

**Greg Minikel**

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**From:** Adam Tegen  
**Sent:** Tuesday, September 6, 2022 7:40 AM  
**To:** Sonja Birr  
**Cc:** Dan Koski; Greg Minikel  
**Subject:** RE: External: RE: Hecker Road and Viebahn Street Utility, Stormwater and Street Design Proposal

Good morning Sonja,

I was reviewing agendas for this week and I did not see this item on PI. Did we make the decision to bring this straight to Council or am I missing something?

Thanks.

Adam

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**From:** Adam Tegen  
**Sent:** Thursday, September 1, 2022 3:42 PM  
**To:** Sonja Birr <[sbirr@manitowoc.org](mailto:sbirr@manitowoc.org)>  
**Cc:** Dan Koski <[dkoski@manitowoc.org](mailto:dkoski@manitowoc.org)>; Greg Minikel <[gminikel@manitowoc.org](mailto:gminikel@manitowoc.org)>  
**Subject:** FW: External: RE: Hecker Road and Viebahn Street Utility, Stormwater and Street Design Proposal

Good afternoon Sonja,

As we discussed yesterday, I would appreciate it if you would place the service agreement and proposal from raSmith for design services at Hecker and Viebahn on the September PI agenda. I have the document over to the City Attorney for review which means action from the Committee/Council would likely be to approve the agreement subject to City Attorney approval.

If you need anything else, please let me know.

Adam

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**From:** Hartjes, Troy <[Troy.Hartjes@raSmith.com](mailto:Troy.Hartjes@raSmith.com)>  
**Sent:** Thursday, September 1, 2022 10:44 AM  
**To:** Adam Tegen <[ategen@manitowoc.org](mailto:ategen@manitowoc.org)>  
**Subject:** RE: External: RE: Hecker Road and Viebahn Street Utility, Stormwater and Street Design Proposal

Adam,

I think I mentioned this yesterday with the follow-up call, but this is great news and thanks so much. I'm definitely looking forward to the project and working with you guys.

I've attached two documents that you can share and review:

- 1) The first is our actual professional service agreement. This is the language that we use in our agreements and your attorney probably wants to review.
- 2) The second item is our standard proposal letter, but in this case, we already have an actual proposal so I'd probably just draft a letter, include the proposal and then reference the service agreement. Some times a client wants us to cut and paste the scope from the proposal into a new letter so I thought I'd attach this standard proposal letter, just in case you wanted to look at this as well.

Hope this all makes sense and let me know what you guys think.

Thx,  
Troy

**Troy Hartjes, P.E.**  
Senior Project Manager



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**From:** Adam Tegen <[ategen@manitowoc.org](mailto:ategen@manitowoc.org)>  
**Sent:** Wednesday, August 31, 2022 3:51 PM  
**To:** Hartjes, Troy <[Troy.Hartjes@raSmith.com](mailto:Troy.Hartjes@raSmith.com)>  
**Subject:** RE: External: RE: Hecker Road and Viebahn Street Utility, Stormwater and Street Design Proposal

Good afternoon Troy,

Good timing and for once I get to provide good news. We met and discussed the received proposals and the City would like to move forward with getting a contract in place to complete the design work on this project. If you would be able to pull your typical contract documents together and send them my way, I will work on getting them reviewed by our City Attorney and getting formal approval.

Thanks for submitting and we look forward to working with you on this project.

Sincerely,



**Adam Tegen** | Director, Community Development  
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[manitowoc.org](http://manitowoc.org)

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**From:** Hartjes, Troy <[Troy.Hartjes@raSmith.com](mailto:Troy.Hartjes@raSmith.com)>  
**Sent:** Wednesday, August 31, 2022 2:43 PM  
**To:** Adam Tegen <[ategen@manitowoc.org](mailto:ategen@manitowoc.org)>  
**Subject:** External: RE: Hecker Road and Viebahn Street Utility, Stormwater and Street Design Proposal

Adam,

I just wanted to follow up to the email below (and the one that Kim McElwee sent as a follow-up) and see if any questions or concerns on our proposal.

I think you had mentioned the City would review over the next several weeks, so it might be under review yet, but just wanted to check in.

Sorry for the bother, but if you have an update that would be great.

Thx,  
Troy

**Troy Hartjes, P.E.**  
Senior Project Manager



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**From:** Hartjes, Troy

**Sent:** Friday, August 12, 2022 5:56 AM

**To:** [ategen@manitowoc.org](mailto:ategen@manitowoc.org)

**Cc:** McElwee, Kim <[kim.mcelwee@raSmith.com](mailto:kim.mcelwee@raSmith.com)>; Mazanec, Jeff <[Jeff.Mazanec@raSmith.com](mailto:Jeff.Mazanec@raSmith.com)>; Hartjes, Brad <[Brad.Hartjes@raSmith.com](mailto:Brad.Hartjes@raSmith.com)>

**Subject:** Hecker Road and Viebahn Street Utility, Stormwater and Street Design Proposal

Adam,

It was a pleasure meeting with you last Friday. The meeting was helpful and allowed us to put together the attached proposal for completing the sanitary sewer, watermain, roadway and stormwater management out at Hecker Road and Viebahn Street. I believe we have everything covered in the proposal and the cover letter (within the proposal/PDF) states what is included in the proposal and our strengths we could bring to the team. Ultimately we have assembled an experience team, but provided competitive pricing (at least I hope it is), as I think not only is this project, but the entire development, very interesting and we'd love the opportunity to help.

I am actually off today, but I have copied our marketing team along with Brad and Jeff, so if something appears to be missing or if you have any questions today, please do not hesitate to reach out to them.

Otherwise I will be back on Monday.

Good luck with the proposals.

Thanks,

Troy

PS....it is a relatively large file, so could you please confirm receipt; if you are out as well, Kim may follow up to make sure it was received

**Troy Hartjes, P.E.**  
Senior Project Manager



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