

**Agenda**  
**Budget & Finance Committee Meeting**  
**Tuesday, November 14, 2017 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168W20733 Main St**  
**Jackson, WI 53037**

1. Call to Order & Roll Call.
2. Approval of Budget & Finance Minutes: October 10, 2017.
3. Approval of October 2017 Treasurer's Report and Check Register.
4. New Public Works/Water Utility Building – Ventilation System.
5. Review of RFP for Engineering Service – Ridgeway Dr. Reconstruction Project.
6. Resolution #17-24 Second Amendment to the 2017 Budget.
7. Citizens to address the Budget & Finance Committee.
8. Adjourn.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

**DRAFT MINUTES**  
**Budget & Finance Committee Meeting**  
**Tuesday, October 10, 2017 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168W20733 Main St.**  
**Jackson, WI 53037**

**1. Call to Order & Roll Call.**

President Schwab called the meeting to order at 7:00 p.m.  
Members Present: President Schwab, Trustee Kurtz, and Trustee Olson.  
Village Board Members Present: Trustee Kruepke, Trustee Lippold.  
Staff Present: John Walther, Brian Kober, Kelly Valentino, and Chief Swaney.

**2. Approval of Budget & Finance Minutes: September 12, 2017, Meeting.**

Motion by Tr. Kurtz, second by Tr. Olson to approve the minutes for the September 12, 2017, meeting.  
Vote: 3 ayes, 0 nays. Motion carried.

**3. Approval of the September 2017 Treasurer's Report and Check Register.**

The September Treasurer's Report and Check Register were reviewed. Motion by Tr. Kurtz, second by Tr. Olson to approve the Treasurer's Report and Check Register.  
Vote: 3 ayes, 0 nays. Motion carried.

**4. Resolution 17-21 Allowing the Village of Jackson to Establish a North Shore Bank Deferred Compensation Plan.**

Motion by Tr. Olson, second by Tr. Kurtz to recommend approval of Resolution 17-21 Allowing the Village of Jackson to Establish a North Shore Bank Deferred Compensation Plan.  
Vote: 3 ayes, 0 nays. Motion carried.

**5. Fire Department – DNR Grant – 50/50 Matching Grant for the Grass Rig Repairs.**

Fire Chief Swaney reported that the DNR approved the 50/50 matching grant application for the grass rig repairs. The Village's portion of \$10,000 will come out of the Fire & Rescue Fund Reserve.  
Motion by Pres. Schwab, second by Tr. Olson recommend approval of going forward with the DNR 50/50 matching grant.  
Vote: 3 ayes, 0 nays. Motion carried.

**6. Budget Comparisons.**

The Budget Comparisons ending September 30<sup>th</sup>, 2017, were reviewed.

**7. Citizens to address the Budget & Finance Committee.**

None.

**8. Adjourn.**

Motion by Tr. Olson, second by Tr. Kurtz to adjourn at 7:12 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted by: Deanna L. Boldrey, Village Clerk-Treasurer

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## GENERAL VILLAGE CHECKING

## Accounting Checks

Posted From: 10/01/2017 From Account:  
 Thru: 10/31/2017 Thru Account:

| Check Nbr | Check Date | Payee                                                           | Amount    |
|-----------|------------|-----------------------------------------------------------------|-----------|
| 93784     | 10/03/2017 | US POSTAL SERVICE<br>2017 FALL/WINTER TOWN GUIDES / REC         | 266.22    |
| 93785     | 10/05/2017 | ACKERVILLE LAWN & GARDEN<br>INV #89368 / REPAIR LABOR / PARKS   | 40.00     |
| 93786     | 10/05/2017 | ADVANCED DISPOSAL<br>ACCT #E1011086 / INV #E10001205413         | 34,671.87 |
| 93787     | 10/05/2017 | AMERICAN LITHO<br>INV #252392-01 / 2017 FALL/WINTER GUIDES      | 2,653.00  |
| 93788     | 10/05/2017 | AT&T<br>JPD,V HALL,PARKS,WWTP ACCTS                             | 302.24    |
| 93789     | 10/05/2017 | BAYCOM INC.<br>INV #10192 / THERMAL PAPER / JPD                 | 82.00     |
| 93790     | 10/05/2017 | BOLDREY, DEANNA<br>REIMBURSE CONFERENCE LODGING / ADMIN         | 330.00    |
| 93791     | 10/05/2017 | CEDAR CORPORATION<br>INV #993619 / PW BLDG / SEPT 2017          | 551.50    |
| 93792     | 10/05/2017 | CINTAS CORP<br>INV #8403339610 / FIRST AID / STRTS              | 65.15     |
| 93793     | 10/05/2017 | CINTAS CORPORATION<br>INV #184849067 / CLEANING SUPPLIES / REC  | 71.05     |
| 93794     | 10/05/2017 | CLASSEY, GARY P.<br>REIMBURSE JEANS / WWTP                      | 59.83     |
| 93795     | 10/05/2017 | DAK PROPERTIES<br>REFUND ACCT #000-7158-99 / PAID TWICE         | 143.73    |
| 93796     | 10/05/2017 | DIGGERS HOTLINE INC.<br>SEP 17 TICKETS / WATER,WWTP             | 272.63    |
| 93797     | 10/05/2017 | DSPS<br>INV #451258 / PERMIT TO OPERATE / V HALL                | 50.00     |
| 93798     | 10/05/2017 | EQUAL RIGHTS DIVISION<br>SEPT 2017 WORK PERMITS                 | 7.50      |
| 93799     | 10/05/2017 | FERGUSON WATERWORKS #1476<br>INV #233467 / HYD PAINTING / WATER | 7,875.00  |
| 93800     | 10/05/2017 | FISHER, RENEE<br>REIMBURSE GLO-RUN SUPPLIES / REC               | 26.97     |
| 93801     | 10/05/2017 | FLUX PRODUCTIONS<br>2017 GLO-RUN EVENT / REC                    | 1,500.00  |
| 93802     | 10/05/2017 | GARRISON, SAMUEL<br>FLAG FOOTBALL REF / REC                     | 59.50     |

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Posted From: 10/01/2017 From Account:  
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| Check Nbr | Check Date | Payee                                                                             | Amount   |
|-----------|------------|-----------------------------------------------------------------------------------|----------|
| 93803     | 10/05/2017 | GREAT-WEST<br>DEFERRED COMP / 10-2-17 PAYROLL                                     | 2,565.00 |
| 93804     | 10/05/2017 | GROTA APPRAISALS, LLC<br>MAINT OF ASSMNT RECORDS CNTRACT / OCT 17                 | 2,430.00 |
| 93805     | 10/05/2017 | HALLMAN LINDSAY QUALITY PAINTS<br>INV #100983 / FIELD MARKING / PARKS             | 197.64   |
| 93806     | 10/05/2017 | HAWKINS INC.<br>INV #4154490 / AQUA HAWK / WWTP                                   | 832.50   |
| 93807     | 10/05/2017 | HERTHER, SUSAN A.<br>HEALTH INSURANCE / OCT 2017 / JPD                            | 513.97   |
| 93808     | 10/05/2017 | JACKSON PROFESSIONAL POLICE ASSOCIATION<br>UNION DUES / OCT 2017                  | 384.00   |
| 93809     | 10/05/2017 | LAKELAND LAWN CARE<br>INV #72162 / FERTILIZER APP / PARKS                         | 875.00   |
| 93810     | 10/05/2017 | MENARDS - WEST BEND<br>MISC SUPPLIES / WATER,WWTP,BLDG                            | 744.21   |
| 93811     | 10/05/2017 | NEENAH FOUNDRY COMPANY<br>INV #240011 / FRAME,LID / STORM SEWER                   | 806.00   |
| 93812     | 10/05/2017 | NORTHERN LAKE SERVICE, INC.<br>INV #321553 / DW SAMPLE 8-17-17 / WATER            | 899.00   |
| 93813     | 10/05/2017 | OFFICE DEPOT<br>ACCT#42573612 / SUPPLIES / ADMIN,REC                              | 461.31   |
| 93814     | 10/05/2017 | PERSONALIZED AWARDS<br>INV #17-1942 / FOOTBALL AWARDS / REC                       | 221.47   |
| 93815     | 10/05/2017 | PERSONNEL EVALUATION, INC.<br>INV #24857 / JV PEP BILLING / JPD                   | 99.35    |
| 93816     | 10/05/2017 | PIEPER ELECTRIC, INC.<br>WILSHIRE DR LIGHT,WWTP OUTLET                            | 1,779.30 |
| 93817     | 10/05/2017 | PROS 4 TECHNOLOGY, INC.<br>MAINT,BACKUP-OCT / V HALL,WWTP                         | 973.99   |
| 93818     | 10/05/2017 | PUBLIC SERVICE COMMISSION OF WISCONSIN<br>INV#RA18-02720 / 2017-18 ADV ASSESSMENT | 1,141.32 |
| 93819     | 10/05/2017 | SECURIAN FINANCIAL GROUP, INC.<br>POLICY #2832L-G / NOV 2017 / #009180            | 1,187.69 |
| 93820     | 10/05/2017 | SEEGER, LISA<br>REIMBURSE BEVERAGE CLASS / REC                                    | 12.00    |
| 93821     | 10/05/2017 | SKODINSKI, JOHN M.<br>HEALTH & DENTAL / OCT 2017 / JFD                            | 224.10   |

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| Check Nbr | Check Date | Payee                                                                    | Amount   |
|-----------|------------|--------------------------------------------------------------------------|----------|
| 93822     | 10/05/2017 | WAALA, DANIEL<br>REIMBURSE CELL PHONE / OCT 2017 / WWTP                  | 50.00    |
| 93823     | 10/05/2017 | WASHINGTON COUNTY<br>TOWN LABELS / FALL/WINTER GUIDES / REC              | 18.58    |
| 93824     | 10/05/2017 | WI SCTF<br>GARNISHMENTS / 10-2-17 PAYROLL                                | 749.53   |
| 93825     | 10/05/2017 | XEROX CORPORATION<br>INV#90725660 / SEPT LEASE,COPIES / ADMIN            | 225.48   |
| 93826     | 10/05/2017 | ZOLL MEDICAL CORP<br>INV #2580674 / ELECTRODES / JPD                     | 100.30   |
| 93827     | 10/12/2017 | US POSTAL SERVICE<br>3RD QTR 2017 WATER BILLS                            | 848.31   |
| 93828     | 10/12/2017 | ADVANCE AUTO PARTS<br>INV#8938724023069 / SUPPLIES / STRTS               | 7.73     |
| 93829     | 10/12/2017 | AFLAC<br>INV #509043 / NOV 2017                                          | 991.46   |
| 93830     | 10/12/2017 | APPLIED CONCEPTS, INC.<br>INV #314388 / COUNTING UNIT / JPD              | 2,912.50 |
| 93831     | 10/12/2017 | BRINKS, JUSTIN<br>REIMBURSE BOOTS,BELT / JPD                             | 124.98   |
| 93832     | 10/12/2017 | CONLEY MEDIA, LLC<br>SEPT ADS & NOTICES / VILLAGE,REC                    | 1,210.41 |
| 93833     | 10/12/2017 | EDGARTON, ST.PETER,PETAK & ROSENFELDT<br>ACCT #20967T / SEPT BILLING     | 2,557.52 |
| 93834     | 10/12/2017 | EVOQUA WATER TECHNOLOGIES LLC<br>INV #903270877 / LAB SUPPLIES / WWTP    | 329.00   |
| 93835     | 10/12/2017 | EXPRESS NEWS<br>ACCT #7076 / SEPT ADS / REC                              | 1,790.00 |
| 93836     | 10/12/2017 | FISHER, RENEE<br>REIMBURSE LEAGUE SUPPLIES / REC                         | 105.57   |
| 93837     | 10/12/2017 | LAKESIDE INTERNATIONAL TRUCKS<br>INV #3040709 / 09 INT'L REPAIRS / STRTS | 812.88   |
| 93838     | 10/12/2017 | LANZA, ROBERT<br>PROGRAM REFUND / REC                                    | 31.25    |
| 93839     | 10/12/2017 | LARK UNIFORM OUTFITTERS, INC.<br>CREDIT,SHIRT,TAILORING / JPD            | 39.00    |
| 93840     | 10/12/2017 | LEMKE, DIANE<br>UTILITY SERVICES FOR OCT 1-15, 2017                      | 722.84   |

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Thru: 10/31/2017 Thru Account:

| Check Nbr | Check Date | Payee                                                                           | Amount   |
|-----------|------------|---------------------------------------------------------------------------------|----------|
| 93841     | 10/12/2017 | MENARDS - WEST BEND<br>INV #46835 / SUPPLIES / WWTP                             | 194.56   |
| 93842     | 10/12/2017 | MONITORING SERVICES, LLC<br>INV #1735 / SECURITY SYSTEM-NOV 18 / REC            | 306.00   |
| 93843     | 10/12/2017 | OFFICE DEPOT<br>ACCT#42573612 / MISC SUPPLIES / REC                             | 15.38    |
| 93844     | 10/12/2017 | PITNEY BOWES GLOBAL FINANCIAL SRV LLC<br>INV #3304605066 / AUG-OCT 2017 / ADMIN | 142.47   |
| 93845     | 10/12/2017 | PROS 4 TECHNOLOGY, INC.<br>INV #24915 / MAINT-OCT / REC                         | 269.00   |
| 93846     | 10/12/2017 | SAM'S CLUB/GEMB<br>ACCT #7715 0901 1564 4957 / REC                              | 241.53   |
| 93847     | 10/12/2017 | SCHLOEMER LAW FIRM<br>CLIENT #11387-000 / SEPT 2017 MUNI COURT                  | 958.50   |
| 93848     | 10/12/2017 | SCOUT TROOP #765<br>OCT 7, 2017 EVENT CLEAN UP / REC                            | 150.00   |
| 93849     | 10/12/2017 | SUPERIOR CHEMICAL CORPORATION<br>INV #173383 / CLEANERS / WWTP                  | 214.79   |
| 93850     | 10/12/2017 | TENNIES ACE HARDWARE INC.<br>ACCT #78777 / SEPT 2017 / JPD                      | 24.56    |
| 93851     | 10/12/2017 | THOMSON REUTERS - WEST<br>INV #836771553 / SEPT 2017 / JPD                      | 55.63    |
| 93852     | 10/12/2017 | U.S. CELLULAR<br>ACCT #300139842 / INV #213158596 / JPD                         | 132.75   |
| 93853     | 10/12/2017 | VILLAGE MART<br>ACCT #JPOLIC / SEPT 2017 / JPD                                  | 1,261.76 |
| 93854     | 10/12/2017 | WE ENERGIES<br>LIGHTS & REC ACCTS                                               | 2,046.37 |
| 93855     | 10/12/2017 | WI CHIEFS OF POLICE ASSOCIATION, INC.<br>POLICE EXAMS / JPD                     | 472.00   |
| 93856     | 10/12/2017 | WINTER, PAULA<br>REIMBURSE MILEAGE, LODGING /ADMIN                              | 307.99   |
| 93857     | 10/12/2017 | WOLLNER PLUMBING & EXCAVATING, LLC<br>INV #2319 / GREEN VALLEY WATER MAIN       | 1,290.00 |
| 93858     | 10/12/2017 | WTKM<br>ACCT #1099 / EVENT ADS / REC                                            | 300.00   |
| 93859     | 10/19/2017 | A.J. OUTDOOR SPECIALIST<br>INV #5066 / TREE TRIMMING / PARKS                    | 1,300.00 |

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|-----------|------------|----------------------------------------------------------------------|-----------|
| 93860     | 10/19/2017 | ADVANCE AUTO PARTS<br>INV #5034728238326 / BATTERY / JFD             | 318.06    |
| 93861     | 10/19/2017 | AIRGAS USA, LLC<br>CYC RENTAL,OXYGEN /JFD                            | 147.12    |
| 93862     | 10/19/2017 | AMERICAN WATER WORKS ASSOC.<br>2018 DUES / WATER                     | 360.00    |
| 93863     | 10/19/2017 | AT&T<br>JFD,STRTS,REC ACCTS                                          | 162.52    |
| 93864     | 10/19/2017 | B&L GRAPHIC SOLUTIONS<br>INV #21561 / STICKERS / JFD                 | 14.64     |
| 93865     | 10/19/2017 | BADGER FIREFIGHTERS ASSOCIATION<br>ANNUAL DUES / JFD                 | 100.00    |
| 93866     | 10/19/2017 | BATTERIES PLUS LLC<br>INV #543-P64101 / 12V / WWTP                   | 204.50    |
| 93867     | 10/19/2017 | BEHM BROS. DRYWALL CO., INC.<br>INV #14144 / DRYWALL / EAGLE DR BLDG | 9,100.00  |
| 93868     | 10/19/2017 | BMO HARRIS BANK N.A.<br>ACCT #1656 / SEPT CREDIT CARD                | 2,430.34  |
| 93869     | 10/19/2017 | BOUND TREE MEDICAL, LLC<br>MED SUPPLIES / JFD                        | 710.19    |
| 93870     | 10/19/2017 | BRINKS, JUSTIN<br>REIMBURSE MEALS / JPD                              | 29.34     |
| 93871     | 10/19/2017 | CENTURY LINK<br>ACCT #85419756 / INV #1421702139 / ADMIN             | 39.83     |
| 93872     | 10/19/2017 | CHARTER COMMUNICATIONS<br>INV #7580100417 / ADMIN                    | 7.77      |
| 93873     | 10/19/2017 | CINTAS<br>INV #5008270894 / FIRST AID SUP / REC                      | 22.95     |
| 93874     | 10/19/2017 | CINTAS CORP<br>INV #8403355042 / FIRST AID / WATER                   | 98.53     |
| 93875     | 10/19/2017 | CINTAS CORPORATION<br>INV #184101318 / CLEANING SUPPLIES / REC       | 147.30    |
| 93876     | 10/19/2017 | CLOTHES CLINIC, INC.<br>INV #332208 / MATS / V HALL                  | 78.92     |
| 93877     | 10/19/2017 | COFFEEVILLE<br>TRAINING FOOD / JFD                                   | 300.00    |
| 93878     | 10/19/2017 | CORE & MAIN LP<br>INV #H793311 / CABLE,METERS / WATER                | 28,750.00 |

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| Check Nbr | Check Date | Payee                                                                      | Amount   |
|-----------|------------|----------------------------------------------------------------------------|----------|
| 93879     | 10/19/2017 | CORRPRO<br>INV #459949 / TANK INSPECTIONS / WATER                          | 1,905.00 |
| 93880     | 10/19/2017 | DORNER COMPANY<br>MODULATING SERVICE / WWTP                                | 6,081.00 |
| 93881     | 10/19/2017 | EMERGENCY MEDICAL PRODUCTS, INC.<br>INV #1938319 / MISC MED SUPPLIES / JFD | 247.82   |
| 93882     | 10/19/2017 | ENDURACLEAN, INC.<br>TOWELS,WIPES,TISSUE,SOAP / WWTP                       | 595.50   |
| 93883     | 10/19/2017 | EUROFINS SFA LABS<br>INV #17101007 / SEPT BIOSOLIDS / WWTP                 | 229.51   |
| 93884     | 10/19/2017 | EVOQUA WATER TECHNOLOGIES LLC<br>INV #903277804 / 3RD QTR BILLING / WWTP   | 312.40   |
| 93885     | 10/19/2017 | EWALD'S HARTFORD FORD, LLC<br>INV #670783 / 13 INTERCEPTOR / JPD           | 1,080.62 |
| 93886     | 10/19/2017 | FARCHIONE, DAVID<br>REIMBURSE ANNUAL WEB DOMAIN / JFD                      | 30.34    |
| 93887     | 10/19/2017 | FILMTOOLS<br>INV #80966714 / DVD/ JPD                                      | 81.20    |
| 93888     | 10/19/2017 | FOX BROTHER'S PIGGLY WIGGLY<br>ACCT #1710 / SEPT 2017 / JFD                | 39.70    |
| 93889     | 10/19/2017 | FROEDTERT HEALTH<br>INV #2534 / TESTS / JFD                                | 1,363.00 |
| 93890     | 10/19/2017 | GERKE, KARIE E.<br>SEPT 5-OCT 7 CLASSES / REC                              | 745.50   |
| 93891     | 10/19/2017 | GLOBAL GIVING<br>7419470 / HURRICANE DONATION                              | 995.00   |
| 93892     | 10/19/2017 | GO-RITEWAY TRANSPORTATION GROUP<br>NOV 4, 2017 MAGNIFICENT MILE TRIP / REC | 1,070.00 |
| 93893     | 10/19/2017 | GREAT-WEST<br>DEFERRED COMP / 10-16-17 PAYROLL                             | 2,565.00 |
| 93894     | 10/19/2017 | GREMMER & ASSOCIATES, INC.<br>ENG SRV,CHATEAU DR / SEPT 2017               | 632.00   |
| 93895     | 10/19/2017 | HAFEMEISTER, DUANE<br>CLOTHING REIMBURSEMENT / JFD                         | 54.00    |
| 93896     | 10/19/2017 | HENNING, KYLE<br>REIMBURSE FOOD-CONFERENCE / JPD                           | 26.69    |
| 93897     | 10/19/2017 | IMPACT ACQUISITIONS LLC<br>INV #936752 / LEASE & COPIES / WATER            | 300.00   |

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|-----------|------------|-----------------------------------------------------------------------------------|----------|
| 93898     | 10/19/2017 | IVERSON, WENDY M<br>DANCE CLASSES / SEPT 12-NOV 29 / REC                          | 579.00   |
| 93899     | 10/19/2017 | JACKSON AUTO SERVICE<br>INV #26839 / TAHOE SERVICE / JFD                          | 56.93    |
| 93900     | 10/19/2017 | JACKSON CONCRETE INC.<br>INV #85468 / CONCRETE / PARKS                            | 221.41   |
| 93901     | 10/19/2017 | JACKSON EMERY INVESTMENTS, LLC<br>REF #20171020 / SEPT 21-OCT 20, 2017            | 5,699.31 |
| 93902     | 10/19/2017 | JAHN, RACHELLE<br>SEPT 18-OCT 11 LESSONS / REC                                    | 220.00   |
| 93903     | 10/19/2017 | KARASHINSKI, SHANNON M<br>ZUMBA / AUG 15-SEPT 19 / REC                            | 135.00   |
| 93904     | 10/19/2017 | KREUTZINGER, JEFF<br>REIMBURSE CDL / WATER                                        | 75.39    |
| 93905     | 10/19/2017 | KRUEPKE PRINTING<br>INV #135467 / BLDG PERMIT APPS                                | 206.00   |
| 93906     | 10/19/2017 | LAKESIDE INTERNATIONAL TRUCKS<br>INV #3039600 / LABOR CHGS / JFD                  | 119.77   |
| 93907     | 10/19/2017 | MCMASTER CARR SUPPLY CO<br>INV #47661485 / CARTRIDGE / WWTP                       | 82.49    |
| 93908     | 10/19/2017 | MENARDS - WEST BEND<br>LUMBER, RETURN / STRTS, WATER                              | 9.24     |
| 93909     | 10/19/2017 | MONTE EWING CONSULTING<br>DEC 15, 2017 TRAINING / BLDG INSPECT                    | 160.00   |
| 93910     | 10/19/2017 | MORaine PARK TECHNICAL COLLEGE<br>INV #S0062953 / CARDS, TUITION/ JFD             | 8,928.25 |
| 93911     | 10/19/2017 | MULCAHY/SHAW WATER, INC.<br>TEMP SENSORS / WWTP                                   | 639.90   |
| 93912     | 10/19/2017 | NAPA AUTO PARTS<br>INV #739677 / LED KIT / JFD                                    | 25.98    |
| 93913     | 10/19/2017 | NEU'S BUILDING CENTER, INC.<br>INV #3697436 / GREASE GUN, BATTERY / WWTP          | 388.00   |
| 93914     | 10/19/2017 | NFPA<br>INV #7078526Y / POSTERS / JFD                                             | 194.90   |
| 93915     | 10/19/2017 | NORTH STAR EMERGENCY VEHICLE SERVICE INC<br>INV #1567 / CHASSIS MAINTENANCE / JFD | 2,615.84 |
| 93916     | 10/19/2017 | O'REILLY AUTOMOTIVE, INC<br>CUST #2218083 / AUG STATEMENT / JFD                   | 26.85    |

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|-----------|------------|---------------------------------------------------------------------|-----------|
| 93917     | 10/19/2017 | OFFICE DEPOT<br>ACCT#42573612 / SUPPLIES / JFD,REC,BI               | 342.57    |
| 93918     | 10/19/2017 | OSHKOSH FIRE & POLICE EQUIPMENT<br>INV #170855 / FLOWTEST / JFD     | 1,265.00  |
| 93919     | 10/19/2017 | PAUL CONWAY SHIELDS<br>GEAR REPAIR,SHIELD REPANEL / JFD             | 257.93    |
| 93920     | 10/19/2017 | PIEPER ELECTRIC, INC.<br>INV #662507 / AERATION TANK BREAKER        | 420.00    |
| 93921     | 10/19/2017 | POSITIVE PROMOTIONS, INC.<br>FF HATS,SALAD SET / JFD,REC            | 566.90    |
| 93922     | 10/19/2017 | PROS 4 TECHNOLOGY, INC.<br>BACKUP,MAINT-OCT / JFD                   | 185.00    |
| 93923     | 10/19/2017 | REAL REFRIGERATION INC<br>INV #58549 / CONDENSATE WICKING / REC     | 73.55     |
| 93924     | 10/19/2017 | RELIANT FIRE APPARATUS, INC.<br>INV#117-18019 / LIGHT,CLEANER / JFD | 209.01    |
| 93925     | 10/19/2017 | RESERVE ACCOUNT<br>ACCT #27882406 / POSTAGE                         | 400.00    |
| 93926     | 10/19/2017 | SABEL MECHANICAL LLC<br>INV #17272 / GEAR DRIVE REPAIR / WWTP       | 12,948.02 |
| 93927     | 10/19/2017 | SALAMONE SUPPLIES<br>INV #121976 / CLEANER,SOAP / REC               | 77.05     |
| 93928     | 10/19/2017 | SCHAEFER'S SERVICE CENTER, INC.<br>RO #13224 / TAHOE SERVICE / JFD  | 132.25    |
| 93929     | 10/19/2017 | SIMPLEXGRINNELL<br>INV #79714708 / COMM CENTER / REC                | 457.94    |
| 93930     | 10/19/2017 | SOS TECHNOLOGIES<br>INV #136110 / THERMAL PAPER / JFD               | 53.35     |
| 93931     | 10/19/2017 | ST. JOSEPHS COMMUNITY HOSPITAL<br>CONTROL #200035466500 / JPD       | 33.00     |
| 93932     | 10/19/2017 | STAFFORD ROSENBAUM LLP<br>INV #1200986 / SEPT BILLING / WWTP        | 680.00    |
| 93933     | 10/19/2017 | TENNIES ACE HARDWARE INC.<br>SEPT 2017 / JFD,VILLAGE                | 874.36    |
| 93934     | 10/19/2017 | U.S. CELLULAR<br>JFD,VILLAGE ACCTS                                  | 351.68    |
| 93935     | 10/19/2017 | VILLAGE MART<br>SEPT 2017 / JFD,VILLAGE                             | 2,940.73  |

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ACCT

## GENERAL VILLAGE CHECKING

## Accounting Checks

Posted From: 10/01/2017 From Account:  
 Thru: 10/31/2017 Thru Account:

| Check Nbr | Check Date | Payee                                                                      | Amount   |
|-----------|------------|----------------------------------------------------------------------------|----------|
| 93936     | 10/19/2017 | WE ENERGIES<br>VILLAGE,LIGHTS,WATER ACCTS                                  | 820.07   |
| 93937     | 10/19/2017 | WEST BEND SCHOOL DISTRICT<br>SEPT 2017 PARKING FEES                        | 3,993.25 |
| 93938     | 10/19/2017 | WI SCTF<br>GARNISHMENTS / 10-16-17 PAYROLL                                 | 749.53   |
| 93939     | 10/25/2017 | ADVANCE AUTO PARTS<br>AIR,OIL FILTERS / STREETS                            | 11.08    |
| 93940     | 10/25/2017 | BLUE TARP CREDIT SERVICES<br>SERVICE CARTS / WWTP                          | 239.97   |
| 93941     | 10/25/2017 | CATHEDRAL BUILDERS INC<br>CABINETRY FAB & INSTALL / EAGLE DR BLDG          | 4,721.00 |
| 93942     | 10/25/2017 | CLOTHES CLINIC, INC.<br>MATS / V HALL                                      | 78.92    |
| 93943     | 10/25/2017 | CONLEY MEDIA, LLC<br>ACCT #201274 / PUBLIC HEARINGS                        | 319.98   |
| 93944     | 10/25/2017 | DNR<br>CERTIFICATION RENEWAL / WATER                                       | 45.00    |
| 93945     | 10/25/2017 | ENDURACLEAN, INC.<br>TOWELS,GLOVES,DISPENSERS / VH,EAGLE DR                | 839.18   |
| 93946     | 10/25/2017 | FASTSIGNS OF GLENDALE<br>SIGN / REC                                        | 51.40    |
| 93947     | 10/25/2017 | FISHER, RENEE<br>REIMBURSE PHONE / REC                                     | 35.00    |
| 93948     | 10/25/2017 | GOLDEN BRUSH PAINTING INC<br>EXTERIOR PAINTING / COMM CENTER               | 5,900.00 |
| 93949     | 10/25/2017 | HALLMAN LINDSAY QUALITY PAINTS<br>AIRLESS RENTAL,PAINT,SUPPLIES / EAGLE DR | 321.33   |
| 93950     | 10/25/2017 | HAWKINS INC.<br>CHLORINE / WATER                                           | 1,020.00 |
| 93951     | 10/25/2017 | HEAVY EQUIPMENTSPECIALISTS, LLC<br>HOSES,FITTINGS / STREETS                | 193.02   |
| 93952     | 10/25/2017 | HIGH ROLLERS/BADGER TOUR & TRAVEL<br>OCT 31,2017 CASINO TRIP / REC         | 90.00    |
| 93953     | 10/25/2017 | JACKSON CONCRETE INC.<br>STONE SLURRY / WATER                              | 590.00   |
| 93954     | 10/25/2017 | JACKSON TRUCK BODY<br>HITCH,TRAILER PLUG INSTALLED / JPD                   | 489.00   |

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ACCT

## GENERAL VILLAGE CHECKING

## Accounting Checks

Posted From: 10/01/2017 From Account:  
 Thru: 10/31/2017 Thru Account:

| Check Nbr | Check Date | Payee                                                          | Amount   |
|-----------|------------|----------------------------------------------------------------|----------|
| 93955     | 10/25/2017 | LAKESIDE INTERNATIONAL TRUCKS<br>AIR FILTER / STREETS          | 38.19    |
| 93956     | 10/25/2017 | LARK UNIFORM OUTFITTERS, INC.<br>NAMESTRIP,PANTS,CARRIER / JPD | 518.65   |
| 93957     | 10/25/2017 | MARTELLE WATER TREATMENT, INC.<br>AQUA MAG BULK / WATER        | 2,004.00 |
| 93958     | 10/25/2017 | MENARDS - WEST BEND<br>SUPPLIES / WWTP,WATER,PARKS             | 209.77   |
| 93959     | 10/25/2017 | NEENAH FOUNDRY COMPANY<br>FRAME, SOLID LID / WWTP              | 267.00   |
| 93960     | 10/25/2017 | NOBLE VALLEY FARMS<br>2 72" BALSAM WREATHS / V HALL            | 152.00   |
| 93961     | 10/25/2017 | PAYNE & DOLAN, INC.<br>COMMERCIAL GRADE 4 / STREETS            | 247.68   |
| 93962     | 10/25/2017 | PERSONNEL CONCEPTS<br>2017 LABOR LAW POSTERS / REC             | 10.90    |
| 93963     | 10/25/2017 | PORT-A-JOHN<br>OCT 17-NOV 16 RENTAL / MEADOWVIEW PARK          | 87.00    |
| 93964     | 10/25/2017 | PRAXAIR DISTRIBUTION, INC.<br>SUPPLIES / WATER                 | 9.40     |
| 93965     | 10/25/2017 | PROS 4 TECHNOLOGY, INC.<br>COMPUTER SYSTEM SET UP / WWTP       | 8,292.65 |
| 93966     | 10/25/2017 | REIK, DAN<br>PROGRAM REFUND / REC                              | 33.00    |
| 93967     | 10/25/2017 | REINDERS, INC.<br>TURF EQUIP / PARKS                           | 485.71   |
| 93968     | 10/25/2017 | RICOH USA, INC.<br>NOV COPIER LEASE / JPD                      | 26.25    |
| 93969     | 10/25/2017 | ROGAN'S SHOES, INC.<br>ACCT #1901 / BOOTS / STREETS            | 93.50    |
| 93970     | 10/25/2017 | SCHEPP, JENNIFER<br>PROGRAM REFUND + CONV. FEE / REC           | 123.89   |
| 93971     | 10/25/2017 | SHARP ELECTRONICS CORP<br>OCT LEASE,USAGE / REC                | 316.80   |
| 93972     | 10/25/2017 | SUPERIOR CHEMICAL CORPORATION<br>CLEANERS / V HALL             | 103.83   |
| 93973     | 10/25/2017 | WAALA, DANIEL<br>REIMBURSE FOOD-CONFERENCE / WWTP              | 46.33    |

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ACCT

## GENERAL VILLAGE CHECKING

## Accounting Checks

Posted From: 10/01/2017 From Account:  
Thru: 10/31/2017 Thru Account:

| Check Nbr   | Check Date | Payee                                                           | Amount     |
|-------------|------------|-----------------------------------------------------------------|------------|
| 93974       | 10/25/2017 | WAHLGREN, SALLY ANNE<br>PROGRAM REFUND / REC                    | 50.00      |
| 93975       | 10/25/2017 | WASHINGTON COUNTY TREASURER<br>SEPT 2017 / STREET LINE PAINTING | 4,049.41   |
| 93976       | 10/25/2017 | WE ENERGIES<br>STREET LIGHT ACCTS                               | 9,998.86   |
| 93977       | 10/25/2017 | WE ENERGIES<br>WATER ACCTS                                      | 2,620.98   |
| 93978       | 10/25/2017 | WE ENERGIES<br>PARK ACCTS                                       | 562.19     |
| 93979       | 10/25/2017 | WE ENERGIES<br>LIGHTS,VILLAGE DEPT ACCTS                        | 1,329.30   |
| 93980       | 10/25/2017 | WE ENERGIES<br>LIGHTS,WATER ACCTS                               | 321.70     |
| 93981       | 10/25/2017 | WE ENERGIES<br>WATER,VILLAGE ACCTS                              | 1,703.02   |
| 93982       | 10/25/2017 | WE ENERGIES<br>VILLAGE DEPTS,LIGHTS,WATER ACCTS                 | 439.90     |
| 93983       | 10/25/2017 | WI PARK & RECREATION ASSOCIATION<br>2017 CONFERENCE x 3 / REC   | 975.00     |
| Grand Total |            |                                                                 | 248,340.20 |

## TREASURERS REPORT

(Depository Accounts)

October 31, 2017

|                                     | BALANCE<br>9/30/2017   | BALANCE<br>10/31/2017  |
|-------------------------------------|------------------------|------------------------|
| <b><u>GENERAL:</u></b>              |                        |                        |
| GENERAL CHECKING                    | \$2,035,595.46         | \$1,807,360.19         |
| PARK FEES                           | \$129,694.90           | \$131,510.93           |
| FIRE/RESCUE RESERVE                 | \$5,857.54             | \$5,862.74             |
| EMS FUNDING ESCROW                  | \$5,927.37             | \$5,932.63             |
| HIPAA ACCOUNT                       | \$200,540.40           | \$222,316.61           |
| CREDIT CARD ACCOUNT                 | \$33,952.49            | \$46,187.21            |
| POLICE & FIRE IMPACT FEES           | \$263,601.11           | \$266,696.61           |
| ANTIQUE FIRE TRUCK                  | \$4,983.85             | \$4,983.85             |
| MONEY MARKET - General & Water Cash | \$4,231,523.75         | \$4,233,378.66         |
| MONEY MARKET - Refunding            | \$5,329,540.30         | \$5,331,876.54         |
| <b>TOTAL GENERAL</b>                | <b>\$12,241,217.17</b> | <b>\$12,056,105.97</b> |
| <b><u>WATER UTILITY:</u></b>        |                        |                        |
| WATER SPECIAL REDEMPTION FUND       | \$852.33               | \$853.09               |
| CASH - moved to General Checking.   | \$700.00               | \$700.00               |
| WATER UTILITY DEPRECIATION FUND     | \$21,788.61            | \$21,807.95            |
| WATER UTILITY RESERVE               | \$113,289.80           | \$113,390.34           |
| WATER IMPACT FEES                   | \$18,762.59            | \$22,061.03            |
| <b>TOTAL WATER UTILITY</b>          | <b>\$155,393.33</b>    | <b>\$158,812.41</b>    |
| <b><u>SEWER UTILITY:</u></b>        |                        |                        |
| SEWER DEPRECIATION FUND             | \$5,479.09             | \$5,483.95             |
| SEWER UTILITY RESERVE               | \$70,753.23            | \$70,816.02            |
| DNR REPLACEMENT FUND                | \$1,015,076.48         | \$1,004,391.06         |
| SEWER SPECIAL REDEMPTION FUND       | \$2,382.18             | \$2,384.29             |
| SO. INTERCEPTOR IMPACT FEE          | \$32,875.52            | \$33,162.84            |
| SEWER SERVICE FEES                  | \$1,676,650.86         | \$1,694,147.58         |
| <b>TOTAL SEWER UTILITY</b>          | <b>\$2,803,217.36</b>  | <b>\$2,810,385.74</b>  |
| <b>GRAND TOTAL:</b>                 | <b>\$15,199,827.86</b> | <b>\$15,025,304.12</b> |

# Memo

**To:** Board of Public Works  
**From:** Brian W. Kober, P. E., Director of Public Works  
**Subject:** Street and Water Dept Building – Ventilation System  
**Date:** October 27, 2017  
**CC:** John Walther, Village Administrator

Converting a manufacturing building into a Street and Water Dept Building with vehicle storage and maintenance needs a required by code a ventilation system. Quotes were requested from four contractors and the Village received two for review. The following is a breakdown and recommendation of the two quotes:

|                                        |             |
|----------------------------------------|-------------|
| 1) Horsch & Miller                     |             |
| A) Ventilation System                  | \$60,399.00 |
| B) MUA Metal Racks                     | \$ 5,145.00 |
| C) Gas Piping                          | \$ 3,834.00 |
|                                        |             |
|                                        | Total       |
|                                        | \$69,378.00 |
| 2) Matenaer Plumbing Inc.              |             |
| A) Total with rack and piping included | \$59,345.00 |

The recommendation is to use Matenaer Plumbing Inc. for the installation of the ventilation unit at a total cost of \$59,345.00 which is \$10,033.00 less than the other quote.

If you have any questions please let me know.

Brian W. Kober, P.E.

# HORSCH & MILLER INC.

PLUMBING, HEATING  
AND AIR CONDITIONING

136 Kettle Moraine Drive N.  
P.O. Box 380  
Slinger, WI 53086  
Tel: 262-644-5466  
Fax: 262-644-9404  
MP 225573

## PROPOSAL SUBMITTED TO:

*Prepared by: Michael Kuepper*

Village of Jackson  
N168W20733 Main Street  
Jackson 53037  
Attn: Brian Kober  
dirpubwks@villageofjackson.com

Date: 10/19/17  
Page No: 1  
Telephone: 262-677-9001  
Cell: 414-333-9696

We hereby submit specifications and estimates for: **Village of Jackson Maintenance Building,  
N194W16660 Eagle Drive, Jackson, WI 53037**

### WATER SHOP

#### MAKE UP AIR UNIT

1 – Titan TAM-118 direct fired make up air unit consisting of:  
7050 CFM max  
ETL listed  
2 PSI max gas pressure  
All controls, motor and blower drive enclosed within unit  
Easy access hinged and gasket doors  
Electronic flame supervision  
Main gas automatic safety shut-off valves  
Gas train to meet or exceed ANSI standards  
High temp limit control  
Ignition transformer  
Non-Fused through door disconnect switch  
1.15 Service factor ODP blower motor  
Adjustable motor base  
Blower motor starter and overload protection  
Forward curved industrial type blower with solid turned ground and polished shafting  
Self aligning sealed ball bearings  
Variable pitch blower drive  
Indoor installation with G-90 galvanized casing  
Direct ignition (with limitations)  
Proved low fire start (with limitations)  
25 to 1 turn down direct fired burner  
High/low air flow proving switches  
On board flame-fail diagnostics  
Exhaust interlock contacts (exhaust starts with unit starter)  
Remote control panel with summer winter off switch and discharge temperature set point  
90 Degree intake hood with screen  
Intake damper  
Sheet metal duct work from intake hood/damper to MUA unit  
Sheet metal duct with exterior insulation duct wrap  
MUA unit installed on metal rack (not included in proposal) approximately 10' high  
1 – OPERA 6002-14 24 volt CO/NO2 detector

# Horsch & Miller Inc.

## Proposal for: Village of Jackson – MUA systems

Page: 2

Date: October 27, 2017

### EXHAUST FAN

1 – S&P LC24 7,050 CFM belt drive centrifugal sidewall exhaust fan with wall sleeve, back draft damper and exhaust hood

Sheet metal exhaust duct work from wall exhaust fan to 18" above floor

Note – S&P fan to be inter locked with Titan MUA system

### SEWER SHOP

#### MAKE UP AIR UNIT

1 – Titan TAM-118 direct fired make up air unit consisting of:

7050 CFM max

ETL listed

2 PSI max gas pressure

All controls, motor and blower drive enclosed within unit

Easy access hinged and gasket doors

Electronic flame supervision

Main gas automatic safety shut-off valves

Gas train to meet or exceed ANSI standards

High temp limit control

Ignition transformer

Non-Fused through door disconnect switch

1.15 Service factor ODP blower motor

Adjustable motor base

Blower motor starter and overload protection

Forward curved industrial type blower with solid turned ground and polished shafting

Self aligning sealed ball bearings

Variable pitch blower drive

Indoor installation with G-90 galvanized casing

Direct ignition (with limitations)

Proved low fire start (with limitations)

25 to 1 turn down direct fired burner

High/low air flow proving switches

On board flame-fail diagnostics

Exhaust interlock contacts (exhaust starts with unit starter)

Remote control panel with summer winter off switch and discharge temperature set point

90 Degree intake hood with screen

Intake damper

Sheet metal duct work from intake hood/damper to MUA unit

Sheet metal duct with exterior insulation duct wrap

MUA unit installed on metal rack (not included in proposal) approximately 10' high

1 – OPERA 6002-14 24 volt CO/NO2 detector

### EXHAUST FAN

1 – S&P LC24 7,050 CFM belt drive centrifugal sidewall exhaust fan with wall sleeve, back draft damper and exhaust hood

Sheet metal exhaust duct work from wall exhaust fan to 18" above floor

Note – S&P fan to be inter locked with Titan MUA system

**Complete installation including:**

## **Horsch & Miller Inc.**

### **Proposal for: Village of Jackson – MUA systems**

**Page: 3**

**Date: October 27, 2017**

1 – ST6008A1006 Time clock

Local permit

1 Year parts and labor warranty

Notes – Exterior metal wall framing, MAU metal racks, line voltage wiring and gas piping not included in proposal

**TOTAL: \$60,399.00**

#### **MUA METAL RACKS**

2 – Sets of 3"x3" x 3/16" tubular steel 90 deg. racks with 2"x 2" knee bracing, 12" square mounting flanges and 2"x 3/8 flat steel cross bracing

Racks approximately 10' high and 6' wide

Flanges mounted to concrete floor and block walls

**ADD: \$5,145.00**

#### **GAS PIPING**

1 – 2" X 2" X 1-1/4" Tee installed in existing 2" gas main next to concrete block wall

1-1/4" Gas line installed from new Tee to MUA locations

1" Gas lines from new main to new MUAs with gas valves

5 – Maxitrol 325-5L regulators installed on existing unit heaters

1 – Maxitrol 325-3L regulator installed on existing furnace

Note – Existing Gas pressure to be increased from 1/4# to 2# by WE Energies

Gas meter may have to be up sized per WE Energies

**ADD: \$3,834.00**

Horsch & Miller Inc.  
Proposal for: Village of Jackson – MUA systems  
Page: 4  
Date: October 27, 2017

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*LATE PAYMENT CHARGE OF 1% PER MONTH WILL BE CHARGED AFTER 15 DAYS ON UNPAID BALANCE OF CONTRACT  
NOTE: A MAXIMUM CREDIT CARD PAYMENT OF \$2,500.00 IS ALLOWED PER CONTRACT*

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***WE PROPOSE***—Hereby to furnish material and labor—complete in accordance with above specifications, for the sum of:     \$

Payment to be made as follows: Monthly draws with final payment upon completion

**NOTE:** This proposal may be withdrawn by us if not accepted by: 11/30/17

***ACCEPTANCE OF PROPOSAL***—the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_  
(Please sign 1 copy and return)

Signature: \_\_\_\_\_  
Horsch & Miller Inc.

Date of acceptance: \_\_\_\_\_

---

## *Notice of Lien Rights*

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY

**Horsch & Miller Inc.**

**Proposal for: Village of Jackson – MUA systems**

**Page: 5**

**Date: October 27, 2017**

FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF, ANY TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

# **MATENAER**

## **PLUMBING, INC.**

### **Heating & Air Conditioning**

N1411 Super Dr  
Campbellsport, WI 53010

Phone: (920) 533-3344

Fax: (920) 533-3355

[service@matenaerplumbing.com](mailto:service@matenaerplumbing.com)

PROPOSAL # 17-079A

Sheet No. 1 of 3

Date: October 26, 2017

WI Master Plumber No. 227364

Registered WI Plumbing Designer No. 1350

Proposal submitted to:  
Village of Jackson  
N168W20733 Main Street  
Jackson, WI 53037  
Brian Kober  
414-333-9696

Work to be performed at:  
Village of Jackson  
Maintenance Building  
N194W16660 Eagle Dr  
Jackson, WI 53037

We hereby submit specifications and estimates for the installation of:

| <u>Description</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <u>Water Department Shop</u> | <u>Make-up Air</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| 1-Install 1-FloAire MUA-1 Direct Gas Fired Make-up Air Unit (625,000 BTU) Indoor Side Discharge Configuration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                    |
| <ul style="list-style-type: none"><li>• 7050CFM @.25 ESP</li><li>• 5HP 208/3/60 (Line Voltage Wiring By Electrical Contractor)</li><li>• Modulating Gas Train 25.1 Turndown</li><li>• Remote Panel with SOW Switch</li><li>• Freezestat Kit</li><li>• Combination CO NO2 Detector (Line Voltage Wiring By Electrical Contractor)</li><li>• Electromechanical Time Clock with 5 Cycles/Day</li><li>• Installed on Metal Rack (By Others) Approximately 12' Above Finished Floor</li><li>• Install Motorized Intake Damper Through South Wall of Building</li><li>• Exterior Wall Metal Framing (If Needed) by Others</li></ul> |                              |                    |

| <u>Description</u>                                                                                                                                                                                                                                                                                                                                   | <u>Water Department Shop</u> | <u>Exhaust Fan</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| 1-Install 1-FloAire Axial Wall Exhaust Fan                                                                                                                                                                                                                                                                                                           |                              |                    |
| <ul style="list-style-type: none"><li>• 7220 CFM @ .2 ESP</li><li>• 1.5 HP 208/3/60 (Line Voltage Wiring By Electrical Contractor)</li><li>• 24" Diameter Prop Fan</li><li>• Exhaust Hood with Bird Screen</li><li>• Gravity Back Draft Damper</li><li>• Wall Sleeve and Guard</li><li>• Exterior Wall Metal Framing (If Needed) by Others</li></ul> |                              |                    |

|                           |                                      |                           |
|---------------------------|--------------------------------------|---------------------------|
| <b><u>Description</u></b> | <b><u>Street Department Shop</u></b> | <b><u>Make-up Air</u></b> |
|---------------------------|--------------------------------------|---------------------------|

1-Install 1-FloAire MUA-1Direct Gas Fired Make-up Air Unit (625,000 BTU) Indoor Side Discharge Configuration

- 7050CFM @.25 ESP
- 5HP 208/3/60 (Line Voltage Wiring By Electrical Contractor)
- Modulating Gas Train 25.1 Turndown
- Remote Panel with SOW Switch
- Freezestat Kit
- Combination CO NO2 Detector (Line Voltage Wiring By Electrical Contractor)
- Electromechanical Time Clock with 5 Cycles/Day
- Installed on Metal Rack (By Others) Approximately 12' Above Finished Floor
- Install Motorized Intake Damper Through South Wall of Building
- Exterior Wall Metal Framing (If Needed) by Others

|                           |                                      |                           |
|---------------------------|--------------------------------------|---------------------------|
| <b><u>Description</u></b> | <b><u>Street Department Shop</u></b> | <b><u>Exhaust Fan</u></b> |
|---------------------------|--------------------------------------|---------------------------|

1-Install 1-FloAire Axial Wall Exhaust Fan

- 7220 CFM @ .2 ESP
- 1.5 HP 208/3/60 (Line Voltage Wiring By Electrical Contractor)
- 24" Diameter Prop Fan
- Exhaust Hood with Bird Screen
- Gravity Back Draft Damper
- Wall Sleeve and Guard
- Exterior Wall Metal Framing (If Needed) by Others

|                           |                                |
|---------------------------|--------------------------------|
| <b><u>Description</u></b> | <b><u>Factory Start-Up</u></b> |
|---------------------------|--------------------------------|

- Factory Personal Start-up, Adjustments, Air-Flow Metering

|                           |                          |
|---------------------------|--------------------------|
| <b><u>Description</u></b> | <b><u>Gas Piping</u></b> |
|---------------------------|--------------------------|

- Install 1 ¼ " Gas Pipe, Gas Line (2-PSI) from Water Department Shop Mechanical Room (Over Head) to Concrete Block Fire Wall Between Shops
- Install Gas Line (Over Head) to the South and Connect to Unit Heaters
- Black Pipe Fittings, Valves, Hangers, Adaptors
- Maxi-Trol Regulator for Existing Rooftop Unit
- Maxi-Trol Regulator for Existing 2" Gas Line for New Furnace, Existing Unit Heaters

**NOTE: Gas Meter May Need to Be Replaced with 2" PSI Meter with Gas Pressure Increasing**

|                           |                                 |
|---------------------------|---------------------------------|
| <b><u>Description</u></b> | <b><u>Metal Rack Stands</u></b> |
|---------------------------|---------------------------------|

- 4 Inch by Quarter Angle Iron, 12' x 6' with Cross-Members, 16 Inch on Center with Five Support Columns and Anchored to 12" Block Wall with Plywood Top. Fully Fabricated and Installed

**Thank you for the opportunity to quote this job. If you have any questions, please feel free to call me.**

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **Fifty-Nine Thousand Three Hundred Forty-Five and no/100 Dollars (59,345.00)** with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, damage, accidents, or delays beyond our control.

Matenaer Plumbing, Inc. is not responsible for the following:

1. Damages due to either tradesmen or natural causes, which occur after installation of all fixtures, will not be covered by this contract. This also includes tub modulars, sinks, faucets and toilets.
2. High Ground Water – The removal of and any other costs incurred by high ground water will not be covered by this contract.
3. Frost –Equipment, materials and extra labor needed for removal of will not be covered by this contract.
4. Ledge Rock – The removal of and any other costs relating to undetected ledge rock during installation will not be covered by this contract.

Respectfully submitted: **MATENAER PLUMBING, INC.**

Per: Thomas S Matenaer MP 227364

Note – This proposal may be withdrawn by us if not accepted within 20 days.

---

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature\_\_\_\_\_

Date: \_\_\_\_\_

Signature\_\_\_\_\_

**PLEASE SIGN AND RETURN ONE COPY TO: MATENAER PLUMBING INC. THANK YOU!**



*Taking the lead in Washington County.*

# Memo

**To:** John M. Walther, Village Administer  
**From:** Brian W. Kober, P. E., Director of Public Works   
**Subject:** RFP for Ridgeway Drive Reconstruction Project  
**Date:** November 9, 2017  
**CC:** Village Board

The Village of Jackson requested proposals and qualification statements from engineering firms to assist with the street improvements in Ridgeway Drive, Ridgeway Court, and Georgetown Drive. The construction area consists of Ridgeway Drive from STH 60 to 200ft north of Georgetown Drive; Ridgeway Court, and a portion of Georgetown Drive from Ridgeway Drive to west boundary of Stonewall Development. The completed proposals were accepted on or before 4:30 PM on Thursday, November 9, 2017.

Six engineering firms submitted proposals for the reconstruction project. The review process shall not only be based on price, but what each firm can deliver on the design of the reconstruction. All six firms have the capability to complete the reconstruction project.

If the selection of the engineering service is to be accomplished by lowest fee, the recommendation would be Cedar Corp for a cost of \$54,263.00 plus incidentals cost (mileage, printing, etc.).

If you have any questions please let me know.

Brian W. Kober, P.E.

N168 W20733  
Main Street  
Jackson, WI 53037  
Phone: 262-677-9001  
Fax: 262-677-1710

Mailing Address:  
P.O. Box 637

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

**Village of Jackson**  
**Proposal for Engineering Services**  
**Ridgeway Drive Reconstruction Project**  
**STH 60 to 200 ft north of Georgetown Drive, Ridgeway Ct, & Georgetown Dr**  
**9-Nov-17**

| <b>Task</b>                               | <b>Gremmer Associates</b> | <b>Baxter &amp; Woodman</b> | <b>Cedar Corp</b> | <b>Kapur &amp; Associates</b> | <b>Graef</b>    | <b>M Squared</b> |
|-------------------------------------------|---------------------------|-----------------------------|-------------------|-------------------------------|-----------------|------------------|
| <b>1) Preliminary Engineering</b>         | \$14,400                  | \$21,410                    | \$7,000           | \$8,456                       | \$17,000        | \$13,900         |
| <b>2) Final Design</b>                    | \$7,400                   | \$14,800                    | \$3,000           | \$9,121                       | \$2,200         | \$2,875          |
| <b>3) Specs and bid documents</b>         | \$2,000                   | \$5,790                     | \$2,500           | \$1,967                       | \$3,700         | \$1,200          |
| <b>Sub-Total</b>                          | <b>\$23,800</b>           | <b>\$42,000</b>             | <b>\$12,500</b>   | <b>\$19,544</b>               | <b>\$22,900</b> | <b>\$17,975</b>  |
| <b>4) Construction Services</b>           |                           |                             |                   |                               |                 |                  |
| <b>a) Construction Staking (per hour)</b> | \$154                     | \$87                        | \$122             | \$105                         | \$120           | \$100            |
| <b>b) Construction Inspection</b>         | \$84                      | \$87                        | \$78              | \$75                          | \$73.00         | \$85             |
| <b>c) As-built Survey (lump sum)</b>      | \$1,000                   | \$3,305                     | \$1,000           | \$1,350                       |                 | \$1,400          |
| <b>Construction Staking (42.5 hours)</b>  | \$6,549                   | \$3,700                     | \$5,188           | \$4,465                       | \$5,103         | \$4,253          |
| <b>Inspection Lump Sum (468.9 hours)</b>  | \$39,388                  | \$40,795                    | \$36,574          | \$35,168                      | \$34,230        | \$39,857         |
| <b>Sub-Total</b>                          | <b>\$46,937</b>           | <b>\$47,800</b>             | <b>\$42,763</b>   | <b>\$40,983</b>               | <b>\$39,333</b> | <b>\$45,509</b>  |
| <b>Total</b>                              | <b>\$70,737</b>           | <b>\$89,800</b>             | <b>\$55,263</b>   | <b>\$60,527</b>               | <b>\$62,233</b> | <b>\$63,484</b>  |



*Taking the lead in Washington County.*

**VILAGE OF JACKSON  
REQUEST FOR PROPOSALS  
Engineering Design Service**

The Village of Jackson is requesting a proposal and qualification statement from engineering firms to assist with the street improvements in Ridgeway Drive, Ridgeway Court, and Georgetown Drive of the Village of Jackson. The construction area consists of Ridgeway Drive from STH 60 (Main St) to 200 ft. north of Georgetown Drive; Ridgeway Court from Ridgeway Drive to end; and Georgetown Drive from Ridgeway Drive to Stonewall Development. The completed proposals shall be returned to the Engineering Department on or before **4:30 PM on Thursday, November 9, 2017.**

**Background Information**

1. The streets were constructed in the 1969 as part of Highland Meadows Subdivision.
2. During the time of Highland Meadows Development, the Jackson Waste Water Plant was located on the property now know as "Reis Memorial Park".
3. The storm sewer system in Georgetown Drive shall be design to accommodate storm water from a larger drainage area, which is accumulated from adjacent streets. The current storm sewer piping is CMP (corrugated metal pipe) which will be replaced by RCP (reinforced concrete pipe). No storm model will be required, although, the present Q amount of the existing pipes from Ridgeway Drive and Georgetown Drive will determine the pipe size.
4. Jackson Elementary School is located west of project zone on Georgetown Drive. Georgetown Drive is used as the bus route, so the reconstruction project will be developed to accommodate the school busing schedule.

**Design, permitting, and bidding**

1. Review of preliminary development plans, site visit, and meeting with Village staff to analyze and review scope of project.
2. Topographic and utility survey, and develop preliminary and final roadway, storm sewer, water main design/plans.
3. Prepare and submit a DNR WRAPP permit application (formerly NOI), and prepare and submit a DNR water main permit application.
4. Create specifications, bid documents, and engineer's estimate. Answer any questions during the bid process and attend bid opening. Meet with Village staff as necessary throughout the design process.

N168 W20733  
Main Street  
Jackson, WI 53037  
Phone: 262-677-9001  
Fax: 262-677-1710

Mailing Address:  
P.O. Box 637

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

**Final Design**

1. Sanitary Sewer                      The Jackson Sewer Utility will verify the condition of the sanitary sewer for replacement. A single sanitary sewer line to replace the dual lines in Ridgeway Drive. A new sanitary sewer in Ridgeway Court will be installed to replace the sewer line from Georgetown Drive.
2. Storm Sewer Design              Storm sewer design for proper drainage of roadway and property abutting the road. All exiting storm sewer facilities shall be picked up during the survey of the road. Acquire all necessary permits. All properties will receive a storm sewer lateral.
3. Water Main Design                Water Main design will included replacing the water main in Ridgeway Drive. Installing new water main in Ridgeway Court and abandoning or reducing the water main serving Ridgeway Court from Georgetown Drive to a lateral.
4. Roadway Facilities                 Ridgeway Drive 858 ft, Ridgeway Court, and Georgetown Drive 150 ft of local road with asphalt pavement, concrete curb and gutter and 5 ft sidewalk on both sides of roadway.

**Construction Services (if the project continues)**

1. Attend pre-construction meeting and field meeting with Village Staff and Contractor.
2. Provide construction staking.
3. Provide construction inspection and management.
4. As-built survey, to confirm accurate construction.

**Project Schedule (Tentative)**

|                                         |                   |
|-----------------------------------------|-------------------|
| Request for proposal due                | November 9, 2017  |
| Village Board - Contract Award          | November 14, 2017 |
| Preliminary Design, with estimated cost | December 2017     |
| Prepare construction documents and spec | February 2018     |
| Advertise Bids                          | March 2018        |
| Open Bids                               | April 2018        |
| Award Contract                          | May 2018          |
| Complete Construction                   | Mid-August 2018   |

**Consultant Engineer Qualifications**

1. Qualifications of the key staff persons to be assigned to perform their scope of work, their experience and special skills.
2. Experience of firm in projects of similar scope.

**Proposal**

|                     |                                          | <u>Time &amp; Material Cost, not to exceed</u> |          |
|---------------------|------------------------------------------|------------------------------------------------|----------|
| 1.                  | Design, Permitting, & Bidding            | \$                                             |          |
| 2.                  | Final Design                             | \$                                             |          |
| 3.                  | Preparing the Construction Bid Documents | \$                                             |          |
| 4.                  | Construction Services                    |                                                |          |
|                     | a. Construction Staking                  | \$                                             | Per hour |
|                     | b. Construction Inspection               | \$                                             | Per hour |
|                     | c. As-Built Survey                       | \$                                             |          |
|                     | or lump sum                              | \$                                             |          |
| <b>Total Amount</b> |                                          | \$                                             |          |

If you have any questions regarding this Request for Proposal or if you would like to review this project in detail, please give me a call at 677-9001.

Sincerely,

  
Brian W. Kober, P.E.  
Director of Public Works

Enclosures



**Proposal to provide Engineering Services  
for  
2018 Reconstruction Project  
of  
Ridgeway Drive and Ridgeway Court  
in the  
Village of Jackson**



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engineering | architecture | environmental | surveying  
landscape architecture | planning | economic development

W61 N497 Washington Avenue  
Cedarburg, WI 53012  
262-204-2360  
800-472-7372  
FAX 262-375-2688  
www.cedarcorp.com

November 9, 2017



Brian W. Kober, P.E.  
Village of Jackson  
Director of Public Works  
PO Box 637  
N168 W20733 Main Street  
Jackson, WI 53037

Re: 2018 Reconstruction Project of Ridgeway Drive

Dear Mr. Kober:

Cedar Corporation appreciates the opportunity to submit our proposal for design and construction related services for the Village of Jackson's 2018 Reconstruction Project of Ridgeway Drive and Ridgeway Court. Cedar Corporation is an engineering and architectural design firm with offices in Cedarburg, Green Bay, Madison, and Menomonie, Wisconsin.

Cedar Corporation has over 40 years of experience providing clients with design and construction service similar to the Village's 2018 Ridgeway Drive project. Cedar Corporation will work closely with you in order to achieve a design that will meet all of your wants and needs. Cedar Corporation is very interested in working with the Village of Jackson and we hope to develop a long standing relationship and offer the Village a wide range of professional services.

We look forward to the opportunity to work with you on this project. Thank you for considering our proposal, if you have any questions, feel free to contact me at 262-204-2341.

Sincerely,

CEDAR CORPORATION

Ron Dalton, P.E.  
Director  
ron.dalton@cedarcorp.com

## Firm Profile



## PROFESSIONAL SERVICES

**Since 1975**  
**85 Employees**  
**4 Office Locations**  
**Full-Service Design Firm**



- CIVIL/MUNICIPAL ENGINEERING
- SURVEYING/GPS/GIS
- ARCHITECTURE
- WASTEWATER SERVICES
- TRANSPORTATION
- STRUCTURAL ENGINEERING
- WATER RESOURCE SERVICES
- ENVIRONMENTAL SERVICES
- LANDSCAPE ARCHITECTURE
- GRANTS/FUNDING ASSISTANCE
- PLANNING/ECONOMIC DEVELOPMENT

# Corporate Profile

## OVERVIEW

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients working within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

## SERVICES

Cedar Corporation is a professional service firm with disciplines in engineering, architecture, environmental repair, planning, landscape architecture, and land surveying. Founded in 1975, the company has grown in size and stature to its present staff of 85. Our staff is dedicated to the principles on which the firm was developed: professionalism, state-of-the-art technology, and exemplary service to clients. We have continued to grow because of our commitment to comprehensive service and good communication with our clients.

## STAFF RESOURCES

Our staff resources include 18 Professional Engineers, 3 Licensed Wastewater Treatment Facility Operators, 2 Licensed Water System Operators, 3 Professional Land Surveyors, 6 Planners, 1 Economic Development Specialist, 2 Registered Architects, 1 Interior Designer, 1 Registered Landscape Architect, 3 Professional Geologists, 4 Environmental Specialists, 1 Hazardous Materials Manager, and a strong support staff of technicians and administrative personnel. All of these individuals take pride in continuing education course work to stay abreast of current developments within their professions. To provide a work setting that meets the challenges of the industry, as well as the skill levels of the employees, the company maintains a state-of-the-art computer network and related technology.

## LOCATION

Cedar Corporation's corporate headquarters is located in Menomonie, Wisconsin. To better serve our clients, we have additional offices located in Madison, Green Bay, and Cedarburg, Wisconsin.

## PHILOSOPHY

Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best value-per-dollar spent on their projects. We recognize that our clients are most concerned with three major issues as they engage the services of consultants – quality, timeliness, cost.

### Quality

Cedar Corporation is committed to providing our clients with the best solutions, satisfying the programmatic parameters. We strive to provide the best service to our clients by promoting excellence within our own firm.

### Timeliness

Equal in importance to quality is timeliness. This is critical for the client in making swift and accurate decisions regarding project development. The success or demise of a project is tied directly to the timing of the documents necessary for funding, municipal approvals, and construction. As important as any design issue is scheduling; we have the flexibility to mobilize our resources according to the demands of the project and maintain continuity of its development.

### Cost

The project budget is based on the scope of services provided. Cost estimating will verify compliance with the established budgets or, in some cases, point out programmatic or design deficiencies. Through our experience and industry aids, we have an exemplary record of predicting costs of our services and of construction costs—well within industry standards.

The issues of timeliness and cost are interlocked with each one influencing the project as a whole, as well as each other. We recognize this relationship and consider each to be critical to the success of the project while also being the judge of our performance. It is this attention to our clients' concerns that sets Cedar Corporation apart from our peers—we pledge to you our commitment to excellent service.

# Professional Services

## **CIVIL/MUNICIPAL ENGINEERING**

- Streets, Roads, and Highways
- Water Supply, Storage, Distribution
- Municipal Engineering
- Site Selection Studies
- Traffic Studies
- Storm Water Management
- Industrial Park Layout
- Flood Control Analysis
- Solid Waste
- Cost Estimating

## **STRUCTURAL ENGINEERING**

- Bridge Design
- Bridge Inspections
- Construction Inspection
- Dam Design and Analysis
- Building Design and Analysis
- Structural Assessments
- Foundation Design and Analysis

## **WASTEWATER SERVICES**

- Facility Planning
- Wastewater Treatment Facility Design
- Construction Services

## **PLANNING / ECONOMIC DEVELOPMENT**

- Municipal Comprehensive Plans
- Block Grants
- Public Facility Grants
- Feasibility Studies
- Relocation Plans
- Redevelopment Planning
- Economic Development Strategies
- Identification of Project Funding
- Public Information Surveys
- Mapping/GIS
- Funding Assistance/Project Proformas
- Impact Fees
- Tax Incremental Finance Districts

## **SURVEYING**

- Plats and Subdivisions
- Property Surveys
- GPS Surveys
- Topographic and Site Surveys
- Aerial Control Surveys
- Re-Monumentation Surveys
- Right-of-Way Plats
- County and Transportation Project Plats (TPP)

## **ARCHITECTURE**

- Industrial, Commercial, Retail Design
- Municipal Buildings
- Libraries
- Educational
- Religious
- Recreation
- Multi-family Residential
- Nursing Homes and Congregate Care
- EMS and Fire Stations
- Fire Protection Systems
- Fire Alarm Design
- Building Envelope/Energy Retrofit
- Heat Recovery Systems
- Energy Management Studies
- Plumbing and HVAC Design
- Adaptive Re-use
- Retrofit Design

## **ENVIRONMENTAL SERVICES**

- Phase I and Phase II Site Assessments
- Environmental Investigations
- Asbestos and Lead Assessment and Monitoring
- Soil and Groundwater Remediation Design
- Monitoring - Air, Water, Noise, Particulate
- Hazardous Building Materials Assessments and Abatement Oversight
- Building Deconstruction Planning and Oversight
- Spill Prevention Control and Countermeasure Planning

## **LANDSCAPE ARCHITECTURE**

- Site Design
- Park/Recreation Planning and Design
- Urban Streetscapes
- Planting Design
- Hydraulic Analysis
- Erosion Control Design

## **WATER RESOURCE SERVICES**

- Analytical Modeling
- Water Quantity, Quality
- Wetland Delineation, Mitigation and Monitoring
- Storm Water Erosion Control
- Shoreline Restoration
- Storm Water: Best Management Practices
- Storm Water Pollution Prevention Planning

# Qualifications

## Qualifications

Cedar Corporation is a diversified professional service firm with disciplines in engineering, architecture, interior design, environmental repair, planning, landscape architecture, and land surveying. Founded in 1975, Cedar Corporation has worked with a wide variety of clients throughout Wisconsin. Our mission, in addition to our technical design excellence, is to provide the highest standards of honesty, trust, integrity, communication, and service to our clients on a timely basis and within budget guidelines. Repeat business with numerous public and private clients attests to our ability to:

- assemble a team concept with our clients
- to work with them and within their guidelines
- be sensitive to the need for community involvement and buy in
- perform as a team to meet schedules and deadlines
- provide an open mind to various alternatives based on City Council, City Staff, business, and community input

### **OUR EXPERIENCE**

We have substantial representative experience in the local area that share many of the same aspects required for the Village of Jackson's street project including design, public involvement, goals, objectives, and values reflected in the 2018 Reconstruction Project for Ridgeway Drive and Ridgeway Court. These experiences include City and County design standards and guidelines, WisDOT TAP program requirements, detailed and complete street/sidewalk/trail/utility improvement engineering design plans, and specifications for cost estimating and bidding.

Furthermore, our Team's technical experience is complimented with our local knowledge of the project needs and issues due to our experience working with the Village of Jackson on previous projects. The Cedar Corporation Team has completed numerous projects similar to the planned 2018 projects. We would like the opportunity to provide our Professional Services to the Village of Jackson.



# Project Scope

# Project Scope

Reconstruction of Ridgeway Drive from STH 60 (Main Street) to 200 ft North of Georgetown Drive, Ridgeway Court, and 200 ft of Georgetown Drive east of Ridgeway Drive. Sanitary sewer, water main, and storm sewer will be improved as listed below in our scope of services. Georgetown Drive is used as a bus route for Jackson Elementary School. Plans and scheduling of the reconstruction project will be developed to accommodate the school bus schedule.

## Design, permitting, and bidding

1. Review of preliminary development plans, site visit, and meeting with Village staff to analyze and review scope of project.
2. Topographic and utility survey, and develop preliminary and final roadway, sanitary sewer, storm sewer, water main design/plans.
3. Prepare and submit a DNR WRAPP permit application (formerly NOI), and prepare and submit a DNR water main and sanitary sewer permit application.
4. Create specifications, bid documents, and engineer's estimate. Answer any questions during the bid process and attend bid opening. Meet with Village staff as necessary throughout the design process.



## Final Design

1. **Sanitary Sewer:** The Jackson Sewer Utility will verify the condition of the sanitary sewer for replacement. A single sanitary sewer line to replace the dual lines in Ridgeway Drive. A new sanitary sewer in Ridgeway Court will be installed to replace the sewer line from Georgetown Drive.
2. **Storm Sewer Design:** Storm sewer design for proper drainage of roadway and property abutting the road. All exiting storm sewer facilities shall be picked up during the survey of the road. Acquire all necessary permits. All properties will receive a storm sewer lateral.
3. **Water Main Design:** Water Main design will include replacing the water main in Ridgeway Drive. Installing new water main in Ridgeway Court and abandoning or reducing the water main serving Ridgeway Court from Georgetown Drive to a lateral.
4. **Roadway Facilities:** Ridgeway Drive 858 ft, Ridgeway Court, and 200 ft of Georgetown Drive. Roadway will be reconstructed with asphalt pavement, concrete curb and gutter and 5 ft sidewalk on both sides of the roadway.

## Construction Services (if the project continues)

1. Attend pre-construction meeting and field meeting with Village Staff and Contractor
2. Provide construction staking
3. Provide construction inspection and management
4. As-built survey, to confirm accurate construction

## Related Project Experience

## Project Experience

**PROJECT:** 2017 High Level Pressure Zone (HLPZ) Enhancements  
**CLIENT:** Cedarburg Light and Water Utility  
**LOCATION:** Cedarburg, Ozaukee County, Wisconsin  
**CONTACT:** Timothy Martin, Water Utility Superintendent, 262-375-7650  
**SIZE:** 1,300 lineal feet  
**COST:** \$251,000  
**COMPLETED:** 2017  
**KEY STAFF:** Ronald Dalton, PE; Mathew Stephan, PE; Bryan Greisch

**DESCRIPTION:** The High Level Pressure Zone Enhancements project included a 1,300 foot water main extension along Wauwatosa Road (STH 181), valving and tie ins at three other locations in the City of Cedarburg to improve the City's high pressure zone. The project included coordination with the Wisconsin Department of Transportation to minimize construction disturbance at two recently built roundabouts on STH 181. Water main was directionally drilled to the center island of a roundabout at the intersection of Wauwatosa Road and Western Avenue. An easement was acquired along Wauwatosa Road and traffic control plans were prepared for work at the roundabouts. Cedar Corporation provided design, construction administration, and staking services for the project.



## Project Experience

**PROJECT:** Park Avenue Reconstruction  
**CLIENT:** Village of Oostburg  
**LOCATION:** Park Avenue, Village of Oostburg,  
Sheboygan County, Wisconsin  
**CONTACT:** Allen Wrubbel, Village President, 920-207-0255  
**SIZE:** 1,000 lineal feet  
**COST:** \$300,000  
**COMPLETED:** 2017  
**KEY STAFF:** Ronald Dalton, PE; Matthew Stephan, PE;  
Bryan Greisch

**DESCRIPTION:** The Park Avenue reconstruction project included pavement and base replacement, spot replacement of curb and gutter, water main replacement and storm sewer replacement. Surface water flooding occurred during significant rain fall events at the intersection of Park Avenue and 9th Street. Storm sewer was up graded from a 12" storm sewer to a 24" storm sewer and storm sewer laterals were installed to provide downspout connections for residents on Park Avenue. Cedar Corporation provided design services, construction administration, staking and construction observation services.



## Project Experience

**PROJECT:** Creation of Tax Incremental District No. 3  
**CLIENT:** Village of Oostburg  
**LOCATION:** Oostburg Business Park, Oostburg, Sheboygan County, Wisconsin  
**CONTACT:** Allen Wrubbel, Village President, 920-207-0255  
**COMPLETED:** 2017  
**KEY STAFF:** Ron Dalton, PE

**DESCRIPTION:** The Village of Oostburg was contacted by Masters Gallery Foods late summer of 2016. Masters Gallery was interested in finding 30-40 acres of developable land for construction of a new facility for processing cheese products. The Village of Oostburg relied upon Cedar Corporation and Ehlers to assist with creation of a new TIF District to make this development possible. The new TIF District required special legislation to allow the Village to exceed the 12% threshold of increment within existing TIF districts. The new TIF district was created in the of Spring of 2017 and Cedar Corporation assisted with design and construction services for extension of infrastructure to the Masters Gallery development.



---

**PROJECT:** TID#3 Masters Gallery Development  
**CLIENT:** Village of Oostburg  
**LOCATION:** North Business Park Drive, Village of Oostburg, Sheboygan County, Wisconsin  
**CONTACT:** Allen Wrubbel, Village President, 920-207-0255  
**SIZE:** 1,200 lineal feet  
**COST:** \$688,000  
**COMPLETED:** 2017  
**KEY STAFF:** Ronald Dalton, PE; Matthew Stephan, PE; Doug Kroes

**DESCRIPTION:** The TID#3 Masters Gallery Development project included extension of roadway, sanitary sewer, water main, and storm sewer. Cedar Corporation assisted the Village of Oostburg with expansion of the Village's Business Park to serve a 40 acre development for Masters Gallery. Masters Gallery had outgrown their cheese processing facility in Plymouth and chose Oostburg for construction of a new facility. Cedar Corporation provided planning, design, and full construction related services for the project which was completed in 2017.



## Project Experience

**PROJECT:** CDBG utility and street reconstruction project  
**CLIENT:** City of Manawa  
**LOCATION:** 2nd Street, City of Manawa, Waupaca County, Wisconsin  
**CONTACT:** John Smith, Mayor, 920-596-2577  
**SIZE:** 1,600 lineal feet  
**COST:** \$650,000  
**COMPLETED:** 2015  
**KEY STAFF:** Dennis Steigenberger, PE; Justin Keen, PE;  
Kyle Johnson; John Rebholz

**DESCRIPTION:** The \$650,000 project included a total reconstruction of a four block city street in the heart of the city. Existing sanitary sewer and water main, originally constructed in the 1940's was replaced. The entire street section including curb and gutter and sidewalk was also replaced. A number of existing driveway grades, on the North side of the street, had been causing access difficulties for years. A design challenge included correcting these access difficulties while maintaining proper access to other existing driveways and maintaining proper street drainage.

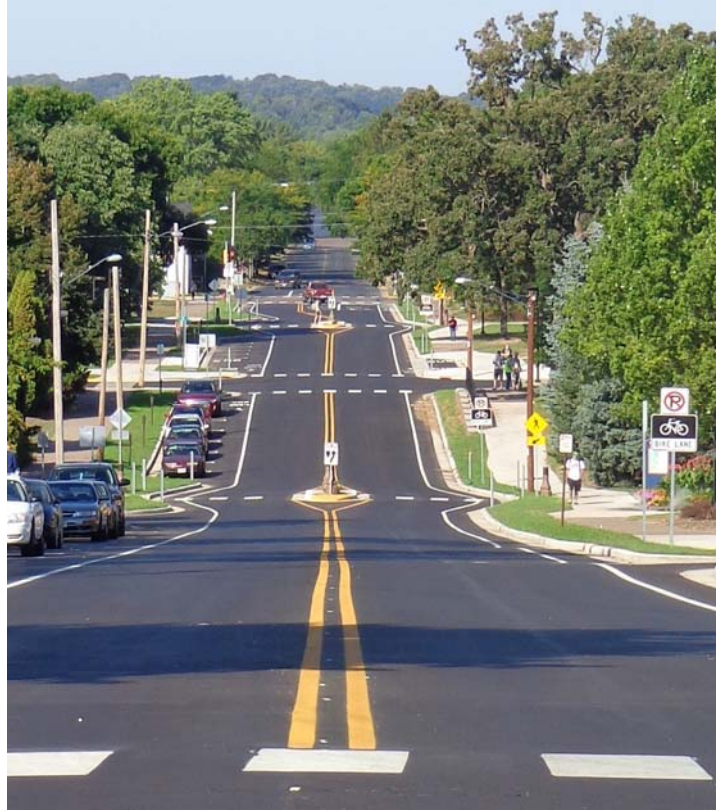
Funding assistance was provided by a \$325,000 grant from the CDBG-Public Facilities Program. A local road improvement grant of \$27,000 through the Wisconsin Department of Transportation was also received for the project. Cedar Corporation was involved from project conception, design, bidding and construction through project completion. Grant applications and administration was also provided by Cedar Corporation.



## Project Experience

**PROJECT:** Street reconstruction with addition of bike lane and bike box  
**CLIENT:** City of Menomonie  
**LOCATION:** 13th Avenue, Menomonie, Dunn County, Wisconsin  
**CONTACT:** Lowell Prange, City Administrator, 715-232-2187, lprange@menomonie-wi.gov  
**SIZE:** 2,600 feet  
**COST:** \$910,400  
**COMPLETED:** 2013  
**KEY STAFF:** Charlie Jones, PE; Wendy Sander, AICP; Russ Kiviniemi, PE; Kevin Oium, PE; Kathryn Blaser; Mark Kuester

**DESCRIPTION:** Cedar Corporation partnered with the City of Menomonie and UW-Stout to design and administer the reconstruction of 13<sup>th</sup> Avenue from Broadway to 9<sup>th</sup> Street. The project, which is located partially within the UW-Stout campus, addressed several important issues. First, pedestrian accommodations were improved. Pedestrian refuge islands were added at 2<sup>nd</sup> Street East and 4<sup>th</sup> Street East and bump-outs were added at 3<sup>rd</sup> Street East to calm traffic, increase visibility, and reduce crossing length. Additional sidewalk lighting was added, including lighted bollards at the pedestrian refuge islands. Second, bicycle accommodations were improved, including dedicated bike lanes throughout the project area and a bike box at the signalized intersection of 13<sup>th</sup> Avenue and Broadway (STH 25). A bike box allows bicyclists that wish to turn left or move through an intersection to avoid getting trapped by right-turning vehicles. Third, UW-Stout decided to rehabilitate an existing steam duct that crossed the project area while the roadway was closed for reconstruction.



## References

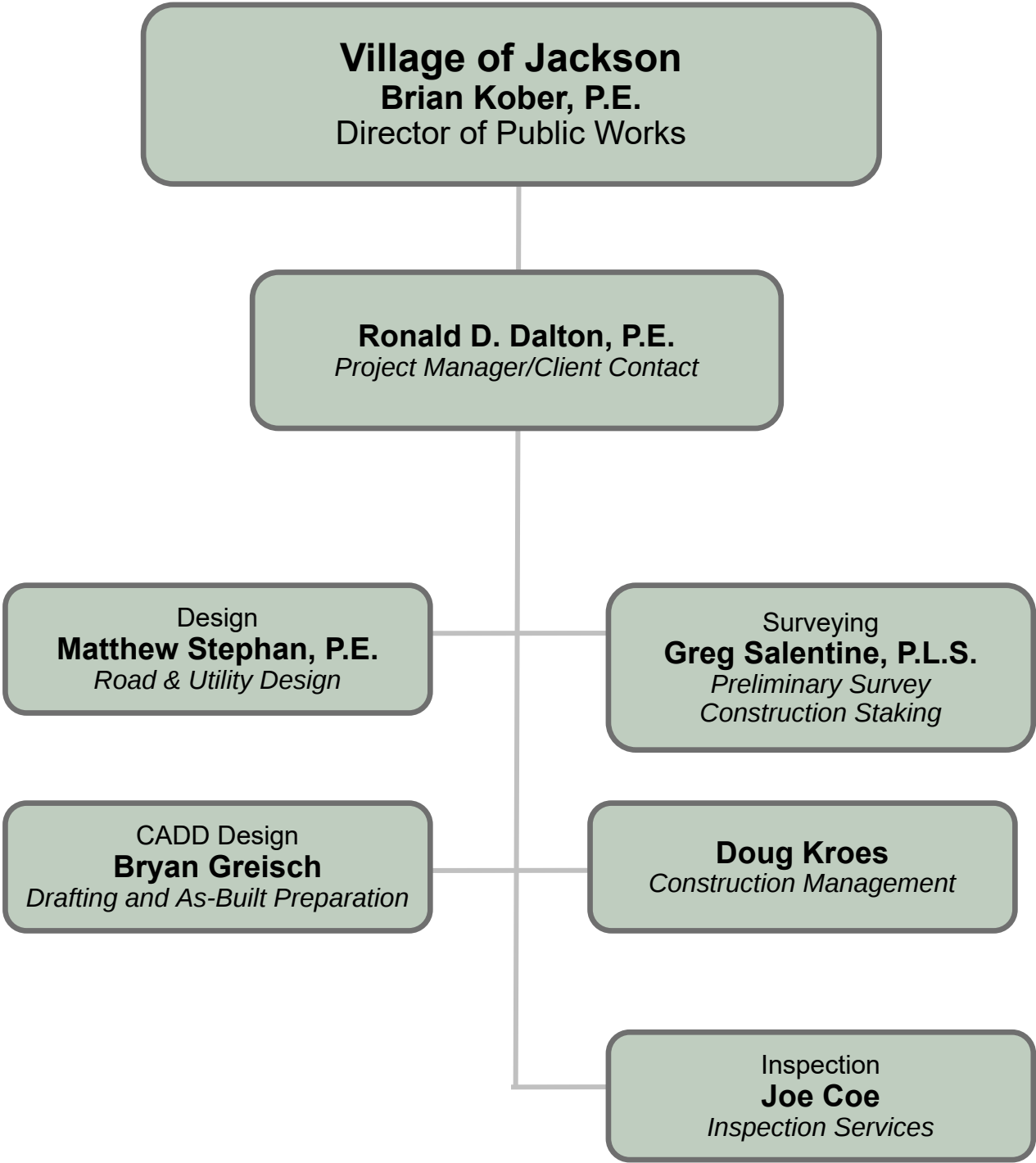
## References

Below is an abbreviated listing of Long-Term clients for whom we continue to provide a wide variety of Professional Consulting/Engineering Services.

| Client                                                                                                                 | Reference                                                                                          |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Village of Oostburg<br>Sheboygan County<br><br>1140 Minnesota Avenue<br>Oostburg, WI 53070                             | Allen Wrubbel, Village President<br>allen.wrubbel@oostburg.org<br>920-207-0255                     |
| Village of Richfield<br>Washington County<br><br>4128 Hubertus Road<br>Hubertus, WI 53033                              | Jim Healy, Administrator<br>administrator@richfieldwi.gov<br>262-628-2260                          |
| Village of Valders<br>Manitowoc County<br><br>207 S. Liberty Street<br>PO Box 459<br>Valders, WI 54245                 | Len Heimerman, Director of Public Works<br>valdersdpw@tds.net<br>920-901-8040                      |
| Cedarburg Light and Water Utility<br>Ozaukee County<br><br>N30 W5926 Lincoln Blvd<br>PO Box 767<br>Cedarburg, WI 53012 | Timothy Martin, Water Utility Superintendent<br>tmartin@cedarburglightandwater.org<br>262-375-7650 |
| City of Weyauwega<br>Waupaca County<br><br>109 E. Main Street<br>PO Box 578<br>Weyauwega, WI 54983                     | John Foss Administrator/Clerk/Treasurer<br>jfoss@cityofweyauwega-wi.gov<br>920-867-2630            |
| Village of Bellevue<br>Brown County<br><br>2828 Allouez Avenue<br>Green Bay, WI 54311                                  | Bill Bolke, PE, Director of Public Works<br>billb@villageofbellevue.org<br>920-468-5225            |

## Project Team

Project Team





**Ronald Dalton, P.E.**

Project Manager

**Education**

BS in Civil Engineering:  
University of Iowa (1986)

**Professional Registrations**

Wisconsin Professional Engineer

**Professional Affiliations**

American Council of Engineering  
Companies  
American Public Works Association,  
Engineer & Technology  
Committee Member

**Total Experience**

Since 1988

**Ronald Dalton** is a Consulting Engineer specializing in municipal consulting engineering. Ron is skilled in sanitary sewer planning and design, storm sewer planning and design, water distribution planning and design, urban and rural street design, storm water management, construction management, quality control review, municipal general engineering services, subdivision review, capital improvement programs, TID planning and development, municipal incorporation, sanitary sewer systems evaluation, and comprehensive drainage planning.

**Areas of Expertise Include:**

- Project Management
- Construction Management
- Planning and design of Sanitary Sewer, Storm Sewer and Water Main
- Urban and Rural street design
- Capital Improvement Planning
- TID Planning and Development
- Municipal Incorporation
- Sanitary Sewer System Evaluation and comprehensive drainage planning
- Conducting public meetings

**Representative Project Experience Includes:**

- *Spring Green Reconstruction, Village of Sussex, Waukesha County, WI:* Principal-in-charge for the urban reconstruction of 6,000 l.f. of roadway including all utilities and storm sewer. Project included concrete pavement, integral curb and gutter, 15-inch interceptor sewer, and water main.
- *Meinecke Avenue Storm and Sanitary Sewer, City of Wauwatosa, Milwaukee County, WI:* Principal-in-charge for a \$14 Million dollar improvements project to alleviate flooding within a portion of the city limits. Project included storm and sanitary sewer analysis, inflow and infiltration testing, storm and sanitary modeling, route analysis, trenchless water main relay, easement acquisitions, and extensive WDNR, county and MMSD permitting. Final design included 9,000 feet of 27-inch to 30-inch sanitary sewers; 5,000 feet of 108-inch and 120-inch storm sewers; and 5,000 feet of 8- to 12-inch water main relay.
- *State Trunk Highway 60/Port Washington Road Reconstruction, Village of Grafton, Ozaukee County, WI:* Principal-in-charge for the water main and sanitary sewer for reconstruction of 0.5 mile of Port Washington Road at its intersection with STH 60. The project included intersection widening, new traffic signals, and changing from a rural to an urban section with a median.
- *2006 - 2012 Paving Programs, Village of Richfield, Washington County, WI:* Client manager for the annual paving program for the village including analysis of roadways with costing analysis, approximately three miles of roadway improvements with pulverize and relays, shouldering, culvert replacements and paving fabrics.
- *TID District No. 1, Phases I-II, Village of Oostburg, Sheboygan County, WI:* Project Manager for the design of an 85-acre industrial park including 5,000 feet of urban roadway, 8,500 feet of sanitary sewer and water main, lift station and 5,400 feet of force main. This project also included a regional 4-acre storm water detention pond.



Dedication, Quality, Success



**Matthew Stephan, P.E.**  
*Design Engineer*

#### **Education**

BS in Civil Engineering:  
Marquette University (1992)

#### **Professional Registrations**

Professional Engineer - WI

#### **Total Experience**

Since 1992

**Matthew Stephan** is a member of the Cedar Corporation team with 24 years of experience providing civil engineering design and construction services to cities, villages, townships, and developers. His strong problem solving ability and interpersonal skills, including written and oral communications, have been key in providing successful projects on time and within budgets. He has a strong background in the use of AutoCAD, Micro-Station, In-Roads, Eagle Point along with Microsoft Excel and Microsoft Word.

#### **Areas of Expertise Include:**

- Construction Management
- Plan Review / Quality Control
- Roadway Design
- Capital Improvement Plans
- Sanitary Sewer Maintenance
- Sanitary Sewer Collection System Design
- Sanitary Sewer Rehabilitation
- Storm Water Collection and Treatment
- Storm Water Management
- Water Distribution Systems
- Project permitting applications for various agency approvals

#### **Representative Project Experience Includes:**

##### ***Utility and Road Reconstruction – Village of North Fond du Lac, WI:***

Project Manager for water main relay, sanitary sewer relay, storm sewer relay, and road reconstruction for various streets throughout the Village including the CTH "OO" and US 41 north bound intersection.

***Water Main Relay – City of New Berlin, WI:*** Project Manager for the relay of 5 miles of 8-inch and 12-inch water main.

***North 4th Street Bridge Utilities – City of Tomahawk, WI:*** Project Manager for the design and construction of the relocation of utility facilities from an existing bridge to a dredged location below the Wisconsin River. The utilities relocated included an 8-in. sewage force main, a 12-in. water main, two 6-in. electric conduits, five 4-in. Verizon conduits, a spare 4-in. conduit and a spare 12-in. conduit. The project included a new sewage lift station, and sewer and water main relays adjacent to the Wisconsin River. Permits were received from the WDNR and/or Corps of Engineers for dredging across 750 ft. of river, excavation in wetlands, fill of wetlands, high capacity dewatering, dewatering of contaminated material, dewatering of dredged material, contaminated material disposal, erosion control, sewer extensions, water main extensions, lift station construction, and force main construction. This project won the Engineering News-Record magazine's 2012 Best of the Midwest project competition.

***CTH J Road and Sanitary Sewer – Village of Tigerton, WI:*** Project Manager for the design and construction of 1,700 LF of CTH J roadway reconstruction and 2,500 LF of sanitary sewer relay.

***CTH 00 Reconstruction – Village of North Fond du Lac, WI:*** Project Manager for the design and construction management of the reconstruction of 3,500 ft. of a two-lane rural section of CTH 00 to an urban highway. The project included the intersection of CTH 00 with US 41 and a new concrete intersection with North Pioneer Road. The intersection with North Pioneer Road was constructed of concrete due to high volume traffic loading by trucks accessing a truck stop at the west end of the project. The intersection also included turning lanes, islands, and traffic lights. The project also included sanitary sewer relay, water main relay and new storm sewers.

***Viking Business Park – Village of Denmark, WI:*** Project Manager for the development, design and construction of a 46-acre business park including urban section roadways, sanitary sewer, water main, storm sewer and a regional detention facility on an intermittent navigable waterway.



**Dedication, Quality, Success**



Bryan Greisch  
CADD Technician

#### Education

Associate Degree in  
Computer Aided Drafting and  
Design: ITT Technical College (2001)

#### Total Experience

Since 2000

**Bryan Greisch** has 17 years of experience as a Civil Engineering Technician. Bryan specializes in municipal, WisDOT and private sector drafting for utility and roadway projects.

#### Areas of Expertise Include:

- AutoDesk Civil 3D
- Microstation
- InRoads
- 3D Visualization
- Construction Inspection

#### Recent Project Experience Includes:

- **City of Cedarburg:** Lead technician for Cedar Creek Walkway within Cedarburg's historical downtown area. The project included landscaping, walkway, retaining walls and an armored stream bank stabilization.
- **City of New Berlin:** Lead technician for approximately one mile of road reconstruction along Rogers Drive. The project included additional parking lanes, sanitary sewer and water main replacement, culvert replacement and bio-swales.
- **Milwaukee County:** Lead technician for two miles of roadway reconstruction in Milwaukee County. The project included roadway reconstruction, storm sewer, flood plain analysis and storm sewer out falls to the Menomonee River.
- **City of Port Washington:** Lead technician for the development of a City Park at the location of the north coal dock on Lake Michigan
- **Village of Hales Corners:** Lead technician for the reconstruction of 0.5 mile of 116th Street between Grange Avenue and Edgerton Avenue. Project included converting a rural cross-section to an urban cross-section, intersection improvements and new storm sewer
- **Village of Oostburg:** Lead technician for reconstruction of 0.5 mile of Center Avenue. The project included spot replacement of curb and gutter and sidewalk, pavement replacement and storm sewer improvements.
- **City of Wauwatosa:** Lead technician for Meinecke Avenue storm sewer and sanitary sewer improvements. The project included \$14 million of improvements to alleviate flooding problems within the City.
- **Village of Brown Deer:** Lead technician for reconstruction of 0.5 mile of 60th Street. The project included WisDOT local program funding



Dedication, Quality, Success



**Greg Salentine, P.L.S.**  
*Professional Land Surveyor*

#### **Education**

Associate Degree in  
 Civil Engineering/Public Works  
 Technician: Northeast Wisconsin  
 Technical College (1990)

#### **Professional Registrations**

Professional Land Surveyor - WI

#### **Professional Affiliations**

Wisconsin Society of Land Surveyors  
 (WSLS)  
 National Society of Professional  
 Surveyors (NSPS)

#### **Certifications**

HAZWOPER 40-Hour  
 Confined Space Entry

#### **Total Experience**

Since 1990

**Greg Salentine** has over 25 years of experience providing surveying services and CADD support for civil engineering and survey related projects for municipalities, WisDOT, and the private sector.

#### **Areas of Expertise Include:**

- Topographic surveys for engineering and building/site design projects
- Traditional Right-of-Way (R/W) Plats and Transportation Project Plats (TPP)
- Production of survey CADD drawings
- Legal (parcel) descriptions
- Easement descriptions/exhibits
- Establishing existing roadway and railroad right-of-way corridors
- Boundary, ALTA/ACSM, Certified Survey Map Surveys
- Setting control networks along survey corridors
- Construction staking/layout for PUBLIC (WisDOT and municipalities) engineering projects and PRIVATE (business) building/site design projects
- Telephone conduit design

#### **Representative Project Experiences Include:**

- West Business Park, City of DePere
- Festival Waterfront, City of Sturgeon Bay
- Performed Topographic Surveys for the following design projects:
  - Department of Veterans Affairs Cemetery – King, Waupaca County (105 acres)
  - Redgranite Correctional Institute – Village of Redgranite, Waushara County (60 acres)
  - Country USA – Oshkosh, Winnebago County (200 acres)
  - City of Niagara, USH 141 watermain/sanitary service reconstruction
- Performed Topographic Surveys for following road design projects:
  - City of De Pere – Allard Street (1,400 feet – urban)
  - City of De Pere – Erie Street (1,900 feet – urban)
  - City of De Pere – Helena Street (2,400 feet – urban)
  - City of Niagara – Brook Street (800 feet – urban)
  - Manitowoc County – CTH G (4 miles – rural)
  - Outagamie County – CTH N (5 miles – rural)
  - Outagamie County – CTH C (5 miles – rural)
  - Shawano County – CTH A (3 miles – rural)
- Reestablished the Control Network for the Fox River Dredging project which extends through Brown, Outagamie, and Winnebago Counties
- Performed surveying services for street/utility design and construction in the following municipalities:
  - Village of Bellevue
  - Village of Coleman
  - Village of Sherwood
  - City of Manawa
  - City of Niagara
  - City of Weyauwega
  - City of DePere
  - Village of Allouez
  - Town of Knight



**Dedication, Quality, Success**



**Douglas Kroes**  
*Construction Manager*

**Education**

WDNR Wastewater Operator  
Certification Program  
WDNR Waterworks Operator  
Certification Program  
PSMJ Comprehensive Project  
Management Training Program

**Registrations/Certifications**

WDNR Wastewater Treatment Plant  
Operators License #16354  
WDNR Waterworks Operators  
License #16354

**Total Experience**

Since 1996

**Douglas Kroes** is a construction manager specializing in public works related projects. Prior to his career as a construction manager, Doug served as general manager of a municipal water distribution and wastewater collection utility serving a population of 10,000. Doug is skilled in construction contract administration, the facilitation of pre-construction and progress meetings, budget management, regulatory agency coordination and permit compliance, project file management, management of construction observation and staking, project communication and documentation, and timely project close-out.

**Areas of Expertise Include:**

- Construction Management
- Constructability reviews
- Contract administration
- Capital improvement budgeting
- Regulatory compliance reporting
- Water/Wastewater utility operations and management
- Site development review
- Labor standards compliance interviews

**Recent Project Experience Includes:**

- Pike Creek Improvements – Phases 7A & 7B, Mount Pleasant, Wis. Construction manager for these phases of a 9 phase flood mitigation program consisting of the construction of extended flood plains (CLOMAR), storm water detention, fish habitat features, and various species of prairie and wetland seeding. This partially federally funded project also required the coordination of owner sub consultants and regulatory agencies.
- Annual Roadway Programs, Sturtevant, Wis. Recurring Construction manager of annual programs which included pulverization, curb repair/replacement, manhole reconstructions, storm sewer, sump tiles and lateral installations, sidewalk/sidewalk ramp removal and replacements, alley reconstructions including concrete approaches, HMAC pavement, pavement marking, erosion control and site restoration.
- Mount Pleasant Business Park West—Utilities and Roads, Village of Mt. Pleasant, Wis. Construction manager for this public utility and urban roadway project consisting of ;1,880 L.F. sanitary sewer, 1,000 L.F. 12-inch water main, 772 L.F. 12- inch to 42-inch storm sewer, 1,000 L.F. road grading, 5,700 tons crushed aggregate base course, 2,100 tons asphaltic concrete pavement, 2,200 L.F. curb and gutter, pavement markings, traffic control, 38 street trees, and restoration
- West Frontage Road Realignment (South of CTH Q), Village of Pleasant Prairie, Kenosha County, Wis. Construction manager for 1.8 miles of existing two-lane rural roadway reconstruction to a four-lane divided urban roadway. Project consisted of 11,000 linear feet of new asphalt urban roadway, site grading, 85,000 cubic yards of borrowed material, storm water ponds and compensatory storage area, 885 linear feet of sanitary sewer, 5,600 linear feet of water main, 9,050 linear feet of storm sewer, geogrid subgrade stabilization, and 29,000 linear feet of curb and gutter. \$6.74M
- Cahill Park, Village of Whitefish Bay, Wis. Construction manager for this combination flood mitigation and baseball field construction project. This project consisted of mass grading, storm sewer, parking lot reconstruction and a baseball field which included; field drainage system, turf, dugouts, batting cages, fencing, bleachers, scoreboard, retaining walls, guardrails, sidewalk, plantings and restoration.



**Dedication, Quality, Success**

## Cost of Services

# Cost of Services

Cedar Corporation proposes to complete the Village of Jackson's Ridgeway Drive reconstruction project as outlined in the Village's Request for Proposals and as detailed in this proposal for the cost as itemized below:

|                                             |                                  |
|---------------------------------------------|----------------------------------|
| 1. Design Permitting and Bidding            | \$7,000                          |
| 2. Final Design                             | \$3,000                          |
| 3. Preparing the Construction Bid Documents | \$2,500                          |
| 4. Construction Services                    |                                  |
| a. Construction Staking                     | \$122 per hour/estimated \$2,000 |
| b. Construction Inspection                  | \$78 per hour/estimated \$14,000 |
| c. As-Built Survey                          | \$1,000                          |
| <b>Total Amount:</b>                        | <b>\$29,500</b>                  |

November 9, 2017

Village of Jackson  
N168 W20733 Main Street  
Jackson, WI 53037

Attention: Brian W. Kober, P.E.  
Director of Public Works

Subject: Proposal for Engineering Services  
Ridgeway Drive, Ridgeway Court & Georgetown Drive

Dear Mr. Kober:

Thank you for the opportunity to work with you in providing engineering services for the Ridgeway Drive, Ridgeway Court & Georgetown Drive reconstruct project. We look forward to maintaining our excellent working relationship with you by providing quality and efficient service that the Village can expect when working with Gremmer & Associates. The following is brief summary of our company and staff expertise.

#### **FIRM EXPERTISE**

Gremmer has developed a strong reputation and excellent working relationship with many local communities in and around Jackson over the past 15 years based on a combination of strong technical expertise and excellent service. Besides the previous successful projects we've designed for the Village of Jackson, we have also designed numerous urban streets for neighboring communities such as the City of Port Washington and the Village of Grafton. In addition to the quality engineering and service mentioned above, the ability to effectively communicate with the local residents, stakeholders, Village staff and elected officials is what sets us apart from other engineering firms. We continually receive positive feedback from Clients, City/Village/County staff, and the public concerning our ability to effectively communicate the project concepts and design.

#### **KEY STAFF**

One of Gremmer's unique strengths is that our company has very little turnover, which results in the same qualified staff working on Village of Jackson projects year after year. We have a thorough knowledge of Village of Jackson standards, requirements, and design guidelines, which translates into our ability to "hit the ground running" on the design of the project. Tom Lanser and Jeff Chvosta are Washington County residents, which gives us more opportunities to visit the project site, or meet with the Village of Jackson staff.

The following key personnel have many years of experience on projects of similar size and scope, including numerous projects in the Village of Jackson.

#### ***Project Manager: Thomas Lanser, P.E.***

Tom is a project manager and President of Gremmer & Associates, Inc. He manages the Fond du Lac office, and has 27 years experience in designing and managing urban roadway and municipal projects for local municipalities. Tom has been the project engineer for all previous roadway projects designed out of the Fond du Lac office over the past 20 years, including all of the Village of Jackson projects. Tom will be responsible for client and public relations, monitoring schedule, and supervising Gremmer & Associate's staff.

***Project Engineer: Jeff Chvosta, P.E.***

Jeff is a Project Engineer with 14 years of experience in designing urban roadway and municipal projects for both local let and WisDOT oversight projects. He has been the project engineer for over 20 urban roadway/municipal projects over the last 10 years, including all of the previous Village of Jackson projects. Other recent locally let municipal projects that Jeff has served as project engineer on include the Police Memorial Drive and Fox Ridge Business Park projects in Fond du Lac and the 2014 and 2016-2017 roadway and utility improvement projects in the City of Port Washington. Jeff's expertise includes preliminary and final roadway and utility design, utility coordination, design reports, and preparation and delivery of bidding documents. Jeff will be responsible for the roadway and utility design, and the day to day management of the project.

***Roadway and Utility Design: Brian Rogers, P.E.***

Brian is a Project and Design Engineer with 8 years experience in designing and inspecting urban and rural highways. His most recent municipal roadway design experience includes serving as the lead roadway designer for the 2016/2017, and the 2014 Street Improvements Projects in Port Washington, the Pioneer Road sewer and water replacement project in Fond du Lac, the Falls Road and Port Washington Road projects in the Village of Grafton, and 0.5 miles of urban reconstruct along CTH D and CTH LL in the Village of Belgium. Brian's expertise includes preliminary and final roadway and utility design, utility coordination, design reports, and preparation and delivery of bidding documents. Brian will assist Jeff with the roadway and utility design for the project.

***Project Surveyor: Jay Panetti, P.L.S.***

Jay is a Professional Land Surveyor with 18 years of experience in surveying and preparing right-of-way plats for transportation projects. He is the Survey Coordinator for Gremmer's Fond du Lac Office, and is responsible for setting horizontal and vertical control, topographic and utility survey, determining existing right-of-way, preparing right-of-way plats, and construction staking for all transportation projects out of the Fond du Lac office. Jay was the lead surveyor for all previous Village of Jackson projects. Jay will be responsible for all surveying tasks for the project.

**REFERENCES**

Please contact the references below for a firsthand account of the quality and service we provide on our projects.

***Scott Schmidt***

Highway Commissioner  
Washington County Highway Dept.  
900 Lang Street  
West Bend, WI 53090  
(262) 335-6881

***Tom Janke***

Highway Commissioner  
Fond du Lac County Highway Dept.  
301 Dixie Street  
Fond du Lac, WI 54936  
(920) 929-3488

***Rob Vanden Noven***

Director of Public Works  
City of Port Washington  
100 West Grand Avenue  
Port Washington, WI 53074  
(262) 268-4267

***Jon Edgren***

Director of Public Works  
Ozaukee County Highway Dept.  
410 South Spring Street  
Port Washington, WI 53074  
(262) 284-8335

***Paul De Vries***

City Engineer  
City of Fond du Lac  
160 South Macy Street  
Fond du Lac, WI 54935  
(920) 322-3473

***Kristen Lundeen***

Director of Public Works  
City of Mequon  
11333 N Cedarburg Road 60W  
Mequon, WI 53092-1930  
(262) 236-2938

## SCOPE OF WORK

The following is Gremmer & Associates' proposal to provide engineering services for the proposed project, based on the Request for Proposal. Items of work not specifically mentioned below shall be considered additional services. Hereinafter, the Village of Jackson will be referred to as the OWNER and Gremmer & Associates, Inc. as the ENGINEER.

### Design, Permitting, and Bidding:

1. Topographic and utility survey.
2. Preliminary roadway, storm sewer, water main, and sanitary sewer design/plans.
3. DNR permitting:
  - a. Prepare and submit a DNR WRAPP permit application (formerly NOI).
  - b. Prepare and submit DNR water main and sanitary sewer extension permits.
4. Specifications, bid documents, and engineer's estimate.
5. Meet with the Village of Jackson as necessary throughout the design process.

### Final Design:

1. Final roadway, storm sewer, water main, and sanitary sewer design/plans.

## OWNER'S RESPONSIBILITY

1. Review and approval of preliminary and final plans.
2. Payment of any governmental review fees.
3. Advertisement, bidding and contract document copying and distribution.

## ADDITIONAL SERVICES

1. Pavement design report. Pavement structure will be based on OWNER standard pavement structures.
2. Right-of-way or easement work for the project.
3. Soil borings.
4. Detailed storm sewer modeling or stormwater management plans/calculations.
5. DNR and/or US Army Corps of Engineers permitting/coordination beyond scoped items.

## COMPENSATION

ENGINEER'S lump sum fee to complete the work, as listed in the Scope of Work section of this document, is as follows:

|                                  |          |
|----------------------------------|----------|
| Design, Permitting, and Bidding: | \$14,400 |
| Final Design:                    | \$7,400  |
| Construction Bid Documents:      | \$2,000  |

ENGINEER'S fee to complete any construction staking, construction observation, or construction assistance will be billed on a time and materials basis in accordance with the attached Professional Services Fee Schedule, dated May 1, 2017 and labeled Exhibit A. The hourly rates for each task is as follows:

|                                     |                   |
|-------------------------------------|-------------------|
| Construction staking (survey crew): | \$154/hour (crew) |
| On-site inspector:                  | \$84/hour         |
| As-built survey:                    | \$1,000           |

The ENGINEER shall prepare monthly invoices based upon services provided during the billing cycle. Invoices shall be paid by the OWNER within 30 days of OWNER'S receipt of said invoice.

Additional services, at the request of the OWNER, will be billed according to the attached Professional Services Fee Schedule, dated May 1, 2017, and labeled Exhibit A.

#### GENERAL TERMS & CONDITIONS

ENGINEER's services will be performed in accordance with the attached General Terms and Conditions, dated May 1, 2017, and labeled Exhibit B. The receipt of a signed copy of the Agreement shall be considered as authorization to proceed with the services described.

Thank you again for the opportunity to propose on the subject project. If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,



Thomas L. Lanser  
President  
Gremmer & Associates, Inc.

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

For the OWNER: Village of Jackson

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Exhibit A



**PROFESSIONAL SERVICES FEE SCHEDULE**

**May 1, 2017 to April 30, 2018**

|                                                                   |                   |
|-------------------------------------------------------------------|-------------------|
| Project Manager.....                                              | \$130.00/hour     |
| Project Engineer .....                                            | \$115.00/hour     |
| Senior Designer / Civil Engineer V .....                          | \$100.00/hour     |
| Professional Land Surveyor / Survey Crew Chief.....               | \$94.00/hour      |
| One-man Survey Crew with GPS .....                                | \$120.00/hour     |
| Civil Engineer IV / Engineering Specialist V .....                | \$90.00/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.....                 | \$72.00/hour      |
| Engineering Specialist I / Civil Engineering Technician III ..... | \$65.00/hour      |
| Civil Engineering Technician II .....                             | \$60.00/hour      |
| Civil Engineering Technician I .....                              | \$55.00/hour      |
| Office Services .....                                             | \$52.00/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 18% higher than the published rate to account for the overtime rate.



## GENERAL TERMS AND CONDITIONS

**May 1, 2017 to April 30, 2018**

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.
10. The Owner releases Gremmer & Associates, Inc., from any liability and agrees to defend, indemnify and hold Gremmer & Associates, Inc., harmless from any and all claims, damages, losses, and/or expenses, direct or indirect, or consequential damages, including but not limited to attorney's fees and charges, and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the services, except liability arising from the negligence of Gremmer & Associates, Inc.

November 9, 2017

prepared for  
**Village of Jackson**

**PROPOSAL**  
**Engineering Design Service**



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Section 1  
**Cover Letter**

November 9, 2017

**collaborāte / formulāte / innovāte**

Mr. Brian Kober, PE  
Director of Public Works  
Village of Jackson

**SUBJECT: Engineering Design Services for Ridgeway Drive Street Improvements**

Dear Brian:

While they are not the most exciting projects, road reconstruction and maintenance projects are some of the most important public works endeavors taken on by communities. They provide long-term reliability to your facilities. Simultaneously, they cause a considerable disruption to your residents and businesses. The Village of Jackson takes this responsibility to its residents seriously, and, as such, is looking for a consulting partner to guide it and implement strategies to make the Ridgeway Drive Project successful for the Village and seamless for those who live along the project.

We have assembled an experienced team to meet the Village of Jackson's goal for the roadway reconstruction and drainage design of Ridgeway Drive, Ridgeway Court, and Georgetown Drive. It is our understanding that the improvements will include the reconstruction of the before mentioned roadways with asphalt pavement, curb and gutter and concrete sidewalk; a single sanitary sewer line will be constructed to replace the existing dual lines; a storm sewer system with individual laterals to the adjacent properties that will allow for proper drainage of the roadway and properties; and water main design that replaces the existing main in Ridgeway Drive. A new water main will be designed to accommodate Ridgeway Court. In addition to the design of these facilities, construction bid documents, DNR permits, specifications, and an engineer's estimate will be prepared as part of the project.

Selection of the GRAEF team for your project will provide the following benefits:

**Project team expertise:** The GRAEF team has the best combination of creative problem solving, roadway and utility design, and storm water management experience. We have also aligned your professional relationships with the chosen staff for this project, to create a seamless integration and comfortable environment for the Village.

Matt Bednarski will serve as Client Services Manager. Matt will draw from a number of road, construction, and stormwater management projects he has completed in Jackson over the past twenty years. Julie Olson will serve as Project Manager/Project Engineer having seven years of experience in roadway design for municipalities in southeastern Wisconsin and most recently has completed several residential reconstruction projects. The supporting staff includes highly qualified personnel who will provide expertise in water main and sanitary design, as well as survey and construction services.

**Proven similar experience with recent projects:** As shown in the accompanying proposal, the team has very similar experience with roadway reconstruction and utility projects, specifically with other municipalities.

**Familiarity with Jackson:** The entire project team has immediate availability to begin work on this project. We have full capacity to meet all deadlines as specified in your schedule and provide the final plans and bid documents for advertisement in March 2018.

**Commitment:** Our project team pledges its expertise to provide superior engineering services to the Village of Jackson and to bring your project to a conclusion that is rewarding to everyone involved. Through earnest commitment, we will meet the needs of the Village, community members, and all project stakeholders.

We look forward to the opportunity to partner with you and the Village on this project. If you have any questions about our proposal or need additional information, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Bednarski", with a stylized flourish at the end.

Matthew Bednarski, PE, EMBA, ENV SP  
Associate  
414 / 266 9043  
Matthew.Bednarski@graef-usa.com



Section 2  
**Firm Introduction**

### our core purpose

To improve the  
physical environment  
for the benefit  
of society in a  
sustainable manner.



#### **Milwaukee Office (Headquarters)**

125 South 84<sup>th</sup> Street  
Suite 401  
Milwaukee, WI 53214-1470  
*tel* 414 / 259 1500  
*fax* 414 / 259 0037

#### **Other Offices**

Chicago – Loop, IL  
Chicago – O'Hare, IL  
Green Bay, WI  
Madison, WI  
Milwaukee – Global Water Center, WI  
Minneapolis, MN  
Orlando, FL

**[www.graef-usa.com](http://www.graef-usa.com)**

GRAEF is a multi-discipline engineering firm dedicated to serving public and private clients throughout the United States. For over 55 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service. GRAEF began as an individual partnership structural engineering firm in 1961. Today, with more than 225 employees in eight offices in the Midwest and Florida, GRAEF offers our clients a full range of consulting services.

GRAEF is ranked in Engineering News-Record (ENR) Top 500 Largest Design Firms and is ranked 27<sup>th</sup> in Building Design + Construction's (BD+C) list of the nation's Top Engineering-Architecture firms.

#### **GRAEF provides quality consulting services in:**

- Structural Engineering
- Parking Consulting
- Site/Civil Engineering
- Landscape Architecture
- Urban Design
- Traffic/Transportation Engineering
- Environmental Engineering
- Surveying and Field Services
- Planning
- Sustainable Design
- Mechanical Engineering
- Electrical Engineering
- Plumbing and Fire Protection Engineering
- Commissioning



Section 3  
**Resumes**



**Professional Registration**  
Professional Engineer – WI

**Professional Certification**  
ISI Envision® Sustainability  
Professional

**Education**  
Executive M.B.A., 2014, University  
of Wisconsin-Milwaukee,  
Milwaukee, WI  
B.S., Civil Engineering, 1998,  
University of Wisconsin-Milwaukee,  
Milwaukee, WI

**Professional Affiliations**  
American Consulting Engineers  
Council - Wisconsin Chapter  
American Public Works Association  
– Membership Committee Chair

*For 20 years, Matt has refined his experience and expertise in large and collaborative efforts on a number of watercourse and public works projects. He is a project manager and municipal engineer specializing in water resource projects. Matt's experience encompasses project management, contract administration, client relations, construction supervision, storm water management and modeling, community relations, and special assessments.*

**On-Call Engineering Services for Watercourse Facilities, Milwaukee Metropolitan Sewerage District, Milwaukee, WI – Contract Manager:** Develops project teams for any given task and coordinates scope, schedule, and fee development. Responsible for quality assurance and quality control for these tasks. GRAEF serves as the contract manager, project manager, and overall quality control coordinator for a diverse team of engineering, geomorphic, landscape architecture, field, and environmental professionals for various on-call watercourse needs of the District.

**Village Engineer, Village of Newburg, WI – Client Service Manager:** Since 1999, involved in an array of day-to-day and project engineering duties, including administrative services ranging from construction to planning. These include attending council, committee, and commission meetings; leading presentations and public hearings; overseeing bidding; and managing capital improvement projects. Responsible for annual reporting requirements. Responds to resident phone calls and complaints. Negotiates for easements and manages engineering, planning, and construction budgets. Completed Pavement Management Plan, Comprehensive Outdoor Recreation Plan, "Smart Growth" Plan, and Sanitary Sewer Master Plan.

**Town Engineer, Town of Grafton, WI – Client Services Manager:** Oversaw day-to-day project engineering duties from construction to planning; performed planning/zoning duties; distributed project work to office staff; completed special assessments; attended town board, committee, and commission meetings; led presentations and public hearings; oversaw bidding process; and managed capital improvement projects.

**Main Street Corridor Reconstruction, Village of Sussex, WI – Project Manager:** Functioned as the project manager for this project. It includes reconstruction plans for water main, sanitary sewer, storm sewer, a new roadway cross-sections, streetscaping, two stream relocations, floodplain analysis and permitting, intersection analysis, access management, and public relations and communications.

**Kinnickinnic River Rehabilitation, Milwaukee Metropolitan Sewerage District, Milwaukee, WI – Project Manager:** Manages a large team of regional and local experts – including DBE firms – for this long-term flood risk reduction project for the MMSD. GRAEF's role includes long-range planning for Milwaukee County Parks facilities, bridge improvements, and stakeholder and public outreach and involvement. Organizes and manages many team members to allow the technical experts to excel without needing to navigate a difficult project from a public and political point-of-view.



**Professional Registration**  
Engineer-WI

**Education**  
B.S. Civil Engineering, 2010  
Certificate in Technical  
Communications, 2010  
University of Wisconsin-Madison,  
Madison, WI

**Professional Affiliations**  
American Public Works Association  
Institute of Transportation  
Engineers

*Julie provides transportation engineering design services to various clients throughout the State of Wisconsin. Responsibilities include the design and preparation of plan documents for transportation and traffic projects. Julie's transportation project involvement has included conceptual design layout, alternative analysis, environmental impact studies, public involvement, utility coordination, preliminary design, pavement design, analysis of traffic data, and the preparation of plans, specifications and estimates. Specific traffic project improvements include analysis of intersection improvements, traffic signal design, parking studies and traffic animation models.*

**Wauwatosa Design Services– Design Engineer:** Performed engineering design services for the City's annual 2017 Paving, Sidewalk and Green Alley programs. Roadway plans and specifications were prepared for the reconstruction of the Ludington Avenue alley, as part of the City's 2017 Paving program. Reconstruction involved replacement of the pavement section, storm sewer design and replacement of driveways and business entrances.

**West Edgerton Ave. Design Services– Design Engineer:** Performed engineering design services for the full reconstruction of the roadway on West Edgerton Avenue and South Allenwood Lane. Roadway plans were prepared for the reconstruction of 0.64 miles, and for mill and overlay of 0.29 miles of West Edgerton Avenue. Reconstruction involved widening the roadway from 24 feet to 30 feet. Approximately 0.42 miles (2,200 LF) of the project was converted from a rural section to an urban section that included curb and gutter and storm sewer.

**E. Moreland Blvd. Design Services– Design Engineer:** Performed roadway design services for the reconstruction of E. Moreland Boulevard from the Fox River to Manhattan Drive. The project involved replacing 0.70 miles of the existing 4-lane urban roadway section within the existing roadway right-of-way, and developing geometric improvements at the existing 5-leg signalized intersection of E. Moreland Boulevard, White Rock Avenue, and Eales Avenue to improve safety in the project corridor.

**CTH G (CTH E to 22nd Street), Kenosha County– Design Engineer:** Assisted in the design of approximately 1 mile of roadway reconstruction and multi-use path construction between 15th Street and 22nd Street. The existing two-lane rural typical section will be reconstructed and widened to a four-lane undivided urban road section. In addition, plans were developed to construct a multi-use path between CTH E and 15th Street, a distance of approximately 0.5 miles.

**CTH X (CTH Y to STH 11), Racine County– Design Engineer:** Assisted in the design of the pavement replacement of 0.5 miles of CTH X from CTH Y to Lathrop Avenue and the rehabilitation of 0.4 miles of CTH X from Maryland Avenue to STH 11. The project will address the existing deteriorated pavement and drainage concerns. Intersections will be upgraded to meet current design standards.



**Professional Registration**  
Professional Engineer – WI

**Education**  
M.S., Civil Engineering, 2011,  
University of Wisconsin-Milwaukee,  
Milwaukee, WI  
B.S., Civil Engineering, 2009,  
University of Wisconsin-Milwaukee,  
Milwaukee, WI

**Professional Affiliations**  
American Society of Civil Engineers  
American Public Works Association

*Joe has five years of experience with GRAEF and previously worked as an intern with the City of Cudahy and with the Milwaukee Metropolitan Sewerage District. He is experienced in municipal design, storm water, and construction management.*

**Center Street Water Main Relay, Wauwatosa, WI – Design Engineer:** Provided preliminary and final design of 500 lineal feet of water main relay and two hydrant relocations at the location where Center Street crosses USH 45 due to major freeway improvements.

**Center Street Storm Sewer Relay, Wauwatosa, WI – Project/Design Engineer:** Provided preliminary and final design for over 1,600 lineal feet of storm sewer relay and water main branch offsets within Center Street and multiple side streets due to flooding concerns and issues with the Wauwatosa area.

**Village of Newburg, WI – Village Engineer:** GRAEF is providing ongoing services to the Village of Newburg in the role of Village Engineer. Joe has provided assistance on several projects, some of which include:

- Wastewater Treatment Facility Lift Station Replacement – GRAEF provided two long term design solutions to keep their waste water treatment facility running smoothly and efficiently.
- Future Development Preparation – As every Village looks to grow, GRAEF has been in discussions with the Village of Newburg through the years on future expansion and development strategy with topics ranging from annexation, process preparation, and future infrastructure design.
- Pavement Management Plan – As weather fluctuates with the ever revolving Wisconsin seasons roads and pavements start to breakdown, GRAEF developed 10-year Pavement Management Plans for the Village of Newburg to increase the longevity of their transportation infrastructure with cost effective options.

**City of Muskego, WI – Assistant Engineer:** GRAEF is providing ongoing services to the City of Muskego in the role of City Engineer. Joe has provided assistance on several projects, which include:

- Developed and bid 2017 Road program with a \$725,000 budget.
- Development and budget coordination for 2018 Road program with a \$725,000 budget.
- Developed and submitting LRIP Applications for City Road Program
- Developed and bid 2017-2018 Lawn Service Contract for City Parks
- Plan Review for City Developments



**Professional Registration**  
Professional Land Surveyor – WI

**Education**  
Associate Degree, Civil Engineering  
Gateway Technical Institute,  
Kenosha, WI

**Professional Affiliations:**  
Wisconsin Society of Land  
Surveyors – State Chapter  
Society of Southeastern Wisconsin  
Land Surveyors Inc. – Milwaukee  
Chapter

*Mike joined GRAEF in 1992. His background experience includes layout engineer, survey/crew chief, and estimator for consulting and construction companies. Mike's field experience has included construction staking of state and county highways, utilities, sewers, railroads, water mains, and building projects throughout southeastern Wisconsin.*

*He is also experienced in boundary work and establishing horizontal and vertical control for communities. His office experience includes designing and drafting of state and county right-of-way plats, certified survey maps, plats of survey, easement descriptions, annexation maps, and other land surveying legal documents.*

**Survey and GIS System Setup/Maintenance, Milwaukee Regional Medical Center (MRMC), Wauwatosa, WI – Survey Manager:** Survey manager for the topographic survey of the 220-acre healthcare campus, including incorporation of other surveys to create a base. Converted survey data from the into ArcGIS format. Completed data entry from survey notes. Compiled the files into a service that was delivered within an ArcGIS Online System Setup, including general map production and system setup/administration. Data layers included topography, utilities (public and private), buildings, parcels and more. System was de-signed to incorporate future surveys in order to complete a full base layer system for the campus. The project also included supplying maintenance services for the GIS data/system as well as compilation of mapping for other uses (snow plowing, lawn maintenance, storm water, etc..). The steam and chilled water systems are also mapped and GRAEF maintains/updates the mapping based on projects as they work on the system. We are on-call for survey and GIS mapping services. The data is also being utilized for system studies, system purchasing and analytics for the campus development.

**City of Franklin, WI, S. 31st Street Extension & Signals – Project Surveyor:** Project included preparation of a right-of-way plat for 31st Street from Drexel Ave to Rawson Avenue. This plat consisted of a 30 parcels with legal descriptions for widening of the existing road and expansion for a new road. Also responsible for managing the construction staking of the road.

**Drexel Town Square, Oak Creek, WI – Project Surveyor:** Provided topographic survey of an 85-acre site for mixed-use development.

**Acquisition Plat for South 41st Street Relief Sewer, Milwaukee WI – Project Surveyor:** Nine parcel plat for acquisition of sewer and access easements for 1 1/2 mile project. Boundary and easement information was provided along with legal descriptions of the easements that were required. GRAEF worked closely with MMSD to insure the least amount of impact to the public with the new easements.



Section 4  
**Project Examples**

## Wauwatosa Design Services

Client: City of Wauwatosa | Location: Wauwatosa, WI



GRAEF was selected by the City of Wauwatosa to perform engineering design services for the City's annual 2017 Paving, Sidewalk and Green Alley programs. Roadway plans and specifications were prepared for the reconstruction of the Ludington Avenue alley, as part of the City's 2017 Paving program. Reconstruction involved replacement of the pavement section, storm sewer design and replacement of driveways and business entrances.

Coordination with local residents and businesses was vital to the construction of the alley. As part of the City's 2017 Sidewalk program, intersection modifications and curb ramp designs were completed at the intersections of W. North Avenue with N. 120th Street, Wisconsin Avenue with N. 62nd Street, Maple Terrace with N. 68th Street, and W. Bluemound Road with N. 70th Street. All curb ramps were designed according to WisDOT standards and included curb & gutter replacement and pavement replacement.

### Services

Roadway Reconstruction

Storm Sewer Design

Utility Coordination

Public Involvement

Traffic Control

Specifications

Construction Administration

Roadway plans and specifications were prepared for the reconstruction of four individual alleys located along North Avenue and Menomonee River Parkway, as part of the City's 2017 Green Alley program.

This project converted the existing alleys into Green Alleys, which involved the incorporation of permeable pavers, geomembrane liner, and perforated underdrain to convey water into the storm sewer system at a slower rate. Reconstruction involved replacement of pavement section, storm sewer design and replacement of driveways and business entrances. Coordination with local residents and businesses was vital to the construction of the alley.

As part of the alley designs, GRAEF also completed standard specifications for the 2017 Green Alley and Paving programs. Bid documents and project manuals were also completed for the programs. GRAEF also provided technical expertise and inspection services during the construction of the alleys.

# West Edgerton Avenue and South Allenwood Lane

Client: Village of Hales Corners | Location: Hales Corners, WI



## Services

Roadway Reconstruction  
Storm Water Management  
Storm Sewer Design  
Sanitary Sewer Relay  
Water Lateral Adjustments  
Utility & Agency Coordination  
Public Involvement  
Survey  
Traffic Control  
Construction Administration  
Coordination with the City of Greenfield on adjacent projects

GRAEF was selected by the Village of Hales Corners to perform engineering design services for the full reconstruction of the roadway on West Edgerton Avenue and South Allenwood Lane.

Roadway plans were prepared for the reconstruction of 0.64 miles, and for the mill and overlay of 0.29 miles of West Edgerton Avenue. Reconstruction involved widening the roadway from 24 feet to 30 feet. Approximately 0.42 miles (2,200 LF) of the project was converted from a rural section to an urban section that included curb and gutter and storm sewer.

GRAEF also prepared roadway plans for the pulverizing of 0.36 miles of South Allenwood Lane. South Allenwood Lane improvements included ditching to improve existing substandard conditions and the addition of 170 feet of curb and gutter and storm sewer.

GRAEF completed a storm water management plan for the entire project corridor of the Edgerton Avenue project. The corridor includes the east and west project limits and the ultimate 90-foot wide right-of-way. The project included review of the existing drainage patterns, delineation of watersheds, and development of existing runoff computations. Storm water management included storm sewer design as well as the development of two detention ponds.

# East Moreland Boulevard Reconstruction

Client: City of Waukesha | Location: Waukesha, WI



## Services

Urban Roadway Reconstruction

Traffic Analysis

Traffic Signal Design

Intersection Improvements

Agency & Utility Coordination

Public Involvement

Streetlighting

GRAEF was selected by the City of Waukesha to perform roadway design services for the reconstruction of E. Moreland Boulevard from the Fox River to Manhattan Drive. E. Moreland Boulevard is one of the primary arterials that provides access to the City's downtown area. The project involved replacing 0.70 miles of the existing 4-lane urban roadway section within the existing roadway right-of-way, and developing geometric improvements at the existing 5-leg signalized intersection of E. Moreland Boulevard, White Rock Avenue, and Eales Avenue to improve safety in the project corridor. Other project features included the replacement of the existing street lighting, one traffic signal, pavement marking, permanent signing, curb ramps and spot sidewalk replacement within the project limits.

GRAEF performed the traffic analysis of the existing 5-leg signalized intersection and developed multiple geometric configurations for reconstructing the intersection to a more traditional 4-leg signalized intersection. The improvements included removing Eales Avenue from the intersection by reconstructing this leg as a cul-de-sac, and modifying lane configurations on the other two remaining streets.

The project team conducted substantial railroad, agency and utility coordination to incorporate both public and private infrastructure improvements (storm sewer, sanitary sewer, water main and gas main) into the roadway reconstruction project. Multiple public involvement meetings were held to gather information and comments pertaining to the proposed geometric improvements.

# Subdivision Roadway Reconstruction

Client: City of Greenfield | Location: Greenfield, WI



## Services

Storm Water Management  
Sanitary Sewer Design  
Water Main Design  
Storm Sewer Rehabilitation  
Permitting  
Right-of-way Plat  
Topographic Survey  
Construction Staking  
Construction Observation  
Contract Administration

GRAEF prepared plans and specifications for road reconstruction improvements for a subdivision located north of West Cold Spring Road on South 78<sup>th</sup> Street, South 79<sup>th</sup> Street, West Plainfield Avenue, and West Leroy Avenue. The proposed improvements consisted of about 0.5 miles of rural to urban subdivision roadway construction with two lanes that total 30 feet in width from face of curb to face of curb. The proposed improvements also included installation of approximately 4,000 feet of storm sewer to replace the existing storm sewer and ditch drainage system. The project area consisted of a watershed area totaling 22 acres that outfall into an existing storm sewer system.

GRAEF's services included preliminary design to identify layout, storm water management practices and associated cost and coordination with MMSD. Meetings were held with residents and City officials, including public hearings to address assessments.

## Data

0.5 miles of Roadway Construction  
4,000 Feet of Storm Sewer

# West Layton Ave and South 80th St Intersection Modifications

Client: City of Greenfield | Location: Greenfield, WI



## Services

Traffic Signal Design  
Traffic Operational Analysis  
Intersection/Urban Roadway  
Design

Intersection modifications and traffic signal installation were completed at the intersection of W. Layton Avenue and South 80th Street. A new traffic signal was installed at the intersection, and additional improvements included closing a left-turn lane, reconfiguring an existing commercial driveway, and constructing islands to limit movements along the project corridor.



Section 5  
**Budget & Fee Schedule**

## Budget & Fee Schedule

### BUDGET

| Phase                         | Total Hours | Total Labor     |
|-------------------------------|-------------|-----------------|
| Design, Permitting, & Bidding | 196         | \$17,000        |
| Final Design                  | 22          | \$2,200         |
| Preparing Bid Documents       | 40          | \$3,700         |
| <b>Total Fee</b>              | <b>258</b>  | <b>\$22,900</b> |

### PROFESSIONAL SERVICES FEE SCHEDULE PER HOUR

| CLASSIFICATION          | RATE      |
|-------------------------|-----------|
| Construction Staking    | \$ 120.00 |
| Construction Inspection | \$73.00   |

Automobile travel will be billed at the current federal rate of 53.5 cents per mile.

Expenses such as travel and supplies will be billed at actual cost.

November 9, 2017

Mr. Brian W. Kober, PE  
Director of Public Works  
Village of Jackson  
N168 W20733 Main Street  
Jackson, Wisconsin 53037

***Subject: Village of Jackson - Street and Utility Improvements for Ridgeway Drive, Ridgeway Court and Georgetown Drive***

Dear Mr. Kober:

The Village of Jackson is upgrading the utilities and reconstructing the roadways of a portion of Ridgeway Drive, Ridgeway Court, and Georgetown Drive in the Highland Meadows Subdivision. The roadways were constructed in the late 1960s and are in need of improvement. The storm sewer system in Georgetown Drive needs to accommodate storm water from a larger drainage area, and updated piping with increased flow capacity will be installed.

Baxter & Woodman, Inc. has been providing roadway and utility infrastructure engineering for area communities since 1946. Our focus on public agencies has given us a thorough understanding of roadway and utility construction impacts to communities. By its very nature, residential roadway construction is disruptive for a neighborhood. Our strategy is to minimize the disruption and communicate construction activities so that residents are informed in advance and can plan accordingly. Our designers look for ways to maintain access for residents, and our construction staff excel at communicating with the public. They are accustomed to public interaction and frequently answer residents' questions.

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## KEY PERSONNEL

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Detailed resumes for the following key staff are at the end of this document.

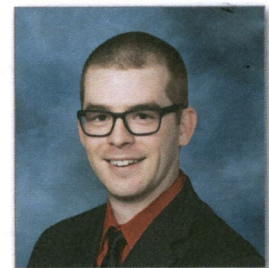
### **PROJECT MANAGER: DAVID HEMMERICH, PE**

- 14 years of transportation engineering/construction inspection experience
- B.S. in Civil Engineering from University of Wisconsin - Platteville
- Licensed Professional Engineer in Wisconsin and Illinois
- Project Manager or Project Engineer for street projects that included underground infrastructure replacements and improvements in Waterford, Walworth County, Rock County and Milton



### **ROADWAY/STORMWATER ENGINEER: RYAN WALLACE, PE**

- 9 years of transportation engineering experience
- B.S. in Civil Engineering from University of Iowa
- Licensed Professional Engineering in Wisconsin and Illinois
- Recently completed a pedestrian safety study for the Medical College of Wisconsin with field observations of pedestrian traffic, identification of deficiencies, and development of recommendations for improvements
- Project Engineer for roadway with underground infrastructure improvements in Milton, Walworth County, and Delavan



### **WATER/SANITARY ENGINEER: LILA JOHNSON**

- 1 year of water/sanitary engineering experience
- M.S. and B.S. in Civil Engineering from Milwaukee School of Engineering
- Project Engineer for water main and sanitary sewer designs for Union Grove, Somers, and Paddock Lake



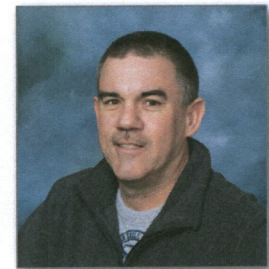
**PROJECT ADVISOR: MARK KOLCZASKI, PE**

- 29 years of water main, storm sewer and sanitary sewer design experience
- B.S. in Engineering Technology from Southern Illinois University
- Licensed Professional Engineer in Wisconsin
- Project Manager for Delavan's annual street and utility improvements
- Project Manager for sanitary sewer in Shorewood, Bohner's Lake Sanitary District, Fort Atkinson, Milton, Twin Lakes, and Paddock Lake; water main in Delavan, Crestview Utility District, and Milton; storm sewers in Lyons and Town of Geneva; and annual roadway improvements in Delavan, Lyons, and Twin Lakes



**CONSTRUCTION TECHNICIAN: STEVEN MORROW**

- 31 years of construction engineering experience
- Resident Engineer for roadway/infrastructure projects in Bohner's Lake Sanitary District No. 1, Delavan, Fort Atkinson, Lyons, Milton, Paddock Lake, Pell Lake Sanitary District, Pleasant Prairie, Twin Lakes, Union Grove, and Waterford



Support staff are available to assist. **Ursula Botsch** will assist with CADD. **Christopher Wellbank** will provide surveying services and prepare the as-built surveys.

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## FIRM EXPERIENCE

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### VILLAGE OF WATERFORD, WI

#### RACINE STREET RECONSTRUCTION

**Dave Hemmerich - Lead Design Engineer**

Baxter & Woodman provided preliminary design, final design, and construction engineering for the reconstruction of Racine Street, Center Street, North Street, River Street, and the Village Hall parking lot. During preliminary design, public meetings were utilized to help analyze available options, provide a recommended plan final design, and an opinion of probable cost for the recommended plan. Safety, drainage, and maintenance were among the many concerns within the project limits.



Final design included road reconstruction, storm sewer, sanitary sewer, and water main improvements. Mainline sanitary sewer and laterals were also included, as well as curb and gutter

The streets are all local, residential, urban streets that were first constructed in the late 1960s. Water main and sanitary facilities need to be reconfigured away from an old treatment plant site to the west of the project. All work is to be completed within the existing right-of-way or easements.

Design services include roadway, storm sewer, water main, and sanitary sewer design and preparation of plans, specifications, cost estimate, and bidding documents; applying for and obtaining all necessary DNR permits; and bidding assistance. Construction services includes construction inspection, construction administration, construction staking, and as-built surveying.

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## SCOPE OF SERVICES

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### DESIGN SCOPE OF SERVICES

#### 1) DESIGN, PERMITTING, AND BIDDING

- a) **PROJECT MANAGEMENT** – Plan, schedule, and control the activities to complete the project. These activities include but are not limited to budget, schedule, and scope.
- b) **ADMINISTRATION & MEETINGS** – Confer with the Village's staff and project team as needed to achieve the goals of the project and to clarify and define the general scope, extent, and character of the project. Scope includes up to three meetings with Village staff (kickoff, preliminary and final review meetings).
- c) **AGENCY COORDINATION & PERMITTING** – Coordinate the proposed improvements with utilities, permit agencies, and other interested parties. Prepare and submit DNR WRAPP application for a construction site stormwater permit. Prepare and submit a DNR water main permit application. Prepare and submit a DNR sanitary sewer permit.
- d) **DATA COLLECTION** – Obtain, review, and evaluate available plans, studies, soils information, and property information provided by the Village for use in design. Visit site to collect information to supplement the survey, including site photographs. Obtain available atlases from utilities.
- e) **GEOTECHNICAL REPORT** – Employ the services of a geotechnical sub-consultant to take up to four pavement cores and soil borings up to 10-feet deep. The geotechnical sub-consultant will analyze the cores/borings and prepare a report of recommendations for roadway and underground utility construction.
- f) **TOPOGRAPHIC SURVEY** – Perform topographic survey within the project limits; set project control utilizing SEWRPC coordinate system and vertical datum; collect existing drainage,

sanitary, and water structure information including condition, inverts, pipe sizes, pipe types, and flow direction. Utilize the survey data to complete a CADD base map and prepare existing terrain model for use in design.

- g) PRELIMINARY DESIGN – Prepare preliminary plan sheets with roadway, storm sewer, water main, and sanitary sewer layouts, including any alternatives, for presentation to Village staff for selection of plan to proceed with to final design.
- h) ASSIST BIDDING - Assist the Village in solicitation of construction bids from as many qualified bidders as possible, including coordination of contract documents, answering bidder questions, issuing addenda as necessary, attend bid opening, and assist with reviewing bid packages, tabulate bids, and recommend award.

## 2) FINAL DESIGN

- a) ROADWAY DESIGN – Prepare typical sections, plan and profiles, details, and cross sections to design the roadway in accordance with Village standards. Roadway design includes pavement width, cross slope, and pavement thicknesses; horizontal and vertical alignment; curb and gutter type; intersection radius returns; driveway aprons; sidewalk; ADA-compliant sidewalk ramps; and terrace restoration.
- b) STORM SEWER DESIGN – Design mainline and lateral storm sewers and drainage structures for proper drainage of the road right of way in accordance with Village standards. Storm sewer design includes evaluating surface drainage by the rational method for the design storm, placement of drainage structures, sizing of structures and piping, tying into existing storm sewers, pipe alignment, outlet design, removing old storm sewer, implementation of best management practices (BMPs) as required, providing storm sewer laterals for all properties with frontage along the project limits, and details.
- c) WATER MAIN DESIGN – Design new and replacement water main to comply with Wisconsin DNR rules and Village requirements. Water main design includes alignment, size, fittings, fire hydrants, typical service connections, valves, valve vaults or valve boxes, connection to existing mains, abandoning old water appurtenances, and details.
- d) SANITARY SEWER DESIGN – Design new and replacement sanitary sewers to comply with Wisconsin DNR rules and Village requirements. Sanitary sewer design includes alignment, pipe sizing, manholes, typical service connections, connections to existing sewers, removing and/or abandoning old sanitary appurtenances, and details. This scope includes only a new sanitary sewer on Ridgeway Court and replacing the dual mainlines with a single line on Ridgeway Drive.

- e) **PLAN PREPARATION** – Prepare auxiliary plan sheets as required to compile a complete plan set for bidding, construction, and permit applications. These plan sheets include title sheet, general notes, erosion control plans, traffic control plans as necessary, alignment and ties as necessary, and other detail drawings.
- f) **QC/QA** - Perform an in-house peer review and constructability review of the pre-final plans, specifications, and estimate of cost for the project.

**3) PREPARATION OF BIDDING DOCUMENTS**

- a) **SPECIFICATIONS** – Prepare construction specifications for the proposed work in accordance with Village guidelines.
- b) **BIDDING DOCUMENTS** - Prepare contract bidding documents, including contract provisions, bidding forms, sample construction forms, and contract requirements in accordance with Village guidelines.
- c) **COST ESTIMATE** – Estimate contract quantities and prepare an opinion of probable construction cost for the improvements. A cost estimate will be prepared for the preliminary design and one for the final design.

**CONSTRUCTION SCOPE OF SERVICES**

**1) CONSTRUCTION ADMINISTRATION AND INSPECTION**

- a) **PROJECT INITIATION** - Prepare award letter, contract documents, performance/payment bonds, and notice to proceed. Review contractor insurance documents. Attend and prepare minutes for the preconstruction conference and site visit, and review the contractor's proposed construction schedule and list of subcontractors.
- b) **CONSTRUCTION ADMINISTRATION** - Attend periodic construction progress meetings and site visits as necessary. Shop drawing and submittal review by Baxter & Woodman for general compliance with the contract documents. Prepare construction contract change orders and work directives when authorized by the Village. Review the contractor's requests for payments as construction work progresses. Address requests for information.
- c) **FIELD OBSERVATION** - Baxter & Woodman's site observation shall be at the times agreed upon with the Village. Baxter & Woodman will provide a Resident Project Representative (RPR) at the construction site on either a full-time basis of forty (40) hours per week from Monday

through Friday, not including legal holidays, or on a periodic part-time basis of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Village, to assist the contractor with interpretation of the drawings and specifications, to observe in general if the contractor's work is in conformity with the contract documents, and to monitor the contractor's progress as related to the construction contract date of completion. For the purposes of this proposal, full time observation will be provided for underground construction and part-time observation for surface construction. Baxter & Woodman shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall Baxter & Woodman have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Baxter & Woodman neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which the contractor is solely responsible for its errors, omissions, and failure to carry out the work.

- d) **PROJECT COMPLETION AND CLOSE-OUT** - Provide construction inspection services when notified by the contractor that the project is complete. Prepare written punch lists during final completion inspections. Review the contractor's written guarantees and issue a Notice of Acceptability. Review the contractor's request for final payment and advise the Village of the amounts due and payable to the contractor in accordance with the terms of the construction contract documents.
- 2) **CONSTRUCTION STAKING** - Prepare stakeout files and provide construction staking as required to establish base lines, construction stakes, and benchmarks necessary for the contractor to install the work to the lines and grades shown in the plans. Stake-out will be completed once for each part of construction; any re-staking will be charged to the contractor as a deduction from progress payments.
- 3) **AS-BUILT SURVEY** - Complete a post-construction survey of completed work, including roadway cross sections, storm and sanitary sewer structure locations and inverts, and water valve and hydrant locations to confirm accurate construction. Complete a new CADD basemap from the as-built survey and compile a set of record drawings. At the Village's option, utility structure information may be formatted in GIS shapefiles for importing the new information into the Village's GIS system. Provide the Village with an electronic copy of the as-built information.

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**TIME & MATERIAL COST, NOT TO EXCEED**

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|                                      |                 |
|--------------------------------------|-----------------|
| <b>Design Services</b>               |                 |
| 1. Design, Permitting, Bidding       | \$21,410        |
| 2. Final Design                      | \$14,800        |
| 3. Prepare Bid Documents             | \$5,790         |
| <b>Total Design</b>                  | <b>\$42,000</b> |
| <b>4. Construction Services</b>      |                 |
| a. Construction Staking              | \$3,700*        |
| b. Construction Inspection           | \$40,795*       |
| c. As Built Survey                   | \$3,305         |
| <b>Total Construction (lump sum)</b> | <b>\$47,800</b> |
|                                      |                 |
| <b>Total Amount</b>                  | <b>\$89,800</b> |

\*\$87/hour

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**ANTICIPATED SCHEDULE**

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| <b>Task</b>                | <b>Anticipated Completion</b> |
|----------------------------|-------------------------------|
| Notice to Proceed          | November 15, 2017             |
| Kick-off Meeting           | November 20, 2017             |
| Complete Survey            | December 1, 2017              |
| Preliminary Design         | December 29, 2017             |
| Final Design/Bid Documents | February 28, 2018             |
| Advertise for Bids         | March 13, 2018                |
| Open Bids                  | April 3, 2018                 |
| Award Contract             | April 9, 2018                 |
| Start Construction         | May 7, 2018                   |
| Complete Construction      | August 24, 2018               |

November 9, 2017

Mr. Brian W. Kober, P.E.  
Director of Public Works  
Village of Jackson  
N168 W20733  
Jackson, WI 53037

RE: Ridgeway Drive  
Engineering Services  
Village of Jackson

Dear Brian:

Kapur & Associates, Inc. is pleased to submit this proposal to provide professional engineering services for the referenced project. The project includes the preparation of plans and specifications for the reconstruction of Ridgeway Drive, Ridgeway Court and Georgetown Drive as indicated in the RFP dated November 1, 2017. It is our understanding that it will be a full reconstruction of the street, including sanitary sewer, water main and storm sewer improvements. We will meet the schedule as laid out in the RFP. Our scope of services for the design services are as follows:

**Preliminary Design and Permitting**

- Meet staff, site visit, review preliminary development plans
- Topographic and utility survey. R/W to R/W to verify slope intercepts behind new sidewalk and measure-downs within structures
- Preliminary plans including roadway, storm sewer, water main and sanitary sewer
- Prepare and submit WRAPP, Water Main Extension and Sanitary Sewer Extension permits to WDNR – WDNR fees not included

**Final Design**

- Sanitary sewer in Ridgeway Drive to eliminate the dual system and in Ridgeway Drive
- Storm sewer design to utilize existing flows for pipe sizing and will include storm laterals
- Water main in Ridgeway Drive and Ridgeway Court to reduce water main serving Ridgeway Court from Georgetown Drive
- Roadway to include asphalt pavement, curb and gutter and sidewalk on both sides of road
- One meeting during final design

**Construction Bid Documents**

- Project manual and specifications
- Include within bidding documents requirements to accommodate school bus traffic during construction
- Engineer's estimate
- Answer questions during bidding process
- Attend bid opening

**Construction Services**

- Attend pre-construction meeting
- Perform construction staking
- Inspection and construction management
- Complete as-built

Our fees for the design of Ridgeway Drive, Ridgeway Court and Georgetown Drive, as described above, will be charged on a time-and-material, not to exceed basis. The cost breakdown is shown below:

|                                       |          |                           |
|---------------------------------------|----------|---------------------------|
| 1. Preliminary Design and Permitting: | \$8,456  |                           |
| 2. Final Design:                      | \$9,121  |                           |
| 3. Construction Bid Documents:        | \$1,967  |                           |
| 4. Construction Services:             |          |                           |
| a. Construction Staking               |          | \$105 / hour plus mileage |
| b. Construction Inspection            |          | \$75 / hour plus mileage  |
| c. As-Built – Lump Sum                | \$1,350  |                           |
|                                       |          |                           |
| Total Amount                          | \$20,894 |                           |

Thank you for consideration of this proposal. If you have any questions or need additional information, feel free to call.

Sincerely,

KAPUR & ASSOCIATES, INC.



Donald P. Albright, P.E.  
Senior Associate



## PROJECT TEAM & EXPERIENCE

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we turn your vision  
into reality.



The **Kapur Team** members selected for the Village are the backbone of our Municipal staff and have a long history of delivering successful roadway improvement projects. Based on the team's experience in roadway design, knowledge of the surrounding area, and their availability to provide efficient quality service, we know this design team will deliver the same services for the Village of Jackson.

**Donald Albright, P.E. – Project Manager:** Don is a Senior Associate and Manager of the Municipal Department. He has been with the firm for 29 years and in that time he has been responsible for project management and public involvement on numerous projects. Don's effective communication skills will allow him to assist in the presentation of projects to local officials, County committees, agencies, and the public. He has led project kickoff meetings to discuss procedure, policy, and schedule giving clear direction on what will be required from them for the remainder of the project. He has led numerous multi-jurisdictional projects, and has kept these sometimes difficult projects moving forward through a sound communication process, and his ability to help stakeholders understand the importance of progress.

**Aaron Groh, P.E. – Municipal Roadway Lead:** Aaron will managed the project and act as the lead for all roadway design and coordination activities. He has designed, prepared and reviewed numerous similar type projects for various municipalities over the past 16 years. His recent project experience includes preparation of preliminary and final plans, permits and construction documents for Edgerton Avenue in Greenfield, CTH PP Watermain Extension in Plymouth, and Butler Street Reconstruction / Sanitary Sewer Improvements in Random Lake. Aaron is a registered professional engineer in the State of Wisconsin.

**Jeremy Schwartz, P.E. – Roadway Design / Stormwater Management:** Jeremy is a project engineer in the Municipal Department. He has been involved with roadway design, utility design, and construction management on numerous municipal projects over the past 17 years. He is extremely familiar with the design and development standards throughout the area. Jeremy will be leading all roadway design and stormwater management tasks for the projects. Jeremy is a registered professional engineer in the State of Wisconsin.

**Chris Sberna – Roadway / Utility Engineer:** Chris is a staff engineer with over 3 years of experience in municipal engineering, including street design, underground utility design and construction management and inspection. He is responsible for the design and preparation of construction documents and specifications for municipal engineering projects. He has experience in underground utility design, pavement maintenance/rehabilitation, preparation of construction documents and specifications and construction inspection.



### Annual Street and Utility Improvement Programs

Village of Bayside, Village of Fox Point, City of Greenfield, City of Burlington, City of Plymouth, Village of Elkhart Lake, Village of Random Lake, Village of Howards Grove, Village of Adell, City of Lake Geneva, City of Milwaukee

**Project Team:** Don Albright, P.E.  
Aaron Groh, P.E.  
Jeremy Schwartz, P.E.  
Erik Gustafson, PLS



**Street and Utility Repair Programs:** Complete design and construction administration services for annual street and utility repair programs. Construction costs range from \$100,000 to \$1.8 million annually. These programs begin by coordinating with municipal staff on their five year street improvement programs by review of municipal street conditions using PASER software program. Coordination is completed with the Utility Superintendent for each upcoming Street Improvement program to coordinate associated utility repair and replacement projects. Plans for the sidewalk repair and new sidewalk program are prepared and bid with the street and utility repair program each year.

**Management:** Projects start by review of budget dollars prior to municipal approval of overall budget. Design begins as soon as budget is approved so project can be bid early in the year for best bid results. Preliminary plans submitted to City staff for review and comment prior to bid services. Regularly scheduled review meetings with City staff occur during design process – frequency dependent upon complexity of projects. Construction management includes daily logs, weekly staff updates, regular Council updates and submittal of substantial and final completion. Management of contractor schedule maintained and penalties enforced as needed.



**Project Budget:** K&A utilizes *PlanTrax* software to monitor contract budgets and schedules. It is a very simple, yet powerful Excel spreadsheet that allows us to easily present updated project data to our clients. Street and Utility Improvement design and construction contracts consistently come in under originally scoped budgets.





## PROJECT TEAM & EXPERIENCE

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into reality.

### 2015 Road Program

Sussex, WI

**Project Team:** Don Albright, P.E., Aaron Groh, P.E.,  
Jeremy Schwartz, P.E., Erik Gustafson, PLS

**Client:** Village of Sussex

**Contact:** Judy Neu – 262-246-5229

Village Engineer / Asst. DPW

**Termini:** Various Streets

**Length:** 1.2 miles

**Const. Cost:** \$1 million



#### Project Description:

Kapur staff designed and delivered the 2015 Road Program for the Village of Sussex on time and on budget for early January bidding. This project consisted of the mill and overlay of 40,000 SY of asphalt on 8 streets, concrete parking lot repairs for the Village Safety Building, around 6,000 LF of curb and gutter replacement, 2,500 SY of base patching, repairs to more than 20 sanitary structures, lateral repairs, relining, and spot repairs, and the repair of more than 10 storm sewer structures, and 2 new storm sewer structures.

In all, Kapur staff delivered more than 3 miles of rehabilitated roadways to the Village of Sussex in the Crestview, Pembroke Park, and Park View Manor Neighborhoods.

Project facets included:

- Agency Coordination & Permits
- Utility Coordination
- Drainage
- Storm Sewer
- Erosion Control
- Traffic Control Plan
- Staging
- P.S & E
- Construction Cost Estimate



Proposal to Provide Professional Design and Survey Services for the  
Ridgeway Drive Project



## 2006-2017 Street Maintenance Program

Greenfield, WI

### Client:

City of Greenfield  
7325 West Forest Home Avenue, Room 203  
Greenfield, WI 53220

### Contact:

Jeff Katz, City Engineer  
414.939.8322

### Project Team:

**Don Albright, P.E. - Project Oversight**  
**Jeremy Schwartz, P.E. - Design**  
**Aaron Groh, P.E. - Project Manager**  
**Mike Timmers, P.E. - Construction Management**  
**Chris Sberna, EIT-Construction Management**  
**Erik Gustafson, PLS - Survey**



**Project Description:** Design and construction management of pavement maintenance projects throughout the City. Each project varies depending on existing conditions and future use. Alternatives utilized include mill and overlay, pulverize and relay, asphalt base patching, addition of storm sewer and/or ditching. Traffic loops are commonly replaced while coordinating with WISDOT and Milwaukee County. Final landscaping completed throughout project limits.

### Services Provided:

- Field Survey
- Agency Coordination
- Utility Coordination
- Roadway Plan and Profile
- Bidding Process
- Public Involvement
- DNR, Milwaukee County, WISDOT Permits
- NR 216
- Alternative Analysis
- Erosion Control Plan
- Construction Management
- Construction Staking



## 2003-2017 Water Main Improvement Program

**Client:** Village of Fox Point

**Contact:** **Scott Brandmeier**, Director of Public Works  
7200 N. Santa Monica Blvd.  
Fox Point, WI 53217

**Team:** **Don Albright, P.E.**  
**Yuriy Amelyan, P.E.**  
**Jeremy Schwartz, P.E.**

### Project Scope:

Projects include design and specifications for over 17,000 feet of water main replacement by open cut trench, pipe bursting, and horizontal directional drilling, including hydrants, valves and laterals.

- Water System Evaluation Survey
- Modeling and Design
- Field Survey
- Specifications and Project Manual
- Quantities Calculation
- Engineering Cost Estimate
- Contract Document Preparation
- Public Meetings
- Quality Control/Quality Assurance
- Utility and Agency Coordination
- Construction Management:
  - Shop Drawing Submittals review
  - Construction Staking
  - Construction Inspection
  - Payment Recommendation
  - Punch List items
  - As-Builts
  - Project Close Out Activities





## PROJECT TEAM & EXPERIENCE

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into reality.

### 2006–2017 Storm Water Improvement Program

Village of Fox Point, WI

**Client:** Village of Fox Point  
7200 N. Santa Monica Blvd.  
Fox Point, WI 53217

**Team:** Yuriy Amelyan, P.E.  
Jeremy Schwartz, P.E.

#### Project Scope:

Projects included design and construction oversight for various methods of storm water and ravine rehabilitation; improvement of existing deteriorated storm water system; rehabilitation of the ravine storm water system; rehabilitation of deteriorated and collapsed storm outfall structures, and bluff stabilization with heavy riprap, gabions and erosion matting.

- Field Survey
- Agency Coordination
- Utility Coordination
- Grading Plan
- Roadway Plan & Profile
- Storm Sewer
- Erosion Control
- Construction Cost Estimate
- Construction Management:
  - Shop Drawing Submittals review
  - Construction Staking
  - Construction Inspection
  - Payment Recommendation
  - Punch List items
  - As-Builts
  - Project Close Out Activities



Proposal to Provide Professional Design and Survey Services for the  
Ridgeway Drive Project



28 years of experience in municipal engineering, construction management and highway design.

### PROJECT EXPERIENCE

*Mr. Albright is manager of the Municipal Department. He is responsible for the contract administration, scheduling, client liaison and coordination of the design team and community relations.*

*Mr. Albright has served as project manager for numerous Municipal Engineering projects for the following communities: Village of Fox Point, Village of Bayside, City of Mequon, City of Greenfield, Village of Elkhart Lake, City of Plymouth, Village of Fredonia, Village of Menomonee Falls, City of Sheboygan, Village of Ashwaubenon, Village of Germantown, City of Cedarburg, Village of Wittenberg and Village of Belgium. His project-related experience is listed below.*

**2007-2014 Pavement Replacement Program - City of Greenfield:** Project Manager for the rehabilitation of various segments of City roadways including asphalt overlays, full depth pulverize and asphalt overlay, mill & overlay, miscellaneous drainage improvements and street line stripping program.

**2008 – 2014 Street Improvement Program - Village of Bayside:** Project manager for the reconstruction of approximately 8 Miles of local streets, widening, pulverization, HMA placement, storm sewer drainage improvement, and culvert replacement.

**2014 Street and Utility Program - City of Plymouth:** Project Manager for full roadway reconstruction consisting of new roadway, sanitary sewer, and water main on Caroline Street. Water main replacement and pulverize and overlay on North Milwaukee St/Western Avenue.

**North River Parkway Rehabilitation - Village of Howards Grove:** Project Manager for the rehabilitation of approximately 2,700 feet of various streets including full depth pulverize and asphalt overlay, sanitary sewer relay, and miscellaneous drainage improvements.

**North Lake Street Extension – TID No. 2 - Village of Elkhart Lake:** Project Manager for engineering assistance with the creation of TID 2 in the Village. North Lake Street Extension is a critical project in meeting the timeline for the proposed Sargento expansion.

**Green Tree Road Reconstruction - Village of Fox Point:** Project Manager for the reconstruction of approximately 2,500 feet of road, new pedestrian path, 2,500 L.F of 12-inch water main replacement, 2,500 L.F of 36-inch and 54-inch storm sewer and culvert replacement.

**Water Main and Sanitary Sewer Improvements - City of Plymouth:** Project Manager for the design of water transmission line, sanitary sewer and cured in place liner for sanitary sewers. This project completed a loop to improve water flows throughout the City of Plymouth.

**Lake Street Utility Improvements – Village of Random Lake:** Replacement of sanitary sewer, water main and asphalt pavement for approximately 1,500 feet of roadway. Coordination with the property owners was key, as this is a dead-end street.

**Martin Road – Village of Fredonia:** Project Manager for the extension of Martin Road. Project included R/W negotiation, sanitary sewer, water main, storm sewer and associated grading and paving items.

### EDUCATION

B.S., Civil Engineering,  
University of Wisconsin –  
Platteville, WI 1987.

### PROFESSIONAL EXPERIENCE

1987-present:  
Kapur & Associates, Inc.,  
Milwaukee, WI

### PROFESSIONAL ASSOCIATIONS

Wisconsin Rural  
Water Association

Lake Shore Area Public  
Works Association

American Public  
Works Association

### REGISTRATION

Professional Engineer, WI

Aaron brings over 18 years of experience in municipal project delivery. His experience includes project management and team coordination, design for local streets, underground utilities and conveyance, storm water management, permitting, agency coordination, site design, plan reviews, construction management and grant writing.

## PROJECT EXPERIENCE

*Mr. Groh is a member of the Municipal Department. He is responsible for coordination and design of municipal engineering projects.*

**General Capital Improvements Program – City of Greenfield:** Completes general municipal engineering for the City of Greenfield. Annual program for street maintenance including full reconstruction, Hot-In-Place Recycling as a green alternative, pulverizing, milling, ditching and culvert replacements. Storm water improvements, park improvements, permitting, coordination with utilities and agencies, grant writing, plan reviews.

**Martin Drive Extension – Village of Fredonia:** Installation of 3,500 feet of new asphalt roadway with curb and gutter. Services included stream relocation, large box culvert, railroad crossing, retaining walls, underground storage tanks, stormceptor manholes, new water main, sanitary and storm sewer and coordination with WDNR.

**Rhine Street Reconstruction – Village of Elkhart Lake:** Complete reconstruction of 2,500 feet of roadway. Design included replacing water main and sanitary sewer, designing a new storm sewer system and replacing all asphalt pavement, concrete curb and gutter and landscaping.

**Sanitary Sewer, Phase II – City of Wauwatosa:** CCTV inspection of 16,000 feet of sanitary sewer for quantification and analysis of infiltration. Dye testing of adjacent storm sewers also performed to identify exfiltration leading to infiltration of sanitary sewers. Report completed with recommendations for the City to follow for future repair and replacement.

**Water Main and Sanitary Sewer Work – City of Plymouth:** Design of water transmission line, sanitary sewer and cured in place liner for sanitary sewers. General engineering services provided to the City of Plymouth.

**County Line Culvert Replacement – Village of Bayside/City of Mequon:** Emergency design and replacement of a 10x13' arch culvert while keeping roadway open to traffic during entire construction process. Heavy coordination was needed with Bayside, Mequon, SEWRPC, WDNR, ACOE and FEMA. Design included installation of 8-foot diameter culvert, two 5-foot diameter culverts, headwall and wing walls, grading and asphalt paving.

**Sanitary Sewer Improvements – Village of Random Lake:** Performed overall sewer system study and designed one mile of sanitary sewer to be replaced and rerouted from the treatment plant upstream. As part of the project, 3,000 feet of water main and some storm sewer also was replaced. This project as partially funded by the WDNR through the Clean Water Fund.

**Carr Road & Kiley Way Extensions – City of Plymouth:** Construction of two new urban street extensions totaling approximately 3,000 feet in length. Sanitary sewer, water main, storm sewer, box culvert and lighting were the major utilities included in the design.

## EDUCATION

B.S., Civil Engineering,  
University of Wisconsin –  
Platteville, 1999.

## PROFESSIONAL EXPERIENCE

1999-present:  
Kapur & Associates, Inc.,  
Milwaukee, WI

## PROFESSIONAL ASSOCIATIONS

American Society  
of Civil Engineers

## REGISTRATION

Professional Engineer, WI

17 years of experience in municipal engineering, storm water management, construction management, site development, traffic analysis, and environmental investigations/assessments.

### PROJECT EXPERIENCE

*Mr. Schwartz is responsible for the design and preparation of construction documents and specifications for both municipal engineering projects and site development projects. He has experience in site grading, roadway design, storm sewer design, sanitary sewer design, water main design, pavement maintenance/rehabilitation, preparation of construction documents and specifications, construction management and inspection, erosion control, and storm water management including the design of rain gardens and retention ponds. Listed below is some of his work experience:*

**Willow Road Reconstruction, Plymouth, WI:** Project Engineer responsible for the preparation of construction documents for the roadway reconstruction. The half mile section of roadway was widened by 12-16 feet to accommodate truck traffic for a proposed business park. Sanitary sewer and water main were also added along the reconstructed roadway corridor. Special design considerations were given to utilities crossing the railroad and also to minimize impacts on the wetland areas adjacent to the project.

**Northwest Industrial Park Water Main Extension, Plymouth, WI:** Project Engineer responsible for the preparation of construction documents for the water main extension project. This project consisted of constructing new water main to connect a water loop and to provide more flow/fire flow to the Northwest Industrial Park. Previously, the Northwest Industrial Park was served by one 10-inch dead end service. The 4-inch water main down CTH C was replaced with a 12-inch water main. The project included the installation of over 10,000 LF of 12-inch PVC water main and 3,200 LF of 16-inch PVC water main.

**North Beach Drive Hydraulic Analysis, Fox Point, WI:** Project Engineer/Project Manager responsible for the analysis and design of storm water measures to improve drainage along North Beach Drive. Over 150 acres of the Village drained to ravines within the project area. During large storm events excessive storm water flow from the ravines would overtop North Beach Drive and flood properties east of the roadway. The hydraulic analysis identified several deficiencies of the storm water conveyance system and provided recommendations including ditch re-grading, site grading, upsizing undersized culvert pipes, improving inlet capacity, and providing a spill way at ravine inlet structures to provide overflow path to ditch versus flowing overtopping the roadway. The recommended improvements were implemented and alleviated the flooding problems of residents and business adjacent to North Beach Drive. The project was completed on time and within budget.

**60<sup>th</sup> Street and Edgerton Avenue Intersection Improvements, Greenfield, WI:** Project Engineer responsible for the preparation of construction documents for the intersection improvement project. The existing intersection experienced a high number of crashes due to the skewed angle of the northbound approach. The intersection layout was revised to improve the angle of the northbound approach closer to 90 degrees.

**Highland Avenue, Eastern Avenue, and Walton Drive, Plymouth, WI:** The project involved installation of 3,500 L.F. of 12 inch and 500 L.F. of 8-inch water main along Highland Avenue, Eastern Avenue, and Walton Drive. The project design was based on recommendations from the City-wide water study prepared by our firm. The Walton Drive project included extending the roadway and terminating into a cul-du-sac for the business park. A section of sanitary sewer was added along Highland Avenue to extend service to the City limits. K&A also provided construction staking and full-time inspection for this project.

### EDUCATION

Bachelor of Science, Civil Engineering, University of Wisconsin-Milwaukee, 2000

### PROFESSIONAL EXPERIENCE

2006-Present, Kapur & Associates, Inc., Milwaukee, Wisconsin

2003-2006, Key Engineering Group, Ltd., Milwaukee, Wisconsin

2001-2003, HNTB Corporation, Milwaukee, Wisconsin

### PROFESSIONAL ASSOCIATIONS

Professional Engineer, WI

American Society of Civil Engineers

3 years of experience in municipal engineering, including street design, underground utility design and construction management and inspection.

### PROJECT EXPERIENCE

*Mr. Sberna is responsible for the design and preparation of construction documents and specifications for municipal engineering projects. He has experience in underground utility design, pavement maintenance/rehabilitation, preparation of construction documents and specifications and construction inspection. Listed below is some of his work experience:*

#### **W. Lynndale Ave & S. 33<sup>rd</sup> Street Reconstruction - City of Greenfield, WI:**

Staff Engineer responsible for aiding in the preparation of construction and bidding documents for the reconstruction of 8,300 feet of roadway including the installation of 6,000 feet of storm sewer. Prepared storm water and storm sewer models using Autodesk SSA modeling software to determine discharge rates in coordination between the City of Greenfield and City of Milwaukee. Cost estimate preparation.

After completion of the bidding process, Chris performed construction inspection. His responsibilities included overseeing storm sewer installation, grading inspection, curb and gutter and paving inspection. Coordination with the Contractor and home owners was a continual effort to keep the project on schedule and keeping the public aware of the upcoming work in front of their homes.

#### **KA-1 (122<sup>nd</sup> and Carpenter) - City of Greenfield, WI:**

Responsible for construction inspection for the rural to urban reconstruction 3,200 feet of roadway including the installation of 3,000 feet of storm sewer, bio-retention pond, curb and gutter, base and HMA. Prepared payment tabulations and as-builts.

#### **Pavement Repair, Group KA-2 - City of Greenfield, WI:**

Responsible for the preparation of construction documents for the rehabilitation of 4,600 feet of roadway located in several neighborhoods. Provided construction inspection for milling, pulverizing, ditching, culverts, and storm sewer were utilized to complete this project.

#### **Maple Grove Access Project (W. Bottsford Ave) - City of Greenfield, WI:**

Responsible for the construction inspection for the rehabilitation of 600 feet of roadway and sidewalk. Provided construction inspection for the Milwaukee County Community Development Block Grant program. Asphalt overlay, concrete curb and gutter, and concrete pavement were utilized to complete this project.

#### **Street and Utility Improvement Program - Village of Kohler, WI:**

Staff Engineer responsible for aiding in the preparation of construction plans and bidding documents for the rehabilitation of 5,000 feet of roadway. Evaluated existing curb and gutter, sidewalk, and driveway conditions. Responsible for cost estimates and plan preparation. Project also includes CIPP lining, storm and sanitary sewer spot repair, concrete pavement repair and concrete pavement replacement.

#### **Water Main Improvement Program - Village of Fox Point, WI:**

Staff Engineer responsible for construction inspection for the installation and testing of 1,200 feet of PVC and HDPE watermain, water valves, hydrants and services. Prepared payment tabulations and recommendations.

### EDUCATION

B.S., Civil Engineering,  
University of Wisconsin-  
Platteville, 2014

### PROFESSIONAL EXPERIENCE

2015-Present, Staff Engineer  
Kapur & Associates, Inc.,  
Milwaukee, Wisconsin

2014, Intern  
Kapur & Associates, Inc.,  
Milwaukee, Wisconsin

### REGISTRATION

Engineer in Training, WI

***Village of Jackson  
2018 Reconstruction Project of  
Ridgeway Drive, Ridgeway Court, and  
Georgetown Drive***

***Professional Engineering Services***

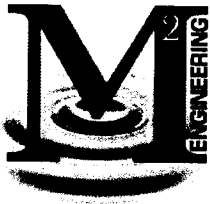
***Submitted By:***

***M Squared Engineering, LLC***



***November 9, 2017***

***M Squared Engineering, LLC  
W62N215 Washington Ave  
Cedarburg, WI 53012  
262-376-4246***



W62N215 Washington Avenue  
Cedarburg, WI 53012  
Phone: (262)376-4246 Fax: (262)375-2274

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November 09, 2017

Mr. Brian W. Kober, P.E.  
Director of Public Works  
Village of Jackson  
P.O. box 637  
N168 W20733 Main Street  
Jackson, WI 53037

RE: Request for Proposal – 2018 Reconstruction Project of Ridgeway Drive, Ridgeway Court, and Georgetown Drive.

M Squared Engineering Response

Dear Mr. Kober:

M Squared Engineering, LLC (M<sup>2</sup>) is pleased to provide this response to the RFP for Professional Engineering Services of the – 2018 Reconstruction Project of Ridgeway Drive, Ridgeway Court, and Georgetown Drive. As you may be aware, we have been serving the public and private sectors for over 14 years by providing high quality civil engineering services in a variety of unique disciplines that deal with design, construction, and maintenance. Having successfully completed the 2015-2017 Streets Project for the City of Cedarburg, and recently being selected to also handle their 2018 street projects as well, we are very confident that we will deliver successful results for this project in your community.

We welcome this opportunity to provide our services to the Village of Jackson. I can be reached at (262) 376-4246, or e-mail at [matt@msquaredengineering.com](mailto:matt@msquaredengineering.com) should you have any further questions. Thank you for your consideration.

Sincerely,

M SQUARED ENGINEERING, LLC

Matthew G. Hahm, PE  
Principal

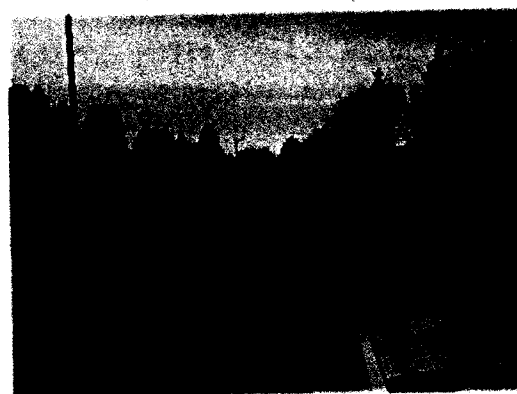
*Encl. Proposal*



*Village of Jackson*  
**2018 Reconstruction Project of Ridgeway Drive,  
Ridgeway Court, and Georgetown Drive**  
*November 9, 2017*

## **PROJECT APPROACH**

M Squared Engineering's highest priority will be to work with the Village of Jackson and other involved parties to ensure timely delivery of quality designed deliverables within budget. We have the perfect team of surveyors, engineers, and support staff to address all the components of survey, construction plans & specifications preparation, utility coordination and bidding assistance for the 2018 Reconstruction Project. The following is our anticipated project approach for the streets and work listed in *Attachment A*.



EXISTING ROADWAY OF RIDGEWAY DRIVE

## **MEETING THE PROJECT SCHEDULE - AVOIDING PROJECT DELAYS**

We understand that proper coordination with the Village of Jackson is an important aspect of this project to ensure the design is completed, reviewed and approved on schedule for a March 2018 bid date. Having the foresight to recognize potential problems early and working toward an effective solution during the design process will ultimately reduce the risk of the project becoming delayed during the construction. As the consultant, we take responsibility for the project site and ensure our plans address the needs of all stakeholders involved.



EXISTING INTERSECTION OF RIDGEWAY DRIVE  
AND CHERRY HILL CIRCLE

### **Anticipated Project Schedule:**

|               |                                         |
|---------------|-----------------------------------------|
| November 2017 | Village Board- Contract Award           |
| December 2017 | Preliminary Design, with estimated cost |
| February 2018 | Prepare Construction Documents and Spec |
| March 2018    | Advertise Bids                          |
| April 2018    | Open Bids                               |
| May 2018      | Award Contract                          |
| August 2018   | Complete Construction                   |



## **DESIGN RELATED ACTIVITIES**

### **DATA GATHER AND FIELD SURVEY**

1. A kickoff meeting with Village staff and Utility representatives will be scheduled immediately after the Notice to Proceed is received.
2. Field survey will start following the notice to proceed. Field survey will include the following:
  - a. Invert and rim elevations for all water, sanitary sewer and storm sewer structures within project limits.
  - b. Locating existing utilities including services to properties and acquiring site topography within right-of-way of roads. The Village will provide sanitary sewer logs, if available
3. Survey cross-sections will be provided approximately at every 50-foot stations. Survey shots will be taken at the back of sidewalk, top of curb, gutter-line, flange, and street centerline.
4. Road intersection survey will include complete topography allowing proper drainage design as well as end & middle radius points.
5. Existing street trees and other noticeable vegetation will be surveyed and shown on the plan.
6. Property drainage issues will be identified by the Village and will also be surveyed, with permission from the property owners to access the property.
7. All data collected will be in the NAD 1927 State Plane Wisconsin South FIPS 4803 coordinate system while using the Village of Jackson benchmarks for elevation.
8. The Village will provide a set of set of plans or table showing all available structure information at the kickoff meeting.

### **PRELIMINARY DESIGN**

The preliminary design phase will include proposed street and utilities. The main goal is to map out how the utilities and street profiles will come together. At this phase, our designer will identify possible conflicts and make recommendations to the Village staff. Our preliminary design phase will include:

1. Evaluation of location for new utilities and services. (*Proposed utility locations will be discussed at the Kickoff Meeting*)
2. Review number and location of new catch basins.
3. Identify curb drainage flow direction, especially at intersections.
4. Incorporate Village standards into the specifications, including tree protection policy.



**2018 Reconstruction Project of Ridgeway Drive,  
Ridgeway Court, and Georgetown Drive**

*November 9, 2017*

5. Reference the "Standard Specifications for Sewer and Water."
6. Meet with Village staff for review of the 50% and 90% complete plans.
7. Identify curb and gutter, sidewalk, and driveway approaches to be replaced.
8. Prepare traffic control plans as needed.

## **PREPARATION OF PLANS AND SPECIFICATIONS**

During the design phase, our staff will work closely with the Village of Jackson by updating the Village staff regularly at project meetings; as many meetings required to complete the project. Plan review is expected at the 50% design stage and 90% design stage while following the Village of Jackson Standard Specifications used for previous projects. A "plan-in-hand" walk-through of the project will be performed by M Squared Engineering staff before finalizing any plans and specifications. Construction cost estimates will also be developed at the 50% and 90% design stages. Our design services and plans will include:



EXISTING ROADWAY OF RIDGEWAY DRIVE

1. Plan and profile sheet for storm sewer,
2. Elevation benchmarks approximately every 500 feet,
3. Plans developed at a 20-scale on 22"x34" sheets,
4. Half size plan sets at a 40-scale,
5. Property owner names & addresses (provided by Village),
6. R/W based on field locating pipes that are visible during the survey,
7. Name and address of all utility contacts,
8. Station and offset for all manholes, waterman fittings, valves, etc.
9. An adjustment table showing the location and rim elevation for all existing and proposed storm, sanitary, and other utility manholes,
10. Intersection drainage design showing spot elevations,
11. Spot elevations on manholes and at the ends and middle radius points for all curb returns,
12. Plans to be stamped by a registered professional engineer, and
13. Construction cost estimates updated at 50% and 90% review meetings.



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## **CONSTRUCTABILITY**

The success of any design project comes during construction and after construction is completed. M<sup>2</sup> takes pride in developing efficient designs that include a complete maintenance of traffic plan. Maintenance of traffic will be an important aspect to the success of this project. Traffic control plans will be developed to maintain a steady flow of traffic. All local, county and State permitting will be acquired prior to the start of construction.

## **AGENCY APPROVALS AND UTILITY COORDINATION**

Our staff is very familiar with DNR submittals for sewer and water as well as the Notice of Intent required for this project. We will prepare these submittals and coordinate with each agency as needed to obtain permits for the project.



To avoid utility related conflicts which can be a major cause of delays during roadway construction, M<sup>2</sup> will incorporate surveyed utility location data as well as requested record drawings from local utility companies into our design base drawing. Through this single point of contact, all the pieces of utility coordination will be mapped allowing our design engineers to avoid utilities during the design phase. We will provide utility companies with preliminary (50%) plans for their review and comment. We will then incorporate those comments and resubmit final construction plans to the utilities for their use.

## **BIDDING ASSISTANCE**

M<sup>2</sup> believes good contract documents and specifications are the key to any successful construction project. The better the contract documents, the better the relationship between the owner, contractor, and engineer become resulting in lower cost and a higher quality of the finished project. Our Bidding assistance includes:

1. Preparing 5 paper sets of complete bidding documents including advertisement for bids.
2. Making all bid documents available to bidders in electronic and paper format.
3. Respond to contractor inquiries and issue any required addenda.



## MEETINGS

As a local firm, we offer unlimited meetings requested by the Village. At minimum, we will attend the design kickoff meeting, 50% review meeting, and the 90% review meetings, if required.

## **CONSTRUCTION RELATED SERVICES**

### **A. CONSTRUCTION STAKING**

Accurate construction staking is a critical step in ensuring the success of a construction project. Engaging an experienced surveyor will guarantee accuracy and reliability of results. Our Registered Land Surveyor will oversee all construction staking:

1. Centerline and offset staking at a maximum of 50-foot intervals for all storm sewer, water main, and sanitary sewer.
2. Grade stakes for any section of curb and gutter replacement that exceeds 30 feet in length, at all intersections, and all new curb radii.
3. Centerline grade stakes and redtop stakes for areas of full pavement replacement.
4. Stake proposed rim elevations for all manholes prior to paving.

### **B. CONSTRUCTION INSPECTION**

All of our staff drive through or live within 13 miles of the Village of Jackson and most will be available for construction inspection services. **While onsite inspecting, our staff will also be gathering As-built data for Record Drawings**

### **C. RECORD (AS-BUILT) DRAWINGS**

Our inspectors will provide daily inspection reports and/or red line drawings to help develop record drawings. Our surveyor will also be on site to shoot final grades, as needed, to complete the As-built drawings for the entire project. The record drawings will be prepared in AutoCAD 2016 and delivered in DWG and PDF electronic format. As-built information will include new elevations assigned to all newly constructed Sanitary and Storm Sewer Manholes, Catch Basins, Water Valve Boxes, and Curb Stops.



Village of Jackson  
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November 9, 2017

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## **PROJECT TEAM**

### **KEY SUPPORT STAFF**

**Matt Hahm, PE**, represents both public and private sector clients, while assuming his duties as one of the leaders of the firm. His continuous project involvement enables him to maintain positive working relationships with clients while assuring projects meet budgets and schedules. Matt has been involved on all M Squared Engineering related projects and **will serve as the Project Leader** for this project. Matt has over 23 years of experience in municipal engineering and specializing in drainage design, stormwater management, roadway/highway & infrastructure design, recreational facilities design, residential and industrial land development, agency permitting, and regulatory permitting. Matt is not just a principal of M Squared Engineering; he is a "hands-on" project engineer.

**David Bachhuber, PE**, a senior project engineer with our firm, **will serve as the Project Manager** responsible for design and plan development. David has experience working on many public and private projects and is well versed in many aspects of civil engineering. David's most recent experience has been working on DOT projects designing local roads, highways, and freeways. In addition, he provides corridor drainage design, associated stormwater management and erosion control transportation projects throughout Wisconsin.

**Minal Hahm, PE, CFM**, is a Principal and Project Manager with M Squared Engineering. She is responsible for **QA/QC** on projects - making sure all projects are delivered at the highest standards and exceeding client expectations. Her expertise in municipal engineering, land development, and stormwater management is invaluable to our project team. Minal also oversees our private sector clients where she is responsible for multiple private developments and expansions in Southeastern Wisconsin. Minal will serve as the Project QA/QC Engineer for this project.

**Tony Gromacki, PLS**, is a **Professional Land Surveyor** bringing over thirty-eight years of experience to the project team. His extensive field experience includes topographic, bridge, construction, hydraulic, and as-built surveys for both the private and public sectors. Mr. Gromacki's broad office experience includes CSMs, Plats of Survey, and WisDOT Right of Way (R/W) and Transportation Project Plats (TPP) Plats for many projects throughout Wisconsin. Mr. Gromacki also has experience in property land disputes, expert witness testimony, and teaching elementary surveying, route surveying, and advance surveying at Milwaukee Area Technical School. He will serve as the Surveyor for this project.



Village of Jackson  
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## ADDITIONAL SUPPORT STAFF

**Peggy Stucky, EIT:** Civil Tech/Construction Leader with eighteen years of experience related to municipal inspection, design, and survey. Peggy has experience with numerous roadway, sanitary sewer, and water main construction and design projects.

**Diane Doll, EIT:** Staff Engineer/Construction Inspection that will be providing engineering assistance, plan preparation, inspection support and bidding documentation assistance.

**Suraj Kumar, Construction Engineer, EIT:** Staff Engineer/Construction Inspection that will be providing engineering plan preparation, material inspection, assisting in project designs, and performing construction inspection

## CONSULTANT FEE

|                                                                  |                        |
|------------------------------------------------------------------|------------------------|
| Lump Sum Fee for the Design, Permitting and Bidding: .....       | <b>\$13,900</b>        |
| Lump Sum Fee for Final Design:.....                              | <b>\$2,875</b>         |
| Lump Sum Fee for preparing the Construction Bid Documents: ..... | <b>\$1,200</b>         |
| <b><u>TOTAL FEE:</u></b>                                         | <b><u>\$17,975</u></b> |

### Construction Services:

- Construction Staking:..... \$100.00/hour  
..... Plus, IRS Rate for Mileage
  - Construction Inspection: ..... \$85.00/hour (Average)  
..... Plus, IRS Rate for Mileage
  - As-built Survey (LS).....\$1,400
- Total Amount for Lump Sum .....**\$19,375**

## RESOLUTION #17-24

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### SECOND AMENDMENT TO THE 2017 BUDGET

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**WHEREAS**, following a public hearing, the Village Board of the Village of Jackson Adopted the 2017 budget on November 29, 2016; and

**WHEREAS**, on November 14, 2017 the Village Board adopted a motion to amend the 2017 budget for a correction to comply with the Expenditure Restraint Program requirements;

**NOW, THEREFORE, BE IT RESOLVED** that the Village Board of the Village of Jackson does hereby approve the budget amendment as described below:

|                                                         | Original<br>Budget | Amended<br>Budget | Change    |
|---------------------------------------------------------|--------------------|-------------------|-----------|
| Building Inspection Permits<br>a/c 100-00-43510-000-000 | \$138,000          | \$137,000         | \$(1,000) |
| Building Inspection Wages<br>a/c 100-00-52410-110-000   | \$118,856          | \$117,856         | \$(1,000) |

The total revenues and expenditures for the General Fund were adjusted to \$3,617,682 from \$3,618,682 to comply with the amount reported to the State of Wisconsin for the Expenditure Restraint Program on Form SL-203.

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_Aye \_\_\_ Nay

Passed and Approved: \_\_\_\_\_

\_\_\_\_\_  
Michael E. Schwab – Village President

Attest: \_\_\_\_\_  
Deanna L. Boldrey – Village Clerk-Treasurer

Proof of Posting:

I the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, and one other location in the Village.

\_\_\_\_\_  
Village Official

\_\_\_\_\_  
Date

**APPROVED Public Works Meeting  
Tuesday, October 31, 2017 –7:00 p.m.  
Jackson Village Hall  
N168W20733 Main Street**

**1. Call to Order and Roll Call.**

Chairman Tr. Lippold called the meeting to order at 7:00 p.m.

Members present: Brian Heckendorf, Gloria Teifke, Scott Thielmann, Tr. Kufahl, and Linda Granec.

Members absent (excused): Tr. Olson

Staff present: Chief Dolnick, Jim Micech, Brian Kober, John Walther, Kelly Valentino, Chief Swaney, and Deanna Boldrey.

**2. Approval of Minutes for September 26, 2017, meeting.**

Motion by Scott Thielmann, second by Brian Heckendorf to approve the minutes of the September 26, 2017, Board of Public Works meeting.

Vote: 6 ayes, 0 nays. Motion carried.

**3. Chateau Dr. Reconstruction Project – Driveway Design / Punch List Discussion.**

A special meeting was called the day after the October Village Board meeting, October 11, 2017 to discuss concrete issues and landscaping. During the meeting, the recommendation was to present at the next Board of Public Works meeting the findings at the meeting. Tom Lanser of Gremmer and Associates and Tim Lemke of Zenith Tech were present to explain the findings. Tom Lanser of Gremmer and Associates described the Statewide Urban Terrace Width Standards for driveways. The design is to accommodate a larger turning radius. Tim Lemke of Zenith Tech commented that a two year guarantee is in place for the concrete instead of a one year guarantee. The guarantee would allow the concrete exposed to two freeze thaw cycles. The landscaping will be addressed in the spring. This item was for informational only so action was taken.

**4. Village owned Parcel Containing ANR Pipeline Facility / Easement – Larry Hamlin.**

Larry Hamlin was not at the meeting. The area is south of Hickory Lane between Pine and Linden Circle. The process would be a title search and survey. Gremmer and Associates quoted the amount of \$5,800 for phase one and then special assess the properties. Phase two would be the re-platting of the properties for \$4,300.

Motion by Tr. Kufahl, second by Linda Granec to refer the item to the next meeting and allow Mr. Hamlin to present his request to do the project.

Vote: 6 ayes, 0 nays. Motion carried.

**5. Update on Reconstruction Water and Street Department Building.**

**Review of Quotes for Ventilation System for Vehicle Area.**

Brian reported on the Ventilation System. He referenced to the Conditional Approval from the Department of Safety and Professional Services with regard to an exhaust ventilation system. He commented that this is a requirement by the State. Two quotes were received. The recommendation is to use Matenaer Plumbing Inc. for the installation of the ventilation unit at a total cost of \$59,345.00.

Motion by Brian Heckendorf, second by Linda Granec to recommend the Budget & Finance Committee and the Village Board accept the bid from the Matenaer Plumbing Inc. for the installation of the ventilation not to exceed \$59,345.

Vote: 4 ayes, 2 nays (Tr. Kufahl and Tr. Lippold). Motion carried.

**6. Review of Proposed RFP for Engineering Service – Ridgeway Dr. Reconstruction Project.**

Brian reported that this was discussed during the capital improvements discussion and in order for the project to be constructed next year, surveying needs to be done this year. The results of the RFPs will be taken directly to the Budget & Finance and Village Board for approval in order to have surveying completed this year.

Motion by Tr. Kufahl, second by Scott Thielmann recommend advertising the Request for Proposals and move the item directly to the Budget & Finance and Village Board for the Ridgeway Drive Reconstruction Project.

Vote: 6 ayes, 0 nays. Motion carried.

**7. Director of Public Works report.**

Brian Kober gave the report. The Village will receive new banners for the Holiday season. Twenty five trees will be planted in Glen Brooke subdivision to replace the dead Ash Trees. Motion by Linda Granec, second by Brian Heckendorf to place the Director of Public Works report on file.

Vote: 6 ayes, 0 nays. Motion carried.

**8. Citizens/Village Staff to Address the Board.**

Debbie Kurtz commented on the Chateau Drive Project.

Dan and Kristen Pommer of Chateau Drive commented on the meeting and the driveway approaches. He showed a picture of his driveway.

Tim Lemke of Zenith Tech commented on the concrete and that he will meet with Mr. and Mrs. Pommer.

Tr. Lippold read the email in regards to Chateau Drive.

Casey Latz reported that the warranty does work on the concrete from her past experience.

Jim Micech reported that the Pallet Company owner is cleaning up the property.

Tr. Lippold commented he had wanted discussion of the new public safety building land acquisition on this agenda or the Village Board agenda.

John Walther commented that he is working with the State Senator's office in regards to getting the railroad repaired before the end of the year. The County is willing to help with the detour.

**9. Adjourn.**

Motion by Tr. Kufahl, second by Linda Granec to adjourn at 8:10 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Respectfully submitted by: Deanna L. Boldrey, Village Clerk-Treasurer