

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,

CITY OF MANITOWOC (MUNICIPALITY)

AND AYRES ASSOCIATES INC (CONSULTANT) FOR

Project ID 4991-06-76
C Manitowoc, South 30th Street
Dewey Street to Viebahn Street
Local Street, Manitowoc County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in the City of Manitowoc Engineering Request for SOQ dated February 2, 2023 and for topographic survey, environmental analysis and documentation, design reports, utility coordination, agency coordination, preliminary and final roadway plans, and PS&E documents. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Douglas Kirst, PE; NE Region Project Manager; 944 Vanderperren Way, Green Bay, WI 54304; Douglas.Kirst@dot.wi.gov; (920) 362-0389.

The MUNICIPALITY REPRESENTATIVE is: Greg Minikel; Engineering Division Manager; 900 Quay Street, Manitowoc, WI 54220; gminikel@manitowoc.org; (920) 686-6910.

The CONSULTANT REPRESENTATIVE is: Troy Robillard, PE; Project Manager; 3376 Packerland Drive; Ashwaubenon, WI 54115; RobillardT@AyresAssociates.com; (920) 498-1200.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Northeast Region office located in Green Bay, WI and will be completed by June 1, 2026. Deliver PROJECT DOCUMENTS to 944 Vanderperren Way, Green Bay, WI 54304, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

DEPARTMENT MUNICIPALITY

For topographic survey, environmental analysis and documentation, design reports, utility and agency coordination, preliminary and final roadway design and PS&E documents, actual costs to the CONSULTANT up to \$160,055.13, plus a fixed fee of \$10,496.87, not to exceed \$170,552.00.

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For subsurface investigation subcontracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$6,812.00 for units delivered based on their proposal dated April 10, 2023.

For Archaeological and Historical investigations subcontracted to UWM Cultural Resource Management, the CONSULTANT'S actual cost to UWM Cultural Resource Management not to exceed \$5,396.00 based on their proposal dated April 12, 2023.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$182,760.00.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated July 1, 2015 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 6 pages.

Nothing in this CONTRACT accords any third part beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

By: _____

By: _____

Title: Manager _____

Contract Manager, WisDOT

Date: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

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THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

A. DESIGN REPORTS

(1) Other Reports:

Prepare the following engineering reports/analyses as directed by the MUNICIPALITY:

- Full Pavement Design Report as set forth in the MANUAL
- Design Study Report
- Transportation Management Plan, Type 2
- Soil Report

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) Identify the Area of Potential Effect for the PROJECT. Conduct a reconnaissance survey as specified in the MANUAL. Submit the results of the archaeological and historical reconnaissance and evaluation studies to

the region project manager. Obtain recommendations from SHPO, the historian and the Project Manager regarding historical/architectural reconnaissance surveys. Obtain recommendations from the archaeologist, Bureau of Environment and the Project Manager prior to conducting evaluation studies when further work is needed.

- (b) Prepare a report as required in the "Guidelines for Preparation of Formal Report on Archaeological Materials or Sites" in accordance with the MANUAL. Document the results of the reconnaissance survey for architecture/history using the "Architecture/History Survey Form".
- (2) Hazardous Materials/Contamination Assessments
 - (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
 - (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
 - (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.
- (3) Native American Coordination
 - (a) Prepare the notification letter and submit to the DEPARTMENT for review and approval. The letters will be mailed out by the DEPARTMENT.

C. AGENCY COORDINATION

- (1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.
- (2) US Fish and Wildlife Service Coordination:
 - (a) Coordinate with the US Fish and Wildlife Service for potential impacts to endangered and threatened species.
- (3) CONSULTANT shall notify, via email, the Manitowoc County Airport and Bureau of Aeronautics about the PROJECT.

D. RAILROAD/ UTILITY INVOLVEMENTS

- (1) Utility Coordination
Perform all utility coordination in accordance with:

- a) The WisDOT "Guide to Utility Coordination" for non-TRANS 220 projects.
- (2) Transmit final utility related documents to the DEPARTMENT a minimum of 30 days prior to the final PS&E submittal date. This submittal shall include the following information:
 - a) Utility Status Report
 - b) Utility related special provisions
 - c) Plans specific to utility related items, including general notes, plan and profile, cross sections, and bridge sheets.
 - d) All agreement documents, including any utility conveyances, lump sum agreement, and audit agreements.
 - e) Approved work plans by the MUNICIPALITY
- (3) Coordinate with utility companies on their planned utility relocations between final PS&E submittal and the preconstruction meeting. The CONSULTANT will keep the MUNICIPALITY informed with planned and/or completed utility relocation schedules.

E. PUBLIC INVOLVEMENT

- (1) Public Involvement Meetings:
 - (a) Conduct or assist the MUNICIPALITY in holding one public involvement meeting and explain to the public concepts and probable impacts of this PROJECT.
 - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting.
 - (c) Prepare a summary report after the public involvement meeting.
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting.
 - (e) Make all the necessary arrangements for scheduling the public involvement meeting and provide notices and press releases for the MUNICIPALITY'S use.
 - (f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (g) Coordinate meeting schedules with the MUNICIPALITY'S representative.
 - (h) Prepare a Public Involvement Plan (PIP) for the PROJECT.
- (2) Project Mailings:

The MUNICIPALITY shall provide a mailing list for the public involvement meeting. The CONSULTANT is responsible for sending out letters for the public involvement meeting.

F. MEETINGS

- (1) Hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) A 30%, 60% and 90% Review meeting shall be at the City of Manitowoc public works building with the MUNICIPALITY and the DEPARTMENT.
- (3) One pre-PIM meeting will be held with adjacent business owners to the PROJECT to discuss their concerns. One additional meeting is anticipated with the MUNICIPALITY to discuss project improvements.
- (4) Attend the pre-construction conference as scheduled by the DEPARTMENT.

G. SURVEYS

- (1) Perform full topographic survey in the following areas along the PROJECT:
 - a. Perform full topo for approximately 2,700 lineal feet of roadway along S. 30th Street in the City of Manitowoc at 50-foot intervals extending 75 feet East and West of the centerline of S. 30th Street.
 - b. Topographic survey will begin at the concrete joint immediately North or the northerly line of the crosswalk located on the southerly side of Dewey Street and extend southerly to the South right-of-way line of Viebahn Street.
 - c. Set a minimum of 4 horizontal control points using conventional methods and 4 vertical benchmarks with digital level.
 - d. Measure and dip all storm and sanitary structures within topographical limits and one beyond if applicable.
- (2) Perform full topographic Diggers Hotline will be used to have underground utilities located. These utilities will be surveyed at the flagged/painted locations. The CONSULTANT is not liable for errors performed by the location of utilities by Diggers Hotline.

H. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform 5 borings to a depth of 10 feet below the existing grade, to determine the existing pavement structure, including base courses and shoulders, in order to determine quantities and qualities of materials available for project needs.
- (2) The CONSULTANT shall backfill all boreholes and monitoring wells per the April 20, 1992, guidelines titled "Wisconsin Department of Transportation Geotechnical Section - Drilled Borehole and Monitoring Well Abandonment Procedures". Spoil material from boring samples shall be disposed of such that the surrounding environment is not adversely impacted, including any nearby streams.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

I. ROAD PLANS

- (1) The CONSULTANT shall include the following in the plans:
 - a. Title sheet
 - b. General notes
 - c. Typical sections
 - d. Construction details
 - e. Erosion control plan
 - f. Pavement marking plan
 - g. Permanent signing plan
 - h. Storm sewer plan
 - i. Plan and profile sheets
 - j. Miscellaneous quantities
 - k. Computer earthwork data
 - l. Cross sections
- (2) The CONSULTANT shall analyze curb ramps within the PROJECT limits and include curb ramp details for those that need to be replaced. In addition, the CONSULTANT shall evaluate a receiving curb ramp in the southwest quadrant of the 30th St and Viebahn St intersection.
- (3) The CONSULTANT will evaluate three different typical sections along 30th Street.
- (4) The CONSULTANT shall review the existing sidewalk along the west side of 30th Street for ADA compliance and make recommendations for any sidewalk that is out of compliance.
- (5) The CONSULTANT will evaluate the needed locations for rectangular rapid flashing beacons, and plan to replace as part of the PROJECT.
- (6) The CONSULTANT shall submit 30%, 60% and 90% plans to the DEPARTMENT and the MUNICIPALITY for review and comment. Included in each of the plan submittals will be an estimated project cost and an estimate of the road builders' quantities.

J. PLATS

- (1) The CONSULTANT will perform research for existing r/w determination. Research will consist of as-built plans, register of deeds, and county survey offices.
- (2) The CONSULTANT will determine existing right of way based on found monumentation and available records.

K. TRAFFIC

- (1) The CONSULTANT will perform a traffic forecast from historical traffic data along this PROJECT corridor.

L. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- (1) As-built plans, if available
- (2) Publish the press release and provide the mailing list for the public involvement meeting
- (3) Traffic control for soil boring operations.

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT proposes to sublet these services to Engineering Consulting Services (ECS) for soils investigation._
- (7) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by May 15, 2023.

Report Title	Date
Survey	6/2023
Operational Planning Meeting	8/2023
30% Plans	12/2023
Section 106 submittal	1/2024
Public Involvement Meeting	3/2024
Environment Document Submittal	5/2024
Design Study Report Submittal	7/2024
60% Plans	7/2024
90% Plans	4/2025
Finals PS&E Submittal	8/1/2025
LET date	12/9/2025



Project ID 4991-06-76

C Manitowoc, South 30th Street

Dewey Street to Viebahn Street

Local Street

Manitowoc County



DESIGN ENGINEERING
SUMMARY OF STAFF HOURS AND DIRECT LABOR COSTS

Project ID 4991-06-76
C Manitowoc, South 30th Street
Dewey Street to Vibbahn Street
Local Street
Manitowoc County

Class TASK	Project Manager		Engineer 3		Engineer 2		Engineer 1		Technician 3		Technician 2		Surveyor	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manage Project Scope and Schedule	47	3,702.66	40	2,241.20	-	-	-	-	16	631.84	-	-	-	-
Manage Project Stakeholders	16	1,260.48	32	1,792.96	-	-	-	-	8	315.92	-	-	-	-
Design Soils and Earthwork	208	1,418.04	42	2,353.26	-	-	-	-	-	-	-	-	-	-
Design Pavement Structure	77	-	2	112.06	-	-	-	-	-	-	-	-	-	-
Design Erosion Control and Landscaping	4	315.12	24	1,344.72	-	-	-	-	48	1,895.52	-	-	-	-
Design Geometrics and Detail	8	630.24	21	1,176.63	78	3,196.44	140	4,684.60	95	3,751.55	12	948.56	-	-
Develop PSE Documents	856	236.34	11	616.33	65	2,663.70	6	236.94	-	-	-	-	-	-
Establish Project Control	666	157.56	20	1,120.60	26	1,685.48	-	-	-	-	-	-	-	-
Conduct and Process Existing Field Survey	723	157.56	3	168.09	-	-	-	-	-	-	-	-	-	-
Analyze Archaeological and Historical Impact and Tribal Consultation	763	-	3	168.09	-	-	-	-	16	558.24	-	-	-	-
Analyze Natural Environment Impact	766	-	-	-	4	163.92	10	348.90	-	-	-	-	-	-
Environmental Documentation and Agency Coordination	769	157.56	4	224.12	20	819.60	36	1,256.04	-	-	-	-	-	-
Develop Traffic Control and Staging	819	157.56	2	1,344.72	8	327.84	82	2,860.98	-	-	-	-	-	-
Design Signing and Pavement Marking	819	157.56	2	1,344.72	8	327.84	50	1,744.50	-	-	-	-	-	-
Coordinate Utilities	819	157.56	2	1,344.72	8	327.84	50	1,744.50	-	-	-	-	-	-
TOTALS	106	8,350.68	236	13,223.08	207	8,482.86	350	12,211.50	197	7,778.63	174	5,066.62	6	260.80

Class TASK	Survey Crew Chief		Survey Tech		Classical		0		0		0		0	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manage Project Scope and Schedule	-	-	-	-	16	456.80	-	-	-	-	-	-	-	-
Manage Project Quality	-	-	-	-	4	114.20	-	-	-	-	-	-	-	-
Manage Project Stakeholders	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design Soils and Earthwork	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design Pavement Structure	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design Drainage	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design Erosion Control and Landscaping	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design Geometrics and Detail	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Develop Quantities and Estimates	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Establish Project Control	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Conduct and Process Existing Field Survey	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Survey Existing and Proposed Right of Way	47	1,438.20	14	385.00	-	-	-	-	-	-	-	-	-	-
Analyze Archaeological and Historical Impact and Tribal Consultation	723	122.40	4	-	-	-	-	-	-	-	-	-	-	-
Analyze Natural Environment Impact	765	-	-	-	-	-	-	-	-	-	-	-	-	-
Environmental Documentation and Agency Coordination	766	-	-	-	-	-	-	-	-	-	-	-	-	-
Develop Traffic Control and Staging	769	-	-	-	-	-	-	-	-	-	-	-	-	-
Design Signing and Pavement Marking	819	-	-	-	-	-	-	-	-	-	-	-	-	-
Coordinate Utilities	819	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	51.00	1,560.60	14.00	385.00	20.00	871.00	-	-	-	-	-	-	-	-

Class TASK	0		0		0		0		0		0		0	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manage Project Scope and Schedule	-	-	-	-	-	-	-	-	-	-	-	-	64	\$6,400.66
Manage Project Stakeholders	-	-	-	-	-	-	-	-	-	-	-	-	72	\$3,685.28
Design Soils and Earthwork	-	-	-	-	-	-	-	-	-	-	-	-	2	\$4,201.42
Design Pavement Structure	-	-	-	-	-	-	-	-	-	-	-	-	18	\$840.20
Design Drainage	-	-	-	-	-	-	-	-	-	-	-	-	76	\$3,555.36
Design Erosion Control and Landscaping	-	-	-	-	-	-	-	-	-	-	-	-	422	\$15,515.48
Design Geometrics and Detail	-	-	-	-	-	-	-	-	-	-	-	-	85	\$3,759.31
Develop Quantities and Estimates	-	-	-	-	-	-	-	-	-	-	-	-	48	\$2,345.64
Establish Project Control	-	-	-	-	-	-	-	-	-	-	-	-	-	\$0.00
Conduct and Process Existing Field Survey	-	-	-	-	-	-	-	-	-	-	-	-	69	\$2,289.25
Survey Existing and Proposed Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	7	\$352.80
Analyze Archaeological and Historical Impact and Tribal Consultation	-	-	-	-	-	-	-	-	-	-	-	-	19	\$726.53
Analyze Natural Environment Impact	-	-	-	-	-	-	-	-	-	-	-	-	14	\$680.00
Environmental Documentation and Agency Coordination	-	-	-	-	-	-	-	-	-	-	-	-	62	\$2,457.92
Develop Traffic Control and Staging	-	-	-	-	-	-	-	-	-	-	-	-	180	\$6,751.92
Design Signing and Pavement Marking	-	-	-	-	-	-	-	-	-	-	-	-	32	\$1,276.60
Coordinate Utilities	-	-	-	-	-	-	-	-	-	-	-	-	62	\$2,462.36
TOTALS	-	-	-	-	-	-	-	-	-	-	-	-	1,381	\$57,913.67

DIRECT COSTS BY ITEM



Project ID 4991-06-76
 C Manitowoc, South 30th Street
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Item	Unit Amount	Unit Type	Rate	Total Expenses
Vehicle: Employee Owned (mileage)	520	Mile	\$ 0.655	\$ 340.60
Vehicle: Company Owned/Leased (mileage)	400	Mile	1.05	420.00
Travel: Meals (Breakfast)	-	Each	13.00	-
Travel: Meals (Lunch)	-	Each	15.00	-
Travel: Meals (Dinner)	-	Each	26.00	-
Travel: Lodging	-	Each	96.00	-
Boat/ Motor/ Trailer	-	Day	430.00	-
Terrestrial LiDAR System	-	Day	730.00	-
Survey Equipment (Robotic)	2	Day	68.00	136.00
Survey Equipment (GPS)	2	Day	66.15	132.30
Drone - Common	-	Day	365.00	-
Drone - LiDAR	-	Day	1,495.00	-
Field Supplies/Small Consumables/Expendables	59	\$s	1.00	59.00
				-
TOTAL DIRECT COSTS				\$ 1,087.90

FEE COMPUTATION BY ENGINEERING TASK



Project ID 4991-06-76
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TASK	ACTIVITY CODE	Direct Labor Costs	Indirect Costs	Direct Costs	Fixed Fee	TOTAL
Manage Project Scope and Schedule	887	6,400.66	11,168.51	157.20	1,160.12	18,886.49
Manage Project Quality	890	3,685.28	6,430.45	-	667.96	10,783.69
Manage Project Stakeholders	743	4,201.42	7,331.06	131.00	761.51	12,424.99
Design Soils and Earthwork	208	112.06	195.53	-	20.31	327.90
Design Pavement Structure	277	640.20	1,117.08	-	116.04	1,873.32
Design Drainage	778	3,555.36	6,203.75	-	644.41	10,403.52
Design Erosion Control and Landscaping	768	513.48	895.97	-	93.07	1,502.52
Design Geometrics and Details	776	15,969.86	27,865.81	-	2,894.54	46,730.21
Develop Quantities and Estimates	786	3,753.31	6,549.15	-	680.29	10,982.75
Develop PSE Documents	856	2,343.64	4,089.42	-	424.78	6,857.84
Conduct and Process Existing Field Survey	723	2,289.25	3,994.51	747.30	414.93	7,445.99
Survey Existing and Proposed Right of Way	726	262.80	458.56	-	47.63	768.99
Analyze Archaeological and Historical Impact and Tribal Consultation	763	726.33	1,267.37	-	131.65	2,125.35
Analyze HazMat Site Impact	765	512.82	894.82	-	92.95	1,500.59
Environmental Documentation and Agency Coordination	769	2,457.32	4,287.78	-	445.39	7,190.49
Develop Traffic Control and Staging	788	6,751.92	11,781.43	-	1,223.79	19,757.14
Design Signing and Pavement Marking	819	1,275.60	2,225.79	-	231.20	3,732.59
Coordinate Utilities	746	2,462.36	4,296.57	52.40	446.30	7,257.63
TOTALS	0	57,913.67	101,053.56	1,087.90	10,496.87	170,552.00

Indirect Home Office Cost Rate 174.49%
 Fixed Fee: 7.25%

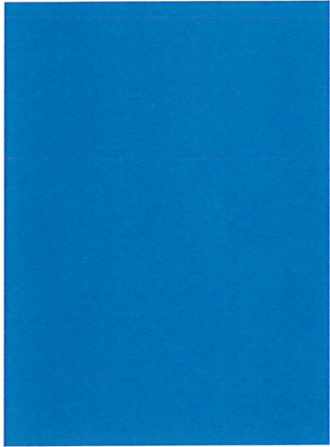
CONSULTANT CONTRACT TOTAL FEE COMPUTATION

Project ID 4991-06-76

C Manitowoc, South 30th Street
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	Project I.D. 4991-06-76	TOTAL CONTRACT
Number of Staff Hours	1,361	1,361
Total Direct Labor	\$ 57,913.67	\$ 57,913.67
Indirect Home Office Cost Rate 174.49%	101,053.56	101,053.56
Fixed Fee (% of Labor * 2.5) 7.25%	10,496.87	10,496.87
Non-Labor Direct Charges	1,087.90	1,087.90
Sub-Total Ayres Associates	\$ 170,552.00	\$ 170,552.00
ECS Midwest, LLC	\$ 6,812.00	\$ 6,812.00
UWM CRM	5,396.00	5,396.00
Sub-Total Subconsultants	\$ 12,208.00	\$ 12,208.00
Total	\$ 182,760.00	\$ 182,760.00



ECS Midwest, LLC

Proposal for Subsurface Exploration and
Geotechnical Engineering

South 30th Street Reconstruction

WisDOT ID 4991-06-76
South 30th Street
Dewey Street to Viebahn Street
Manitowoc, Wisconsin

ECS Proposal Number 59:5107-GP

April 10, 2023



ECS MIDWEST, LLC

"Setting the Standard for Service"

Geotechnical • Construction Materials • Environmental • Facilities

April 10, 2023

Mr. Troy Robillard
Ayres Associates, Inc.
3376 Packerland Drive
Ashwaubenon, WI 54115
Email: robillardt@ayresassociates.com

ECS Proposal No. 59:5107-GP

Reference: Proposal for Subsurface Exploration and Geotechnical Engineering
South 30th Street Reconstruction
WisDOT ID 4991-06-76
South 30th Street
Dewey Street to Viebahn Street
Manitowoc, Wisconsin

Dear Mr. Robillard:

As you requested on April 6, 2023, ECS Midwest, LLC (ECS) is pleased to present the following cost per unit rate proposal for providing geotechnical subsurface exploration and geotechnical engineering services for the above referenced project. This proposal outlines our understanding of the project, the proposed scope of services, activity schedule, fees, and authorization requirement.

In preparing this proposal, we have had the opportunity to review the Request for Proposal, available geologic and geotechnical information for the general site vicinity, aerial photography, and discuss the overall project with you.

PROJECT DESCRIPTION

The project site is located on the portion of South 30th Street that extends from Dewey Street to Viebahn Street in the City of Manitowoc, Manitowoc County, Wisconsin. ECS understands the project consists of the design and reconstruction of the roadway. The anticipated traffic loadings were not provided to ECS at the time of this proposal.

A subsurface exploration consisting of a series of test borings will be performed at the site to evaluate the subsurface conditions within limits of the proposed reconstruction. The scope of services proposed for this subsurface exploration and geotechnical engineering analysis is given in the following section.

SCOPE OF SERVICES

Our integrated services will include drilling of test borings by drill crews guided by ECS, laboratory testing of representative soil samples for pertinent engineering properties, various engineering analyses and preparation of a geotechnical engineering report. Our proposed scope of services are as follows:

Field Exploration

- The proposed boring locations will be marked in the field by ECS or its subcontracted driller utilizing a handheld GPS unit and/or conventional measuring techniques.
- Digger's Hotline will be contacted to mark public utilities in the vicinity of the soil boring locations.
- Coordinate drilling schedule with the appointed site representative.
- Provide traffic control during drilling operations.
- Mobilize a truck mounted drilling rig to the site.
- As you requested, five (5) standard penetration test borings will be performed for this exploration. Further, each of the borings will be advanced to a depth of 10 feet below the existing grade.
- The borings will be extended to the proposed depths below the existing ground surface unless auger refusal causes them to be terminated at a shallower depth. No rock coring is anticipated for this project.
- Each of the soil borings will be advanced using standard intervals in general accordance with ASTM D1586 and/or ASTM D1587.
- Measure depth of groundwater within each borehole at the time of drilling and prior to backfilling.
- Upon completion of subsurface exploration drilling, each of the boreholes will be backfilled in accordance with Wisconsin Administrative Code NR141. In addition, we will patch the bore holes located in existing asphalt surfaces with a cold mix asphalt patch of an equivalent or greater thickness of asphalt. Borings advanced in concrete pavement areas will be patched with a non-shrink cement grout. Our drill crew will minimize site disturbance as reasonably possible. Typically, we will not provide site repairs beyond what is outlined above unless specifically contracted.
- Upon completion of drilling operations, the collected representative samples will be returned to our laboratory for further identification and testing.
- This proposal does not include environmental testing or sampling, or the use of special OSHA protections for hazardous drilling conditions. The client should inform ECS of known environmental site conditions which could affect the health and safety of the drill crew.
- Complete rights-of-entry and access to the site are expected to be provided for us as a function of this proposal.



Laboratory Services

The subsurface exploration program will include limited laboratory testing, as we deem necessary to evaluate the classification, strength, and other characteristics of the encountered subsurface materials.

- As a minimum, we will perform calibrated hand penetrometer resistance tests on cohesive soil samples, moisture tests, gradation, and loss of ignition (LOI) tests on organic soils, if necessary.

Report

Upon completion of testing and geotechnical engineering analysis, we will prepare a written geotechnical engineering report that presents our findings and recommendations. We will provide one color electronic version (PDF format) of the report. If requested, ECS will provide up to two bound copies of the report for the quoted fee. Additional bound reports requested will be provided for a nominal fee. The geotechnical engineering report will include the following items:

- Observations from our site reconnaissance, including current site conditions, surface drainage features, and surface topographic conditions.
- A review of the published geologic conditions and their relevance to your planned construction.
- A subsurface characterization and a description of the field exploration and laboratory tests performed by ECS.
- A summary of groundwater conditions encountered during the investigation including the observed groundwater levels within the boreholes and the presence of perched water levels at the bore hole locations.
- Records of the field exploration (test boring logs) prepared in accordance with the local standard practice for geotechnical engineering. The soils will be characterized using ASTM D2488 Unified Soil Classification System (USCS) and the American Association of State Highway and Transportation Officials (AASHTO) Soil Classification System as a guide.
- AASHTO pavement design parameters for pavements in accordance with WisDOT Facilities Design Manual (FDM), including soil classification, subgrade reaction modulus, resilient modulus, frost index, soil support number, and design group index.
- Evaluation of the on-site soils for reuse as engineered fill to support pavements. We will also include recommendations for compaction, testing frequency, and general engineered fill material guidelines.
- Recommendations for additional testing and/or consultation that might be required to complete the geotechnical assessment and related geotechnical engineering for this project.

FEE

ECS will provide the above Scope of Services for a **fee not to exceed \$6,812.00** for units delivered based on the rates in the following table:

SCOPE OF SERVICES				
Drilling	Quantity	Unit Rate	Units	Fee
Mobilization	1.0	\$677.00	Per Trip	\$677.00
Boring Layout	5.0	\$106.50	Per Each	\$532.50
Standard Penetration Test Borings (0' to 20')	50.0	\$18.00	Per Foot	\$900.00
Boring Abandonment	50.0	\$5.25	Per Foot	\$262.50
Pavement Patch	5.0	\$77.00	Per Each	\$385.00
Utility Clearance and Coordination	2.0	\$175.00	Per Hour	\$350.00
Traffic Control Sign Rental	1.0	\$110.00	Per Day	\$110.00
Traffic Control Flagging Crew/Signals	1.0	\$1,250.00	Per Day	\$1,250.00
SUBTOTAL				\$4,467.00
Geotechnical				
Laboratory Testing and Boring Log Preparation	1.0	\$695.00	Per Each	\$695.00
Geotechnical Report Documentation	1.0	\$1,650.00	Per Each	\$1,650.00
TOTAL FEE				\$6,812.00

Our fee assumes the site is accessible to a truck mounted drill rig and the soil borings can be performed during normal work hours (Monday - Friday, 7am to 5pm). If additional services are requested or required, we will contact your office (or assigned representative) for verbal and written authorization for the additional services.

SCHEDULE

In preparing this proposal, we have assumed the client will assist in the coordination of our access to the site with the current site owners/occupants. Weather permitting, we anticipate being able to mobilize to the site within about 4 weeks after authorization to proceed and notification that the appropriate on-site personnel have been informed.

We anticipate that the drilling operations will require approximately 1 day, and that the laboratory testing and report preparation, after drilling is completed, will require approximately 10 days. Therefore, for time budget purposes, the base scope of services should take approximately 6 weeks from initial authorization through final report submission. Verbal comments on findings can typically be provided within 3 days of drilling completion, if requested. The above schedule values are estimates and are dependent on weather conditions and equipment/crew availability.

CLOSING

If other items are required because of unexpected field conditions or because of a request for additional services, then they will be invoiced in accordance with our current Fee Schedule. Before modifying or expanding the extent of our exploration program, you would be informed of our intentions for both your review and authorization.

The "Terms and Conditions of Service," which are included in the Master Services Agreement between Ayres Associates, Inc. and ECS Midwest, LLC is an integral part of our proposal.

Our insurance carrier requires that we receive written authorization prior to initiation of our services, and a signed contract prior to the release of our work product. This letter is the agreement for our services. Your acceptance of this proposal may be indicated by signing and returning the enclosed copy to us. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,

ECS Midwest, LLC



Mark E. King, P.E.

Group Manager

mking@ecslimited.com



Matthew Meyer, P.E.

Geotechnical Department Manager

mmeyer@ecslimited.com

Enclosures: Proposal Acceptance Form



Archaeological Research Laboratory Center

Cultural Resource Management

April 18, 2023

Troy Robillard, PE | Manager -
Transportation Services-Green Bay
Office: 920.498.1200
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PO Box 413
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laboratory/

RE: Section 106: Archaeology and Architecture History
Project ID 4991-06-76
C Manitowoc, South 30th Street
Dewey Street to Viebahn Street
Local Street
Manitowoc County
UWM-CRM 2023-0348

Dear Mr. Robillard,

The Cultural Resource Management program (Archaeological Research Laboratory Center) at the University of Wisconsin-Milwaukee (UWM) is pleased to offer a scope of work and estimated cost to conduct cultural resource investigations for the above referenced project.

The project involves replacing the existing pavement structure along 30th Street from just north of Viebahn Street to just south of Dewey Street. The proposed roadway is to be a 2-lane urban cross section including a possible bike lane, integral curb, possible street lighting upgrades, pavement markings and signage meeting current design standards. The existing storm sewer is being reviewed and evaluated in the spring of 2023. Therefore, it is possible this reconstruction will include storm sewer relay and/or reline.

Authority

The project is federally funded and the cultural resource investigations are designed to address stipulations relating to Section 106 of the National Historic Preservation Act (and 36 CFR part 800), as well as Wis. Stats. §44.40 and §157.70. The methods and techniques used during the study will follow those standards promulgated in the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation*, the *Architecture-History Survey Manual*, and the *Guide for Public Archaeology in Wisconsin*. The use of these documents as guides for historic preservation planning is endorsed by the Wisconsin State Historic Preservation Office (SHPO). Moreover, the investigations will follow the guidelines and process outlined in Chapter 26 of WisDOT's Facilities Development Manual.

Scope of Services

Identification Studies

Archaeological and architectural/historical investigations will be conducted to identify any archaeological sites and/or architectural/historical properties within the project area of potential effect for the project locations.

Archaeological Investigations

The archaeological study will consist of archives and literature research and field investigations. The archival research will identify all previously reported archaeological sites both within the area of potential effect (i.e. all areas of proposed ground disturbing activities) and within a one mile radius of the area of potential effect (APE). The archival research will also document locales within the APE that have already been subjected to archaeological survey. Field investigations will consist of intensive Phase I archaeological survey of the APE using visual inspection and/or shovel probe testing.

Preliminary research indicates there is one previously recorded non-burial archaeological site coincident with the proposed project area: MN-0171 C. Maas Farm.

Architecture History Investigations

The architectural/historical investigations will consist of archives/literature research and field inventory. The area of potential effect will include all areas of proposed ground disturbing activity as well as a contextual "zone" around the study area. The archival research will document above ground structures/buildings that have been surveyed (i.e. survey cards have been prepared) within the APE and which buildings/structures are listed on the National or State Registers of Historic Places. The field inventory will identify those buildings/structures within the APE that are at least 40 years old, retain good or better integrity, and show potential for architectural and/or historical significance. Inventory cards will be prepared for those buildings/structures that meet the aforementioned criteria.

A preliminary review indicates that there are likely two properties which meet architectural history survey criteria long the corridor.

Reporting

The results of the cultural resources investigations will be documented using standard WisDOT reporting forms for archaeological and architectural/historical studies:

- Archaeological Survey Field Report Form (ASFR) (DT1978)
- Archaeological Literature and Records Review Form (DT1459)
- Architecture History Survey Form (AHSF) (DT1446)
- Historical Society Notification
- DT1635 Section 106 Form (relevant portions)

The Section 106 report package will be submitted to Ayres Associates and the WisDOT Cultural Resources Team (CRT) for review and comment. Once accepted by WisDOT CRT, the package will be submitted by CRT to SHPO for concurrence.

Costs

The cost for the work is a lump sum of \$5,396.00.

Please note that the cost assumes that no significant archaeological materials will be encountered during the work and does not include evaluation studies for archaeological sites. The scope and cost estimate assumes no more than three properties will require survey and does NOT include Determinations of Eligibility or effects documentation. This cost is good for six months from the date it is issued.

The official institution name used in contracts, grants, and other official agreements is: The Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee. If this proposal is amenable, we will provide you with our standard outreach service agreement. A draft copy of our outreach service contract is attached for your review.

If there are questions or concerns regarding the scope of work, or to further discuss the project, please do not hesitate to contact me at (414) 251-8566 or at jlpicard@uwm.edu.

DocuSigned by:

Jennifer Picard

4/18/2023 | 12:10 PM CDT

Jennifer Picard

Date

Principal Investigator

Sheila T Evans

4/18/2023 | 1:24 PM CDT

Sheila Evans

Date

Contracts Specialist, Office of Sponsored Programs

Attachment 1: Cost Estimate

University of Wisconsin-Milwaukee
 Cultural Resource Management
 BUDGET ESTIMATE 2023-0348
 Project ID 4991-06-76
 C Manitowoc, South 30th Street
 Dewey Street to Viebahn Street
 Local Street
 Manitowoc County
 Archaeology and Architecture/History Investigations
 April 2023
 Costs are valid for six months from the date it is issued.

DIRECT COSTS

A: SALARIES & WAGES

TASK	PERSONNEL											
	Senior				LTE				Students			
	Title	\$/hr	Hrs	Total\$	Title	\$/hr	Hrs	Total\$	Title	\$/hr	Hrs	Total\$
Coordination & Administration	Princip. Investigator - II	38.86	10	388.60								
Architecture History Survey, Reporting	Historian	26.29	37	972.73								
Archaeological Investigations & Report	Project Manager	26.29	24	630.96	Technician	8	20	160.00				
	GIS Analyst	25.73	8	205.84								

SUBTOTAL LABOR \$ 79.00 2198.13 20.00 160.00 0.00 0.00

TOTAL LABOR \$ 2378.13

B: FRINGE BENEFITS

36.3% of Senior Personnel 797.92
 13.1% of LTE Personnel 20.96
 2.4% of Student Personnel 0.00

TOTAL FRINGE BENEFITS 818.88

C: SUPPLIES & EXPENSES

Supplies		0.00
Meals	2 person days @ \$15 /day	30.00
Lodging	0 person days @ \$98 /day	0.00
Vehicle Rental & Gasoline	2 \$100/day	200.00
Curation Fee	1 \$100/day	99.79
TOTAL SUPPLIES		329.79

D: TOTAL DIRECT COSTS (A + B + C) 3526.80

E: INDIRECT COSTS (d x 0.53) 1869.20

TOTAL PROJECT COSTS (D + E) \$ 5,396.00

Meeting Notes from Scoping Meeting – April 6, 2023

Project I.D. 4991-06-76
South 30th Street
Dewey Street to Viebahn Street
Manitowoc County

Attendees (TEAMS Meeting): Ayres: Troy Robillard, Mindy Gardner; WisDOT: Doug Kirst; City of Manitowoc: Dan Koski, Greg Minikel, Amy Deringer

The project involves reconstructing 30th Street from just north of Viebahn Street to just south of Dewey Street. The existing cross section is a 46-foot wide concrete roadway with integral curb. The roadway has 12-foot driving lanes and 11-foot outer lanes. There is also an existing 6-foot sidewalk on the west side of the street. The road has 1,000 feet of gravel shoulder on the east side starting at Viebahn Street and running to the north. No Parking is allowed on the street. There is an existing traffic signal at the intersection of South 30th Street and Dewey Street that was upgraded in 2016. The City has 100 feet of right of way along the proposed reconstruction area.

The proposed roadway is to be a 2-lane urban cross section including a possible bike lane, integral curb, possible street lighting upgrades, pavement markings and signage meeting current design standards. The existing storm sewer is being reviewed and evaluated in the spring of 2023. Therefore, it is possible this reconstruction will include storm sewer relay and/or reline. Real estate acquisition is anticipated to be primarily temporary limited easements (TLE's). The roadway will need to remain open with staged construction in order to maintain access to the businesses.

- WisDOT consultant project manager, contact person is Doug Kirst at 920.362.0389 or Douglas.Kirst@dot.wi.gov
- City of Manitowoc contact person is Greg Minikel at 920.686.6910 or gminikel@manitowoc.org
- Ayres Associates contact person is Troy Robillard at 920.327.7827 or RobillardT@AyresAssociates.com; and/or Mindy Gardner at 920.327.7808 or GardnerM@AyresAssociates.com

1. Administration and Coordination

- a) Project duration (See Schedule)
- b) Monthly Progress Report and Invoicing
- c) Planned percent profit for design is 7.25%
- d) Official name in FIIPs

Action Item: Doug to send Ayres FIIPs official name

2. Reports

- a) Pavement design report

It was discussed if this could be “abbreviated” pavement design report. City did not have recent traffic count. However, was reported 710 ADT in 2021. Doug stated that for anything less than 4,500 ADT, often abbreviated pavement design allowed. Greg mentioned their typical pavement design was 8” doweled pavement, 8” gravel, 8” gravel, sometimes geotextile fabric. However, after further discussions, Greg indicated that there are many areas of cracking/failing on existing S. 30th, and not certain if this due to the pavement design, or to

subsurface/soil conditions. Greg mentioned when they looked closer at Dewey St, they discovered it was failing from both top (pavement/water issues) and bottom (possible soil and/or groundwater issues) It was also discussed that S. 30th large volumes of heavy semi and truck traffic due to the business nature of Manitowoc Crane, Robinson, and Alliance Laundry Systems, and that it would be prudent to gather data from businesses on number of trucks per day, what loads are, etc, to aid in pavement design. This is one item to add to agenda when have separate "Pre-PIM Community Involvement Meeting" with these businesses. Final decision/agreement amongst group was do collect soil borings AND do "full" pavement design and report.

Action Item: Add agenda item to "Pre-PIM Community Involvement Meeting" that would be requesting semi/truck data from each of the businesses along S. 30th. Pass this information along to pavement design engineer.

- b) Design Study Report
- c) Stormwater spreadsheets

It was discussed that we are likely not widening 30th St/not adding any impervious area. City Manitowoc is having the existing storm sewer main along east side of 30th St. inspected to confirm if need any replacement of main, but they are not anticipating it. Likely would only be replacing some inlets along 30th. Greg indicated this should be confirmed by June 1st and will let Ayres know. Doug stated that if do not replace any storm main, and not increasing impervious area (if only replacing inlets), then would NOT need stormwater report/spreadsheets. Ayres anticipating this will not be included in contract.

Action Items: City of Manitowoc to confirm with Ayres whether or not replacing any storm sewer main.

- d) Exception to Standards Report (not anticipated).
Group agreed none anticipated.
- e) Encroachment Report (not anticipated)

Greg mentioned a few items that could possibly be encroaching in existing 100 ft ROW might be 1) turn style at Robinson, 2) fence at Robinson Inc., 3) transformers at Alliance Laundry Systems. Doug stated that WisDOT would not require an encroachment report, but would leave it up to the City, whether they would require these encroachments to have permits or to be removed. Greg stated the City does not have any issued with these minor encroachments, and would not require anything. However, he also stated that IF it is decided to add sidewalk on the east side of S. 30th, then some of these items encroaching ROW would probably need to be moved. **It was decided that assuming no encroachment reports being anticipated, so Ayres not including in contract.**

- f) Traffic Management Plan, Type 2
- g) Soils Report

3. Environmental

- a) Categorical Exclusion Checklist (CEC) anticipated.
- b) Section 106 Historical/archaeological investigations

Troy stated that if we do not add any sidewalk on the east side of S. 30th, and not widening cross section of S. 30th, then area of ground disturbance would be less than ½ acre, and asked Doug if we could apply for screenings clearance. Doug confirmed this would be OK.

Action Item: Ayres will not include the Section 106 Historical/Arch Investigation from contract and will not need to hire sub/UWM CRM to perform historical and arch surveys. But plan only the request/to apply (with SHPO/Lynn Cloud) for screenings/listing clearance. Keep in mind this could change if decide to add sidewalk on east side of S. 30th. (And then would need amendment to contract).

- c) Phase I Hazardous Materials investigations
- d) Asbestos report (Not anticipated)
Agreed not needed
- e) Endangered/threatened resources – coordinate with DNR.
- f) DNR - Section 401 water quality permit
 - i) Wetland delineation (Not anticipated)
Agreed not needed/no wetlands being impacted
- g) USACOE
 - i) 404 General permit (Not Anticipated)
Agreed not needed/no discharge of dredged or fill material into waterway or wetland
- h) Environmental agency coordination included:
 - i) Native American Coordination
 - ii) FWS
- i) Environmental agency coordination not included:
Agreed none of the below will be required and will not be included in Ayres contract.
 - i) NRCS
 - ii) US EPA
 - iii) Phase 2 or 2 1/2 investigation
 - iv) Chapter 9 (coastal, waterway)
 - v) Agricultural Impact Notice
 - vi) Air quality evaluation –
 - a) Not required – Project not located in a Metropolitan Statistical Area (MSA), and not a new highway or creating additional lanes.
 - vii) Noise analysis
 - a) Not required – Project does not involve a new highway location, does not significantly alter an existing highway alignment or change the number of through lanes.

4. Agency/Utility Coordination

- a) Local Agency coordination
- b) Railroad coordination (Not anticipated)
There was discussion regarding the railroad that runs parallel to S. 30th, along east side of Manitowoc Crane property. Because the railroad is 1) over 1,000 ft from the project limits, and 2) not anticipated to be along detour route, we are not anticipating Railroad Coordination. Doug stated he had some preliminary discussions with Jared Kinziger (NE Region Railroad Coordinator), and he agreed no concerns unless detour route crossed railroad. **It was decided that no railroad coordination will be included in the contract.**
- c) Airport coordination
According to the FDM, when a highway project comes within 5 miles of a public use airport, the Bureau of Aeronautics and the airport in question shall be contacted. **Therefore, the Manitowoc County Airport and BOA will be contacted as part of the contract.**

d) Utility coordination

Greg mentioned the following:

- Storm sewer: City waiting to determine if need to replace any of main along S. 30th. should know by June 1st, but not anticipating being needed. Might need to replace a few of the private storm laterals, one from pond on east side of S. 30th, one from Manitowoc Public Wks property on west side of S. 30th.
- Sanitary Sewer: City does not anticipate needing replacement of main along west side of S. 30th. But anticipating a few of the laterals to businesses might need to be replaced.
- Water: After scoping meeting, Greg forwarded Ayres email he had received from Rob Michaelson (Manitowoc Public Utilities (MPU) stating that the 12" ductile iron water main was installed in 1975, and no issues that would compel them to replace. Need to confirm if any of water laterals need to be replaced.
- Some gas lines and transmission poles/lines in area

Doug emphasized the following:

- Any sanitary or water (mains and/or laterals) that are included/constructed as part of the project will need to follow federal requirements under the "Build America Buy America" requirements for construction materials. Could result in extra costs and/or delays to get materials. If city wants to avoid this, they could consider/would be allowed to construct these prior to project/not include in project.
- Private storm laterals cannot be included as participating/funded as part of project

Action Items: 1) City and Ayres to have future discussions on which of the sanitary, water, and storm laterals will be part of project. 2) City to confirm whether any of storm main along S. 30th will need to be replaced.

i) Is not TRANS 220 projects.

ii) Utility coordination activities (Reference Utility Guide Chapter 18)

- Maintain a Utility Coordination log.
- Contact Diggers Hotline and field locate utilities in the project area. Pot holing potential utility conflicts is not anticipated.
- Obtain system maps from the utilities.
- Utility coordination meeting
Was agreed that would not need a meeting with utilities, but could coordinate through email, phone, Microsoft Teams, etc.
- Invite utilities to Operational Planning Meeting
- Provide information for utility status report at PS&E
- Send a final plan set and utility special provisions to each utility at PS&E time

iii) Oversight and confirmation of utility relocations.

Doug stated he was uncertain whether or not utility relocations can be participating/funded but will look into. **Action Item:** WisDOT/Doug to let Ayres/City know if utility relocations can be participating.

5. Public Involvement

- Public Involvement Plan and Log
- One Public Involvement Meeting led by Ayres Associates
- Preparation for public info meetings by Ayres Associates to include sending invitation letters and preparing exhibits.

- d) Posting of news/press release and providing mailing list in the responsibility of the City.
- e) Public involvement telephone calls (as needed)
- f) Community involvement meetings

Troy suggested having a "Pre-PIM" smaller meeting with just the businesses along S. 30th to relay project plans and to get their input. All in group agreed this was a good idea.

6. Survey

- a) Field survey to be completed by consultant includes:

- i) Topographic Survey

- a) Limits

Northern limits of survey: to go up to northern line of crosswalk at Dewey (since northern limit of project will connect to existing joint line on S. 30th south of Dewey)

Southern limits of survey: full topo should go all the way to the north edge of Viebahn Street. In addition, Doug recommended the southwest quadrant of the Viebahn St / 30th St intersection should be surveyed in the event that WisDOT would require an additional curbed ramp on the south side of Viebahn/S. 30th intersection (to "match" curb ramp on north side of the intersection). He would likely request an exception if this happened.

- ii) Contact diggers hotline for utility locates.

- iii) Survey located utilities.

- b) Right of way plat

It was agreed a right of way plat will not be needed, as the City is not anticipating any right of way acquisitions. Ayres will not include in contract, and will amendment, if needed. Possibly needed if need improvements to curb ramps and/or TLE's for grading of driveways.

- i) Type of plat and number of parcels

- ii) Title searches (**not anticipated**)

- iii) Temporary mark right of way for acquisition purposes

- iv) Monument new right of way boundaries

7. Geotechnical investigation

- i) Soils report in sufficient detailed data to enable design of the pavement structure and determination of subgrade improvements.

- ii) Assume a 10' boring every 500 feet for a total of 5 borings.

8. Design and Plan Preparation

- a) Data gathering

- i) Traffic forecast and/or traffic counts.

- ii) As-built plans and existing right of way plats, if available?

Greg said he is not aware of the City having this information (traffic counts or existing ROW), but he will check and let us know. Troy stated if they do not have existing ROW data, Ayres will need to included some time in contract to research/confirm. **Action Items: 1) City get back to Ayres on any existing ROW data and/or traffic count data they have. 2) Ayres include existing ROW research in contract.**

- b) Project Limits

- i) Just north of Viebahn St to just south of Dewey St

- c) Alternative development

- i) Typical section for three segments along 30th Street
- ii) Pedestrian enhancements
- d) Preliminary design
 - i) Terrain model from survey data
 - ii) Storm sewer design
 - Troy stated that for contract purposes, will assume not included. **Action Item: City/Greg to let Ayres know if storm main replacement needed once find out.**
 - iii) Lighting design
 - Greg and Dan stated that they currently plan to leave the existing wood pole lighting as is, being that is what matches what was done north of Dewey St (rather than going with decorative lighting). Doug mentioned that lighting is not in SMA, but is participating, but only standard lighting, not decorative lighting.
 - iv) Water main and sanitary sewer improvements
 - v) 30 percent plans
 - vi) 60 percent plans
- e) Final Design
 - i) Staging plans
 - Troy mentioned the current width would be difficult to stage 2 way traffic. However, it could be kept open with 1 way traffic. Recommends having 1 way traffic on one side, construct half of project, then flip traffic and construct other half. City agreed sounds good. They thought businesses would probably want to run from north to south (Dewey to Viebahn), but should discuss at the “pre-PIM” meeting with businesses. **Action Item: Ayres add as agenda item on “Pre-PIM” meeting with businesses.**
 - ii) Construction details
 - Proprietary Product Justifications:
 - Doug wanted to remind that all that if use special construction materials that are not on WisDOT pre-approved list, would need “Proprietary Product Justification”. (i.e. special joint fillers, or special flashing beacons). All agreed that this would not be anticipated on this project.
 - iii) Landscaping plan
 - Not including in project. Greg stated only thing might want to do is plant a few trees. Doug stated this is not participating and recommended City do after project complete. All agreed.
 - iv) Permanent signing
 - Discussed wanting rectangular flashing beacons at a few of the pedestrian crossings. Agreed best to discuss with businesses which of the crossings are the most utilized and place the flashing beacons at those. **Action Item: Ayres add as agenda item to “pre-PIM” meeting with businesses.**
 - v) Detour signing
 - None anticipated – staging planned.
 - vi) Erosion control plan
 - vii) Traffic signal design (not anticipated)
 - viii) 90 percent complete plans will be prepared in accordance with FDM requirements.
- f) PS&E documents

g) Cost estimates at 30 percent, 60 percent, 90% and PS&E

9. Structure Design

i) N/A

10. Meetings and Conferences

a) Operational Planning Meeting (OPM) (1)

b) Coordination meetings with the City of Manitowoc – Anticipating two. One field review, one other.

c) Thirty, sixty, ninety percent meetings

d) Preconstruction Conference

[Local agency, environmental agency, & public involvement meetings are listed elsewhere]

11. Subconsultant management

a) Potential Subconsultant Services

i) Geotechnical – ECS

12. Schedule

Action Item: Ayres draft contact to City week of April 17-21

Notice to Proceed	May 15, 2023
Survey	June 2023
Operational Planning Meeting	August 2023
30% plans	December 2023
Section 106	Jan 2024
Public Info meeting	March 2024
Environmental Document	May 2024
60% plans	July 2024
Design Study Report	July 2024
Preliminary Plat	August 2024
Final Plat	October 2024
90 percent plans	April 2025
PS&E date	August 1, 2025
Letting date	December 9, 2025