

Sonja Birr

From: Greg Minikel
Sent: Thursday, February 22, 2018 3:39 PM
To: Sonja Birr
Cc: Dan Koski; Karen Dorow; Chad Scheinoha; Jeremy Walvoord
Subject: FW: City of Manitowoc - 2018 Movable Bridge Inspection Proposal
Attachments: c180222b.bks.pdf

Sonja,

Sorry. One more item that needs to go to the PI Comm. for March 1st. Thanks.

This is exactly the same price as 2 years ago.

From: Schroeder, Brian [mailto:schroederb@AyresAssociates.com]
Sent: Thursday, February 22, 2018 3:34 PM
To: Greg Minikel
Cc: Dan Koski
Subject: RE: City of Manitowoc - 2018 Movable Bridge Inspection Proposal

Greg,

Please accept the proposal for the movable bridges.

Let me know if you have any questions on this one.

If the proposals are acceptable, please return an electronic version of the signed copy.

Thanks again for these opportunities,

Brian Schroeder, PE, CBI

Supervisor - Structural Inspection

Office: 715.834.3161 • Direct: 715.831.7689 • Mobile: 715.864.4537

SchroederB@AyresAssociates.com

www.AyresAssociates.com

From: Greg Minikel [mailto:gminikel@manitowoc.org]
Sent: Monday, February 05, 2018 11:39 AM
To: Schroeder, Brian <schroederb@AyresAssociates.com>
Cc: Dan Koski <dkoski@manitowoc.org>
Subject: City of Manitowoc - 2018 Movable Bridge Inspection Proposal

Hi Brian,

We would like Ayres Associates to give us a quote/proposal for the 2018 Moveable Bridge Inspection for our 8th and 10th St. bascule bridges.

I would assume that the proposal would be similar to the one attached from 2016.

Please call or e-mail me if you have any questions. Thanks.

Greg Minikel, P.E.

Engineering Division Manager

Dept. of Public Infrastructure

City of Manitowoc

900 Quay Street

Manitowoc, WI 54220

Ph. (920) 686-6910

Cell: (920) 374-0411

E-mail: gminikel@manitowoc.org

From: Schroeder, Brian [<mailto:schroederb@AyresAssociates.com>]

Sent: Tuesday, February 16, 2016 5:16 PM

To: Greg Minikel

Subject: RE: City of Manitowoc - 2016 Movable Bridge Inspection Proposal

Greg,

Thanks for the update on the underwater inspections.

You will receive hard copies of the attached proposal this week. I put it in today's mail.

Let me know if you have any questions.

Thanks,

Brian

From: Greg Minikel [<mailto:gminikel@manitowoc.org>]

Sent: Tuesday, February 16, 2016 10:22 AM

To: Schroeder, Brian <schroederb@AyresAssociates.com>

Subject: RE: City of Manitowoc - 2016 Movable Bridge Inspection Proposal

Hi Brian,

I will look for the proposal later this week. Thanks.

We did receive the quote from Ayres for the underwater inspection, unfortunately it was not the low quote.

For your reference, I have attached a copy of the tabulation for the underwater bridge inspection quotes.

From: Schroeder, Brian [<mailto:schroederb@AyresAssociates.com>]

Sent: Monday, February 15, 2016 2:47 PM

To: Greg Minikel

Subject: RE: City of Manitowoc - 2016 Movable Bridge Inspection Proposal

Greg,

I did receive your previous email and we are finishing the proposal this week.

You should have the hard copy by the end of the week.

Did you receive Ayres proposal for the underwater inspection?

Thanks,

Brian

From: Greg Minikel [<mailto:gminikel@manitowoc.org>]
Sent: Monday, February 15, 2016 12:30 PM
To: Schroeder, Brian <schroederb@AyresAssociates.com>
Subject: FW: City of Manitowoc - 2016 Movable Bridge Inspection Proposal

Hi Brian,

I was following up just to make sure that you did receive my e-mail regarding proposals for 2016 bridge inspections. Let me know that you received this. Thanks.

From: Greg Minikel
Sent: Friday, January 29, 2016 1:22 PM
To: Brian Schroeder (schroederb@AyresAssociates.com)
Cc: Dan Koski; Sonja Birr
Subject: FW: City of Manitowoc - 2016 Movable Bridge Inspection Proposal

Hi Brian,

Can you provide me with an updated proposal for the 2016 Routine Inspection, Fracture Critical Inspection and Moveable Bridge Inspection for the City's 8th and 10th Street lift bridges. I believe that the scope of work would be identical to the 2014 work. The 2014 proposal is attached for your reference.

The DOT has informed me that they plan to have the Reach-All Inspection Truck here in Manitowoc on May 9th and May 10th.

Our Committee requires that we obtain more than one proposal, so just an FYI that we will be getting other proposals for this work.

I would like to get your proposal by no later than March 1st, so that we can take them to our Public Infrastructure Committee on March 7th.

Then, if the Committee accepts the proposal on March 7th it would go to the full Council on March 21st for the final approval.

We will need final approval by no later than the April 18th Council meeting in order to assure we have an agreement in place prior to the DOT being here with their inspection truck.

Please call or e-mail me if you have any questions. Thanks.

Greg J. Minikel, P.E.
Engineering Division Manager
Dept. of Public Infrastructure
City of Manitowoc
900 Quay Street

Manitowoc, WI 54220
Ph. (920) 686-6910
e-mail: gminikel@manitowoc.org

From: Schroeder, Brian [<mailto:schroederb@AyresAssociates.com>]
Sent: Thursday, April 10, 2014 5:05 PM
To: Greg Minikel
Cc: Dan Koski; Sonja Birr; Pantzlaff, Dave
Subject: RE: City of Manitowoc movable bridge inspection...

Greg,

Please review the attached draft of the proposal to verify that the signature block including lines for the Mayor and City Clerk is acceptable.

We will have 2 copies of the revised proposal in the mail tomorrow along with the insurance certificates and endorsement policies.

Please let me know if you have any questions or concerns.

Respectfully,

Brian

From: Greg Minikel [<mailto:gminikel@manitowoc.org>]
Sent: Friday, April 04, 2014 11:40 AM
To: Schroeder, Brian; Pantzlaff, Dave
Cc: Dan Koski; Sonja Birr
Subject: RE: City of Manitowoc movable bridge inspection...

Dave/Brian,

Can you mail me two copies of the proposal with original signatures. The Clerk's Office will require this.

Could you also modify the City portion of the signature section. The Mayor and the City Clerk will have to sign the agreement after Council approves it on April 21st.

We will also need a copy of your insurance certificate. I believe that our Attorney will also require 2 endorsement policies, one for the 30-day notice of policy cancellation and one for listing the City of Manitowoc as additional insured.

We need to receive all of this paperwork by no later than April 16th for the April 21st Council meeting.

Call or email me if you have any questions. Thanks.

Greg Minikel, P.E.
Engineering Team Leader
Dept. of Public Infrastructure
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
Ph. (920) 686-6910

e-mail: gminikel@manitowoc.org

From: Greg Minikel
Sent: Wednesday, April 02, 2014 3:45 PM
To: 'Schroeder, Brian'
Cc: Dan Koski
Subject: RE: City of Manitowoc movable bridge inspection...

Brian,

I need to have your contract approved by the City Council, since it is over \$5,000.

This will not happen before April 21st. My intent is to have the Council approve the project at their meeting on April 21st.

Assuming that happens, then the May 5th snooper inspection would work out great.

They scheduled the 10th St. bridge for Monday, May 5th at 9 am and the 8th St. bridge is scheduled for 9 am on Tuesday, May 6th. If they can be on site all day Monday, I would think that both bridges could be completed in one day.

From: Schroeder, Brian [<mailto:schroederb@AyresAssociates.com>]
Sent: Wednesday, April 02, 2014 3:15 PM
To: Greg Minikel
Subject: FW: City of Manitowoc movable bridge inspection...

Greg,

The WisDOT snooper is scheduled for Monday, May 5, 2014 at 9:00 AM.

We should be done by 5 PM.

Which bridge should we start at?

As we did for the in-depth inspection, the City is responsible for traffic control.

Thanks,

Brian

From: Weber, Dale - DOT [<mailto:Dale.Weber@dot.wi.gov>]
Sent: Wednesday, April 02, 2014 2:42 PM
To: Schroeder, Brian
Subject: RE: City of Manitowoc movable bridge inspection...

Brian,
I have them in the schedule for May 5th. The Reach-All will be there at 9:00am. The City is responsible for traffic control.

Dale

From: Schroeder, Brian [<mailto:schroederb@AyresAssociates.com>]
Sent: Wednesday, April 02, 2014 12:01 PM
To: Weber, Dale - DOT
Subject: City of Manitowoc movable bridge inspection...

Dale,

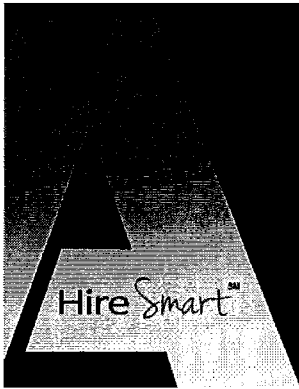
On behalf of the City of Manitowoc, I would like to schedule the snooper for the fracture critical inspections of the 8th Street Bridge (B-36-0142) and 10th Street Bridge (B-36-0128).

Both fracture critical inspections can be completed in 1 day.

They were last completed in May 2012.

Please let me know the snooper schedule.

Respectfully,



Brian K Schroeder, PE, CWI
Structural Engineer

Ayres Associates
3433 Oakwood Hills Parkway
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www.AyresAssociates.com

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February 22, 2018

Greg Minikel, P.E. – Engineering Division Manager
Department of Public Infrastructure
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Re: 2018 Movable Bridge Inspections

Dear Mr. Minikel:

Thank you for the opportunity to submit this proposal for professional services for the inspection of the movable bridges in the City of Manitowoc. This letter presents our proposed scope of services, time schedule, fee, and contract terms and conditions.

Project Description

Ayres Associates understands that the City of Manitowoc is seeking a proposal for the inspection of the movable bridges the City maintains. The City has two movable bridges. The 8th Street (B-36-0142) and 10th Street (B-36-0128) bridges require routine, fracture critical and movable inspections.

Ayres Associates also understands that according to the National Bridge Inspection Standards (NBIS, 23 CFR Part 650), the cycle for the routine inspections is not to exceed 24 months. The inspections were last completed in May of 2016 and are due again in May of 2018.

For these structures, the under-bridge inspection vehicle provided by the Wisconsin Department of Transportation will be used to complete the inspection. Traffic control associated with the use of the vehicle will be provided by the City of Manitowoc. Also for these structures, access to the mechanical rooms inside the bascule piers is required to complete the inspections.

Ayres Associates proposes to provide these services in accordance with Wisconsin Statutes 84.17 and TRANS 212 - Standards for the Inspection of the Bridges in the State of Wisconsin, the National Bridge Inspection Standards, the current AASHTO Manual for Maintenance Inspection of Bridges, and the Wisconsin Department of Transportation's Structure Inspection Manual.

Scope of Services

Ayres Associates proposes to complete the following Scope of Services:

- Review the plans and previous Routine and Fracture Critical Bridge Inspection Reports for each structure
- Coordinate with WisDOT on the use of an under-bridge inspection vehicle
- Mobilize to the bridge sites with an inspection team that meets the NBIS and WisDOT's Structure Inspection Manual requirements including a qualified Inspection Team Leader
- Complete a Routine, Fracture Critical and Movable inspection at "arm's length" which shall include use of the WisDOT's under bridge inspection vehicle
- The electrical and mechanical systems will be inspected by operating each structure through one lift cycle and reviewing the Owner's previous maintenance and operating procedures
- Obtain measurements for and plot the streambed profiles at the upstream and downstream fascia of each bridge as applicable
- Complete an Structure Inventory and Appraisal review of each structure as applicable
- Complete a new Routine Inspection, Fracture Critical and Movable Inspection Report in WisDOT's Highway Structure Information System
- Recommend maintenance items as applicable
- Provide 3 copies of a bound report including the HSIS

Responsibilities of Owner and Others

The Wisconsin Department of Transportation will provide for use of their under-bridge inspection vehicle. When the under-bridge inspection vehicle is in use, the Owner will either direct traffic or arrange for traffic control by others.

Owner shall provide bridge operator to open and close both bridges during the inspection.

Owner shall authorize access for the Consultant in the Highway Structure Information System to allow the Consultant to create the bridge inspection reports.

It is hereby agreed that the Consultant is not responsible for work completed by others on the project or any other services not specifically indicated on this authorization.

Any changes in the project or additional services requested by the Owner in oral or written form, shall commit the Owner to payment for additional services.

Additional Services

No additional services will be provided under this agreement.

Greg Minikel, P.E. – Engineering Division Manager
City of Manitowoc – Department of Public Infrastructure
February 22, 2018
Page 3 of 3

Time Schedule

Ayres Associates will complete the inspections in May 2018 and submit the reports by June 29, 2018.

Fee

We will perform the above services for a lump sum amount of \$10,500.

Contract Terms and Conditions

Attached are "Contract Terms and Conditions" which will apply to the services and which are incorporated into this proposal by reference.


Acceptance

If this proposal and terms and conditions are acceptable to you, a signature on the enclosed copy of this letter will serve as our authorization to proceed.

This proposal is valid until April 30, 2018 unless extended by us in writing.

Proposed by Consultant:

Ayres Associates Inc



Brian K Schroeder, PE
Supervisor – Structural Inspection

Accepted by Owner:

City of Manitowoc

Owner's Name

Signature

Name

Title

Date

Attachments: Contract Terms and Conditions

**AYRES ASSOCIATES
CONTRACT TERMS AND CONDITIONS**

1. Performance of Services: Consultant shall perform the services outlined in its proposal to Owner in consideration of the stated fee and payment terms.

2. Billing and Payment: Invoices for Consultant's services shall be submitted to Owner on a monthly basis. Invoices shall be due and payable within 30 days from date of invoice. If any invoice is not paid within 30 days, Consultant may, without waiving any claim or right against Owner, and without liability whatsoever to Owner, suspended or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance, or the maximum rate of interest permitted by law, if less. The amount of any excise, value-added, gross receipts, or sales taxes that may be imposed on payments shall be added to Consultant's compensation. No deductions or offsets shall be made from Consultant's compensation or expenses on account of any setoffs or back charges.

3. Access to Site: Owner shall furnish right-of-entry on the project site for Consultant and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. Consultant will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

4. Location of Utilities: Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information or instructions which have been furnished to Consultant by others.

5. Hazardous Materials: In the event that unanticipated potentially hazardous materials are encountered during the course of the project, Owner agrees to negotiate a revision to the scope of services, time schedule, fee, and contract terms and conditions. If a mutually satisfactory agreement cannot be reached between both parties, the contract shall be terminated and Owner agrees to pay Consultant for all services rendered, including reasonable termination expenses.

6. Insurance: Consultant shall maintain Workers' Compensation, General Liability, and Automobile Liability Insurance during its services for Owner. Consultant shall furnish a Certificate of Insurance to Owner upon written request. Owner agrees that Consultant shall not be liable or responsible to Owner for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

7. Limitation of Professional Liability: Owner agrees to limit Consultant's professional liability to an amount of \$50,000 or Consultant's fee, whichever is greater. In the event that Owner does not wish to limit Consultant's professional liability to this sum, Consultant agrees to raise the limitation of liability to a sum not to exceed \$1,000,000 for increased consideration of ten percent (10%) of the total fee or \$500, whichever is greater, upon receiving Owner's written request prior to the start of Consultant's services.

8. Opinions of Probable Costs: Consultant's opinions of probable project costs are made on the basis of Consultant's experience, qualifications and judgment; but Consultant cannot and does not guarantee that actual project costs will not vary from opinions of probable cost.

9. Construction Review: Consultant does not accept responsibility for the design of a construction project unless the Consultant's contract includes review of the contractor's shop drawings, product data, and other documents, and includes site visits during construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents.

10. Construction Observation: On request, Consultant shall provide personnel to observe construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents. This construction observation shall not make Consultant a guarantor of the contractor's work. The contractor shall continue to be responsible for the accuracy and adequacy of all construction performed. In accordance with generally accepted practice, the contractor will be solely responsible for the methods of construction, direction of personnel, control of machinery, and falsework, scaffolding, and other temporary construction aids. In addition, all matters related to safety in, on, or about the construction site shall be under the direction and control of the contractor and Consultant shall have no responsibility in that regard. Consultant shall not be required to verify any part of the work performed unless measurements, readings, and observations of that part of the construction are made by Consultant's personnel.

11. Standard of Performance: The standard of care for all professional services performed or furnished by Consultant under this contract will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant does not make any warranty or guarantee, expressed or implied, nor is this contract subject to the provisions of any uniform commercial code. Similarly, Consultant will not accept those terms and conditions offered by Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

12. Ownership of Documents: All documents produced by Consultant under this contract are instruments of Consultant's professional service and shall remain the property of Consultant and may not be used by Owner for any other purpose without the prior written consent of Consultant.

13. Electronic Files: Owner and Consultant agree that any electronic files furnished by either party shall conform to the specifications agreed to at the time this contract is executed. Electronic files furnished by either party shall be subject to an acceptance period of 60 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy documents. In the event of a conflict between the hard-copy documents prepared by Consultant and electronic files, the hard-copy documents shall govern.

14. Financial and Legal Services: Consultant's services and expertise do not include the following services, which shall be provided by Owner if required: (1) Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services; (2) Legal services with regard to issues pertaining to the Project as Owner requires, Contractor(s) raises, or Consultant reasonably requests; and (3) Such auditing services as Owner requires to ascertain how or for what purpose any Contractor has used the money paid.

15. Termination of Services: This contract may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, Owner shall pay Consultant for all services rendered to the date of termination, all reimbursable expenses incurred prior to termination, and reasonable termination expenses incurred as the result of termination.

16. Controlling Law: This contract is to be governed by the law of the place of business of Consultant at the address in its proposal to Owner.

17. Assignment of Rights: Neither Owner nor Consultant shall assign, sublet or transfer any rights under or interest in this contract (including, but without limitation, moneys that may become due or moneys that are due) without the written consent of the other, except to the extent mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this contract. Nothing contained in this paragraph shall prevent Consultant from employing such independent subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

18. Third Party Benefits: This contract does not create any benefits for any third party.

19. Dispute Resolution: Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to exercising their rights under the following dispute resolution provision. If direct negotiations fail, Owner and Consultant agree that they shall submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this contract or the breach thereof to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association effective on the date of this contract prior to exercising other rights under law.

20. Exclusion of Special, Indirect, Consequential, and Liquidated Damages: Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

21. Betterment: If, due to Consultant's negligence, a required item or component of the project is omitted from the construction documents, Consultant's liability shall be limited to the reasonable cost of correction of the construction, less what Owner's cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that Consultant will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

22. Amendments: This contract may only be amended, supplemented, modified, or canceled by a duly executed written instrument.