedule**

If the execution of this agreement is delayed past November 20, 2020, due to factors beyond the control of the ENGINEER, or if the OWNER changes the scope of the work, the ENGINEER and the OWNER will agree to renegotiate the timing and the compensation of this agreement.

Following is a proposed tentative project schedule based on a 2021 construction season:

| <b>Task</b>                            | <b>Date</b>               |
|----------------------------------------|---------------------------|
| Approved Engineering Agreement         | November 20, 2020         |
| Survey Review / Compile Basemapping    | November 2020             |
| Agency / Utility Coordination          | November – December 2020  |
| 30% Preliminary Plans                  | December 2020             |
| 50% Preliminary Plans / Estimate       | December/January 2020     |
| 80% Pre-final Plans / Estimate / Specs | January 2021              |
| Final Bid Documents                    | February 2021             |
| Project Bidding Phase                  | February – March 2021     |
| Construction                           | Spring – October 15, 2021 |



**Authorization and Timing**

The receipt of a signed copy of this Agreement shall be considered as authorization to proceed with the services described. The ENGINEER will complete the work based on the schedule identified above.

If you have any comments, questions, or would like to meet to discuss our Agreement, please contact me at (715) 341-4363.

GREMMER & ASSOCIATES, INC.



David L. Glodowski, PE  
Project Manager

If this Agreement is acceptable, please sign below and return one copy to me for our files.

**Project:        2021 Streets Reconstruction Project**

\_\_\_\_\_  
Representative for City of Stevens Point

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Representative for City of Stevens Point

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## Exhibit A



### PROFESSIONAL SERVICES FEE SCHEDULE

May 1, 2020 to April 30, 2021

|                                                                   |                   |
|-------------------------------------------------------------------|-------------------|
| Project Manager .....                                             | \$130.00/hour     |
| Project Engineer / Senior Designer .....                          | \$115.00/hour     |
| Civil Engineer V.....                                             | \$102.00/hour     |
| Professional Land Surveyor / Survey Crew Chief .....              | \$95.00/hour      |
| One-man Survey Crew with GPS / Robotic Total Station .....        | \$120.00/hour     |
| Civil Engineer IV / Engineering Specialist V .....                | \$92.00/hour      |
| Civil Engineer III / Engineering Specialist IV .....              | \$84.00/hour      |
| Civil Engineer II / Engineering Specialist III.....               | \$78.00/hour      |
| Civil Engineer I / Engineering Specialist II.....                 | \$73.00/hour      |
| Engineering Specialist I / Civil Engineering Technician III ..... | \$66.00/hour      |
| Civil Engineering Technician II .....                             | \$60.00/hour      |
| Civil Engineering Technician I .....                              | \$55.00/hour      |
| Office Services.....                                              | \$53.00/hour      |
| Mileage.....                                                      | Current IRS rate  |
| Meals, lodging, air travel,<br>telephone, supplies, postage.....  | At Cost           |
| Printing Services (In-house)                                      |                   |
| Photocopies (black & white) .....                                 | \$0.10/impression |
| Photocopies (color) .....                                         | \$0.25/impression |
| Large Format Plots (black & white) .....                          | \$1.00/S.F.       |
| Large Format Plots (color).....                                   | \$2.00/S.F.       |
| Mylar .....                                                       | \$2.00/S.F.       |
| Printing Services (Outside Service).....                          | At Cost           |
| Expert Witness .....                                              | \$200.00/hour     |

Note: Office Services, Civil Engineering Technician, and Engineering Specialist I-III are paid time and one-half their actual wage for overtime. The respective billed rate will be approximately 19% higher than the published rate to account for the overtime rate.



## Exhibit B



### GENERAL TERMS AND CONDITIONS

**May 1, 2020 to April 30, 2021**

1. This agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. As the project progresses, facts uncovered may reveal a change in direction, which may alter the scope. Gremmer & Associates, Inc., will promptly inform the Owner in writing of such situations so that changes in this agreement can be negotiated as required. In the event the Owner orders additional work to be performed and a written instrument is not executed by both parties, the Owner shall be responsible for all costs associated with the additional work.
2. Costs and schedule commitments shall be subject to renegotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require renegotiation of this agreement.
3. Payment is due to Gremmer & Associates, Inc., upon 30 days of receipt of the invoice for professional services rendered. Failure to make any payment when due is a breach of this Agreement and will entitle Gremmer & Associates, Inc., at its option, to suspend or terminate the Agreement and the provisions of the Scope of Work. Interest of 1.5 percent per month (18 percent per annum) will accrue on accounts overdue by 30 days.
4. The Owner shall make available to Gremmer & Associates, Inc., all relevant information or data pertaining to the project which is required to perform the Scope of Work.
5. Gremmer & Associates, Inc., will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the services at the time and the location in which the services were performed.
6. Gremmer & Associates, Inc., will maintain insurance coverage in the following amounts:

|                                  |                 |
|----------------------------------|-----------------|
| Worker's Compensation            | Statutory       |
| General Liability                |                 |
| General Aggregate                | \$2,000,000     |
| Operations / Injury              | \$1,000,000     |
| Automobile Liability             |                 |
| Liability / Injury               | \$1,000,000     |
| Property Damage                  | Value or Repair |
| Professional Liability Insurance | \$1,000,000     |
| Umbrella Liability Insurance     | \$2,000,000     |



7. Termination of the agreement by the Owner or Gremmer & Associates, Inc., shall be effective upon seven (7) days written notice to the other party. The written notice shall include the reasons and details for termination. Gremmer & Associates, Inc., will prepare a final invoice showing all charges incurred through the date of termination. The Owner agrees to pay Gremmer & Associates, Inc., for the services performed to the date of termination.
8. Gremmer & Associates, Inc., intends to serve as the Owner's professional representative for those services as defined in this agreement and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals, and other decisions made by Gremmer & Associates, Inc., for the owner are rendered on the basis of experience and qualifications and represent our professional judgment. The Owner recognizes that Gremmer & Associates, Inc., does not have control over the costs of labor, materials or equipment, or over competitive bidding methods. Accordingly, Gremmer & Associates, Inc., does not make any commitment or assume any duty to assure that bids or negotiated prices will not vary from any cost opinions prepared by Gremmer & Associates, Inc.
9. This agreement shall not be construed as giving Gremmer & Associates, Inc., the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by contractor or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.





October 30, 2020

Mr. Scott Beduhn, P.E.  
Director of Public Works  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481

Re: Request for Proposal (RFP) – Fifth Avenue and First Street from Front Street to Centerpoint Drive

Dear Mr. Beduhn:

On behalf of Strand Associates, Inc.®, thank you for the opportunity to submit our proposal to the City of Stevens Point for the Fifth Avenue and First Street from Front Street to Centerpoint Drive project. We are excited about the possibility of assisting the City with this project.

### **Project Understanding**

The City is requesting engineering services for its Fifth Avenue and First Street from Front Street to Centerpoint Drive project that consists of street and utility reconstruction for the following streets:

- **Fifth Avenue between Front Street and Second Street**
  - Replace the existing 6-inch water main with an 8-inch water main
  - Replace the existing sanitary sewer main in-kind
  - Provide 48-inch HERCP, 54-inch RCP, 60-inch RCP, and other storm sewer main, as needed
  - Replace the existing street structure and sidewalks
- **First Street between Bukolt Avenue and Centerpoint Drive**
  - Provide new water main, as needed
  - Replace the existing sanitary sewer main in-kind
  - Provide additional sanitary sewer main between Washington Avenue and Fourth Avenue, as well as between Centerpoint Drive and Portage Street
  - Provide 60-inch RCP and 84-inch RCP storm sewer main
  - Replace the existing street structure and sidewalks
- **Forest Street between Bukolt Avenue and Franklin Street**
  - Provide 12-inch water main
  - Provide storm sewer piping, as needed
  - Replace 8-inch sanitary sewer main
  - Replace the existing street structure and sidewalks
- **West Street between Bukolt Avenue and Fourth Avenue**
  - Provide new water main, as needed
  - Replace the existing sanitary sewer main in-kind
  - Provide new storm sewer as needed
  - Replace the existing street structure and sidewalks
- **Bukolt Avenue between Second Street and Meadows Street**
  - Provide new water main, as needed
  - Replace the existing sanitary sewer main in-kind

- Provide new storm sewer, as needed
- Replace the existing street structure and sidewalks

- **Stormwater Evaluation**

The City is interested in utilizing two vacant lots on Bukolt Avenue and Fifth Avenue for stormwater management. The two lots have the existing 42-inch storm sewer main routed through the properties. We will provide three alternatives associated with these two lots for stormwater quality and quantity purposes. The alternative analysis is described as follows:

- **Alternative 1** – Provide an offline hydrodynamic separator in the lot just north of Fifth Avenue. This will consist of directing low flows from the 42-inch storm sewer main to the proposed device and then directing it back to the storm sewer main near Fifth Avenue.
- **Alternative 2** – Reroute the local storm sewer systems on both Bukolt Avenue and Fifth Avenue to drain to small bio-infiltration basins within both properties. These basins will have underdrain and an overflow pipe that will be routed back to the 42-inch mainline storm sewer.
- **Alternative 3** – Provide flood storage within the two properties that will only be utilized once the hydraulic grade line in the storm sewer reaches the elevation of the proposed bottom of each flood storage area. This will likely consist of inlets offset from the storm sewer main that will provide the hydraulic connection between the flood storage area and the storm sewer main.

To size the alternatives listed above and measure their effectiveness, we plan on performing water quality and quantity modeling. For the water quality modeling (Alternatives 1 and 2), we will create a simplified WinSLAMM model to generate pollutant loadings and reductions. This simplified WinSLAMM model will not include other upstream best management practices and will only be used to understand how the specific alternatives function. For the water quantity modeling (Alternative 3), we will start with the modeling already completed (to be provided by the City) to size the downstream storm sewer system and incorporate the proposed flood storage areas.

A letter report will be provided summarizing each alternative and their benefits to the stormwater system. A figure and opinion of probable construction cost will also be provided for each alternative. This is a planning-level effort and does not incorporate detailed design, such as grading plans, details, and specifications.

It is our understanding that the City will complete all topographic surveys, necessary sewer televising; structure inspection reports, including material type, depth, and pipe sizes; special assessments, procurement of easements; contracting with a geotechnical consultant; and provide bid and construction administration, including on-site construction observation. The City arborist will provide location, species, and any other information on street trees that are desired. Street lighting will not be included in this project.

## **Project Approach**

Our approach will address all the elements previously discussed with City staff. We offer the following details.

### **Phase A – Design**

- **Preliminary Investigations**

Our initial efforts will be focused on data collection. We will review the City-supplied topographical survey, utility information, GIS information, record drawings from past projects in and around the current project corridors, and other mapping provided by the City. We will review and discuss known conditions and issues with City staff. We will communicate with the City concerning information desired from the City's geotechnical consultant or additional supplementary survey or existing structure inspection reports.

- **Design**

We will begin with City-supplied topographic and control survey to obtain the necessary field information to complete the preliminary design. We will engage private Utilities and communicate with them during the design process. Design drawings will be prepared in AutoCAD Civil 3D electronic format using our standard title blocks and formatting. Drawings will include a Cover Sheet, Index Sheet, Street and Utility Plan and Profile Sheets, Street Cross Sections, Erosion Control Sheets, Pavement Marking and Signage Sheets, and Traffic Control Sheets. Additional details will be provided, as necessary.

We will include plan and profiles for the street centerlines, typical sections for each street, cross sections every 50 feet, intersection details for curb ramps, and storm sewer, sanitary sewer, and water main plan and profiles, where appropriate. The design will evaluate the need for temporary grading easements – to be obtained by the City – and tree impacts. We anticipate that the City will provide sizing for the sanitary sewer mains, storm sewer mains, and water mains to be replaced. We will provide sizing for storm sewer inlets based on a Neenah R-3067 grate and a 10-year design storm event, unless otherwise requested by the City.

We understand that the City has investigated the vertical profile for the new storm sewer and sanitary sewer and has determined there is adequate vertical elevation for its installation. The City's arborist will provide evaluation and recommendations on any necessary removal and replacement of trees and plantings within the project limits based on the design drawings. During the 30, 80, and final design reviews, we will provide an opinion of probable construction cost. We will attend four design review meeting on-site with the City to discuss review comments.

We will attend two public information meetings to discuss the project with concerned stakeholders; these will be scheduled to coincide with design review meetings. We understand City staff will provide their written design review comments prior to the design review meetings. We will provide the City review copies in PDF format scaled to fit on 11- by 17-inch paper.

## **Phase B – Project Manual**

- **Drawings and Specifications**

Following the design reviews by the City, we will develop the project bid documents. We will prepare bid documents using the Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2013 edition, Strand Associates, Inc.® technical specifications and engineering drawings. We will use our standard specifications using project-specific special provisions to modify standard specification language, as necessary.

- **Permits**

At the final review stage, we will prepare submittals for the following permits:

- Wisconsin Department of Natural Resources (WDNR) – Construction Site Stormwater Runoff
- WRAPP submittal – City will submit the application and provide necessary permit application fees
- WDNR Water Main Extension Approval
- WDNR Plan Approval for Sewerage Systems Improvements

- **Deliverables**

In accordance with the scope of services described above, the following deliverables are anticipated:

- 30 percent design submittal with opinion of probable construction cost (OPCC)
- 50 percent design submittal
- 80 percent design submittal with OPCC
- Final design submittal with OPCC
- Final project manual and drawings issued for bid

### Phase C – Bid- and Construction-Related Services

It is our understanding that bid- and construction-related services are not a part of this proposal. Should such services be requested by the City, we will provide a task order to match the scope of services desired.

### Project Experience

#### 2020 Street Improvements – City of Stevens Point, WI

The City of Stevens Point hired our firm in early November 2019 to prepare design and bid documents for its 2020 Street Improvements project with a scheduled construction completion date of November 6, 2020. The full street and utility reconstruction project had a length of approximately 1.1 miles and consisted of eight individual streets within and surrounding the University of Wisconsin – Stevens Point (UWSP). Many of the existing streets had substandard slopes with insufficient stormwater management, undersized deteriorating storm sewer, water main, and substandard slopes and deteriorating sanitary sewer. While many of the existing streets maintain parking on one side, the width of several streets was wider than necessary, and the City desired to narrow the streets in locations that were reasonable.

Because several of the ROW widths were only 50 feet, this narrowing enabled improvements of terrace width, driveway apron approaches, and curb ramps. Fremont Street and High Street (totaling 2,400 feet in length) extends through the heart of UWSP. St. Michael's Hospital, two churches, an early childhood center, UWSP University Center and parking lot, other UWSP building facilities, and resident housing reside along these two streets. We coordinated with City staff and the City contacted various other entities concerning the project, both of which were critical to establish design elements for utility connections, pedestrian movements, street access, traffic control, and scheduling expectations.

Early coordination with private utility companies was critical, requiring considerable utility relocations because of the new improvements. It was important to also coordinate with the Wisconsin Department of Administration that had planned a steam pipe project in the area of Fremont Street. A completion milestone date of August 28, 2020, was selected for the Fremont Street and High Street portion of the project so that construction would be complete prior to the beginning of the full UWSP school year. In total, the project included more than 12,200 lineal feet (LF) of curb and gutter, 78,400 square feet (SF) of sidewalk and driveway, 3,700 LF of storm sewer, 4,100 LF of sanitary sewer, 5,900 LF of water main, and more than 6,000 LF of complete street and utility reconstruction.

#### Key Personnel Involved:

- Patrick Rank – *Project Manager*
- Mark Fisher – *Quality Control*
- Ryan Ruff – *Project Engineer*
- Skylar Yaktus – *Project Engineer*

**Construction Cost:**  
\$3.73 Million

#### Phase I: West 17th Street Stormwater Improvements and Phase II: West 17th Street Stormwater Improvements – Dubuque, IA

The City of Dubuque has had repetitive flash flooding occur along West Locust Street from Rosedale Avenue to West 17th Street and along West 17th Street from West Locust Street to the existing Bee Branch Channel just east of Elm Street. This flooding is caused in part by insufficient storm sewer pipe conveyance and intake capacity. Approximately 576 acres of primarily residential development currently drains within this tributary area.

The City hired us to perform a hydrologic and hydraulic (H&H) modeling of the existing storm sewer system using XPSWMM. The purpose of the analysis and functional design was to evaluate future drainage, utility, and roadway improvements required and the associated costs.

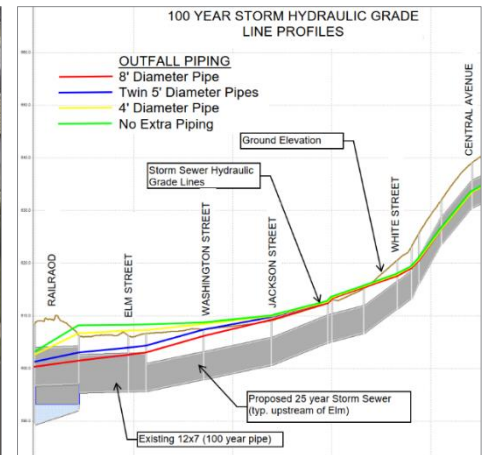
#### Phase I – Key Personnel Involved:

- Patrick Rank – *Project Manager*
- Eric Vieth – *Quality Control Engineer*
- Ryan Ruff – *Project Engineer*

**Construction Cost:**  
\$1.18 Million



Utility reconstruction on West 17th Street in Dubuque included replacing the existing 54-inch and 60-inch storms sewer system with 10- by 5-foot and 10- by 7-foot concrete box culverts to convey the 25-year storm flow.



Hydraulic grade line for multiple storm sewer alternatives using XPSWMM software.

The West Locust Street and West 17th Street corridors are collector streets with relatively high traffic volumes, so the City desired that the proposed storm sewer system be analyzed to provide a level of service by conveying peak flows for a 25-year storm event. We developed utility and roadway reconstruction alternatives and cost opinions. The City used our analysis, cost opinion, and recommended alternatives to assist with a HUD grant application in which the City was awarded \$14.1 million towards these infrastructure improvements.

In 2017 the City hired us to prepare design and bid documents for the **Phase I – West 17th Stormwater Improvements**. The project consisted of approximately 260 LF of 12- by 7-foot concrete box culvert, sanitary sewer, 20-inch water main, and street reconstruction. This project was fast-tracked for this specific area because a development opportunity arose that required all infrastructure in this location be completed by November 2107 for developer ‘move-in.’ It was mutually important to both the City and Developer for the infrastructure to be completed by that deadline.

During design, it was imperative that communication occur with Alliant Energy and ITC Electric Transmission Company. They both had high voltage overhead power lines in the immediate area that served a large portion of the city. These power lines would need to be ‘powered down,’ during portions of the large concrete box culvert installation because of clearance issues.

The power companies required a 6-week notice to complete the ‘power down.’ The requisite notice was provided and all work proceed as planned. This project began at the furthest downstream portion of the storm sewer, therefore, considerable attention was devoted to how bypassing of the upstream stormwater would occur during construction. The contractor was required to provide a separate bypass pipe anytime that the existing and new storm sewer could not be temporarily connected at the end of the workday.

To capture upstream stormwater, permanent high capacity inlets incorporated into the top of the box culvert and the street cross section were installed the full length of the roadway. This is needed to protect downstream structures until additional inlet capacity upstream can be built in the storm sewer system. The project was completed within budget and on time for the move-in of the development project.

The upstream end of the project was terminated so that the construction for the **Phase II – West 17th Stormwater Improvements** could transition smoothly and with minimal impacts to the new infrastructure. In late 2017, the City hired us as the Utility engineer to prepare design and bid documents for the Phase II project. Phase II connected to the previous phase and continued construction upstream. Our design consisted of approximately 1,060 LF of 12- by 5-foot concrete box culvert, 750 LF of 15- to 24-inch sanitary sewer, and 1,350 LF of water main. Because of the size of the stormwater box culvert and conflicts with sanitary sewer laterals, certain portions of streets required twin sanitary sewer laterals to provide service to all residents. This project had a bid opening of May 2018 and a completion date of May 2019. Early coordination with private utility companies (including Alliant Energy, ITC, Blackhills Natural Gas Company, and Dubuque Fiber Optics) were critical. Considerable communication and strategic meetings between all parties were required so that Utilities would have a plan to remain in service during construction and have areas for permanent relocation within the ROW.

**Phase II – Key Personnel Involved:**

- Patrick Rank – *Project Manager*
- Eric Vieth – *Quality Control Engineer*
- Ryan Ruff – *Project Engineer*

**Construction Cost:**  
\$3.72 Million



Box culvert construction on 17th Street with temporary stormwater conveyance.



12- by 7-foot box culvert with openings for the permanent high-capacity inlets, full width of the street.

The corridor is one of the older sections in the city. As such, records of the existing utilities were sometimes non-existent. We coordinated with the City to determine the location of existing utilities to the extent possible. Because of this effort upfront, conflicts with existing utilities were minor. Considerable attention was devoted to how bypassing of the upstream stormwater would occur during construction.

The contractor was required to provide a separate bypass pipe anytime that the existing and new storm sewer could not be temporarily connected at the end of the workday. As part of the project, high capacity inlets were provided in the corridor to capture the upstream 25-year stormwater design event. The project was completed within budget and on time. The upstream end of the project was terminated so that the construction for the Phase III – West Locust Street Stormwater Improvements can transition smoothly and with minimal impacts to the new infrastructure.

### Third Avenue Improvements – Village of New Glarus, WI

The Village of New Glarus had been experiencing flooding along the Third Avenue corridor for decades. The street and utilities had deteriorated to the point where, in 2019, the Village decided a full street reconstruction including replacement of water main, sanitary sewer, and storm sewer was necessary. Third Avenue lies within the Durst Valley and is the main stormwater conveyance route of the valley to the downstream Little Sugar River.

During periods of sustained heavy rainfall or during spring thaw with rain, this street and adjacent low-lying areas experience prolonged flooding. This flooding causes property damage and disrupts the daily routines of the Village's citizens. Third Avenue is a main route that connects the northwesterly agricultural areas to the Village and is an area where future development is anticipated. An existing 38- by 60-inch horizontal elliptical reinforced concrete pipe (HERCP) extends from the Little Sugar River to the beginning of the Third Avenue project. At this location, the storm sewer changed to a small undersized corrugated metal pipe, which had rotted out and had very few storm inlets to enable sufficient storm flow into the piping.

#### Key Personnel Involved:

- Patrick Rank –  
*Project Manager*
- Mark Fisher –  
*Quality Control*
- Ryan Ruff –  
*Project Engineer*

**Construction Cost:**  
\$1.08 Million



Third Avenue paving looking west (from Third Street).



38- by 60-inch HERCP precast fitting for storm inlet; removed existing corrugated pipe in the background.

We performed stormwater modeling of the tributary area and determined that the existing 38- by 60-inch HERCP should be extended for the length of the improvements along Third Avenue from Third Street to Sixth Street. This length totaled approximately 1,000 LF. Additional storm inlet capacity was provided to enable the 10-year design storm to enter the new storm sewer system. The existing sanitary sewer was more than 100 years old, had numerous repairs, bends and dips, and was undersized for the current capacity and the future development.

The existing sanitary sewer also had a shallow depth. Because of downstream elevations, we were able to lower the new larger sanitary sewer approximately 2 feet, providing the necessary cover over the increased sizing of the new 38- by 60-inch HERCP storm sewer pipe. To avoid very large manhole structures, precast tee fittings were provided in the HERCP to enable storm inlet access directly into the piping. Precast base tee manhole fittings were provided to provide the Village access to the pipe. Third Avenue follows the route of the original stream for the Durst Valley that flowed to the Little Sugar River. Based on the deterioration of the street it was anticipated that the underlying soils were poor. Geotechnical investigation confirmed that opinion. During construction, excavation below subgrade (EBS) for the street was necessary. In addition to the EBS, a biaxial geogrid was placed the length and width of the street to provide added stability for the street now and into the future.

Construction progress meetings were maintained throughout to keep an open line of communication for all parties involved. Initial communication with private Utilities that had to relocate facilities was critical, including during the construction. Resident concerns were addressed that came up after the initial public informational meeting. By all accounts, this project has been considered a great success.



Third Avenue looking downstream toward the Little Sugar River.

### Franklin Street and Ann Street Reconstruction – City of Whitewater, WI

The City retained our firm for a study of Basin 16 to identify deficiencies in the drainage system. Recommended improvements, the primary goal of which was to address flooding on Franklin Street, were included in the City's Capital Improvements Plan. While the original intent was to upgrade stormwater conveyance capacity, the project evolved into a complete reconstruction of utilities and street infrastructure. This decision was made based on the age and condition of the existing infrastructure, as well as significant utility conflicts associated with the larger HERCP storm sewer. The project consisted of approximately 2,200 LF of complete street and utility reconstruction, including more than 2,000 LF of storm sewer ranging in size up to 43- by 68-inch horizontal elliptical reinforced concrete pipe (HERCP). The project included a DNR Urban Non-Point Source grant-funded stormwater detention basin.

#### Key Personnel Involved:

- Mark Fisher – *Project Manager*
- Patrick Rank – *Quality Control*
- Kyle White – *Project Engineer*

**Construction Cost:**  
\$2.48 Million



Pre-construction Franklin Street flooding.



Post construction Ann Street detention basin.



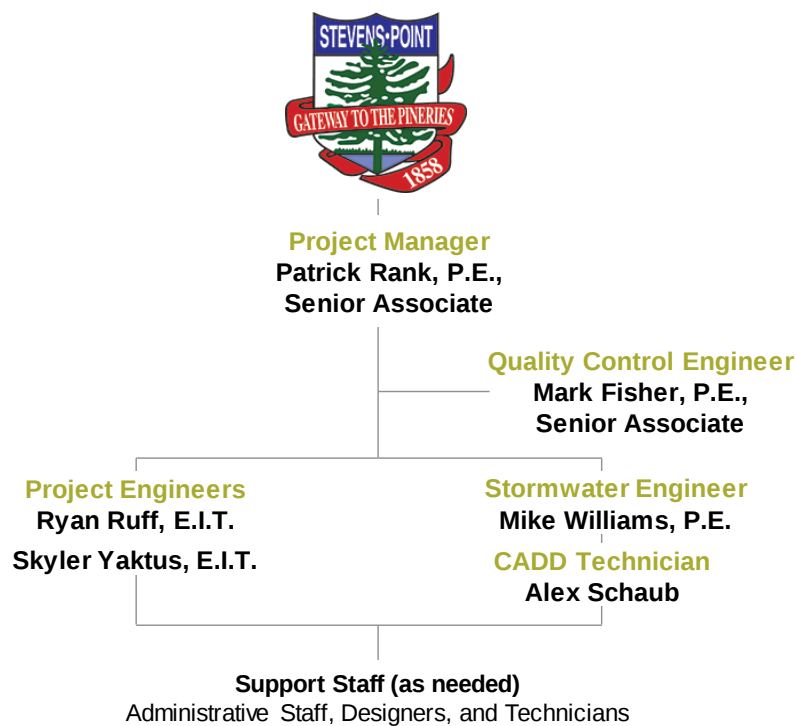
43- by 68-inch  
HERCP with apron  
endwall leading to  
the detention basin.

[www.strand.com](http://www.strand.com)

Challenging aspects included the placement of utilities under an existing railroad in an area of shallow bedrock, as well as handling extensive contaminated soil in the project area. Our services for the project included preparation of a stormwater model, survey, design, easement acquisition, permit preparation, funding agency coordination, railroad coordination, bid development, construction staking, construction observation, and contract administration. The Franklin Street and Ann Street Reconstruction project was completed in 2018 at a cost of approximately \$2.48 million. The project was funded jointly using City funds, the Community Development Block Grant (CDBG) program, and the WDNR stormwater grant program.

## Project Team

This section provides information on the experience and designated responsibilities of our proposed project team. We have selected a team of qualified individuals having significant experience on large storm sewer pipe projects and similar municipal street and utility design projects. Our team will be responsive to the City's needs, providing clear and effective communication. **The team below is the same one that completed the City's recent 2020 Street Improvements project.** Below is an organizational chart of our team, followed by a brief description of each team member and their role.



### Project Manager

**Patrick Rank, P.E., Senior Associate**, will serve as the Project Manager. Pat has more than 32 years of municipal engineering experience and brings a tremendous amount of expertise and leadership to this project. Pat's skills have been utilized for project plan development, detailed street and utility design, utility studies, road and bridge plan preparation, public involvement, environmental assessments, extensive agency and wetland mitigation, railroad coordination, agreement preparation, ROW acquisition, construction-related services, Resident Project Representative (RPR) duties, surveying, and numerous related items. Pat has served as Project Manager for numerous communities throughout Wisconsin and has built strong relationship with many municipal staffs.



Pat's many successful projects have included projects in Stevens Point, Wisconsin Rapids, New Glarus, Dubuque, Iowa, Onalaska, Whitewater, Waukesha, Mount Horeb, and many other communities. Pat has completed many projects for the University System that have congested areas of campuses, including the University of Wisconsin-Madison, Milwaukee, Whitewater, and Platteville. Pat understands the importance of design for pedestrian movements, accessibility, utility conflicts, sensitivity to surrounding areas and structures, vehicle and bike movements, and citizen concerns. Pat's success is due in large part to his ability to lead teams effectively, propose creative solutions to challenging issues, recognize concerns before they become critical, maintain a high professional standard, and communicate effectively with project stakeholders. Pat is skilled in leading public informational meetings to apprise citizens and property owners of design and construction aspects of projects, and how the proposed improvements may affect them.

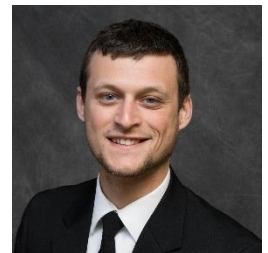
### Quality Control Engineer

**Mark Fisher, P.E., Senior Associate**, has more than 30 years of experience in the municipal engineering field, including design and construction of roadways, sanitary sewers, storm sewers, water mains, pumping stations, and stormwater management facilities. Additionally, he serves as the City Engineer for several municipalities, including Whitewater and Stoughton. Mark will provide quality control services for the City. In this role, he will be available to the project team as an experienced technical resource and will be responsible for review of design criteria and documents at predetermined levels of completion.



### Project Engineers

**Ryan Ruff, E.I.T.**, has been with our firm for 5 years and serves as a project engineer within our municipal group. Ryan has a Bachelor of Science degree in Civil Engineering from Bradley University. He has provided Project Engineering services for the City of Stevens Point, Village of New Glarus, City of Dubuque, Iowa, Village of Prairie du Sac, and the City of Monona. Ryan has served as the Lead Resident Project Representative (RPR) in the field for projects in the Village of Prairie du Sac and the City of Whitewater. Ryan has experience providing complete site civil design, utility and infrastructure layout and design, and permit applications for local, state, and federal agencies, as well as preparing stormwater analyses. Ryan has extensive knowledge in AutoCAD Civil 3D, MicroStation, StormCAD, and HydroCAD.



**Skylar Yaktus, E.I.T.**, has been with our firm for 6 years and serves as a project engineer within our municipal group. Skylar has a Bachelor of Science degree in Civil Engineering from University of Wisconsin-Milwaukee. He has provided engineering services for the cities of Stevens Point, Oshkosh, and Lindenhurst and Naperville, Illinois. In the past, Skylar has served as the Lead RPR for the City of Fitchburg's Quarry Vista and Fahey Fields projects. Skylar has extensive knowledge of AutoCAD Civil 3D, MicroStation, StormCAD, and HydroCAD.



### Stormwater Engineer

**Michael Williams, P.E.**, has 19 years of experience in stormwater plan development and management, including hydrologic/hydraulic modeling, watershed plan development and management, streambank restoration and design, stormwater detention basin design and rehabilitation, and design of Best Management Practice (BMP) measures. Mike has developed stormwater management plans using programs such as XPSWMM (1D and 2D), StormCAD, HEC-HMS, HydroCAD, and HEC-RAS. Mike will provide in-depth analysis, design, and preparation of drawings and specifications for stormwater management, storm sewer design, and green infrastructure, where needed on the project.



Mr. Scott Beduhn, P.E., DPW  
City of Stevens Point  
Page 11  
October 30, 2020

#### **CADD Technician**

**Alex Schaub** has been with our firm for more than 8 years. Alex has an Associate degree in Civil Engineering Technology from Madison College. He has extensive knowledge of Autocad Civil 3D, including the creation of TIN surfaces from surveys, 3D pipe networks for design of all utilities, and creation of Plan and Profile and Street Cross Section sheets. Alex served as Lead Drafter for the Stevens Point project and for all design teams (storm sewer, roadway design, structural, and channel) for the \$110 million MSD Lick Run, Cincinnati, Ohio, project that was completed in AutoCad Civil 3D software. Alex was also the lead drafter for I-39/STH 11 Interchange project in Janesville. Alex coordinated with all team members to create detailed sets of drawings, including roadway design, storm sewer design, and traffic control details, in accordance with WisDOT AutoCad standards.



#### **Project Schedule**

Assuming a notice to proceed can be issued by November 16, we propose the following schedule. If the City desires an alternate schedule, we would be happy to discuss options.

| Task Item                                      | Date              |
|------------------------------------------------|-------------------|
| Project Award                                  | November 9, 2020  |
| Contract Execution                             | November 11, 2020 |
| Kick-Off Meeting                               | November 13, 2020 |
| 30 Percent Design Submittal                    | December 1, 2020  |
| 30 Percent Design Review Meeting with the City | December 10, 2020 |
| Public Informational Meeting No. 1             | December 10, 2020 |
| 50 Percent Design Submittal                    | January 6, 2021   |
| Stormwater Evaluation Report                   | January 6, 2021   |
| 50 Percent Design Review Meeting with the City | January 14, 2021  |
| 80 Percent Design Submittal                    | February 1, 2021  |
| 80 Percent Design Review Meeting with the City | February 11, 2021 |
| Public Informational Meeting No. 2             | February 11, 2021 |
| Final Design Submittal                         | March 1, 2021     |
| Permit Application Submittals                  | March 2, 2021     |
| Final Design Review Meeting with the City      | March 9, 2021     |
| Bid Documents                                  | March 19, 2021    |

#### **Project Fee**

The total lump-sum fee for engineering services for this project is \$207,000.

We are committed to meeting and exceeding the City of Stevens Point expectations for this project and trust that the above information thoroughly substantiates that our firm will successfully execute this project. We value our relationship with the City of Stevens Point and appreciate the opportunity to submit this letter proposal. If there are any questions, please do not hesitate to call me.

Sincerely,

STRAND ASSOCIATES, INC.®

Patrick J. Rank, P.E., Senior Associate  
Project Manager