

Sonja Birr

From: Dan Koski
Sent: Wednesday, June 27, 2018 2:04 PM
To: Sonja Birr
Subject: FW: Proposal for Calumet Avenue
Attachments: Calumet Avenue_Manitowoc_staking summary.pdf

Dan Koski, PE
 Director of Public Infrastructure
 City of Manitowoc
 900 Quay Street
 Manitowoc, WI 54220

dkoski@manitowoc.org
www.manitowoc.org

phone: (920) 686-6910
 fax: (920) 686-6906

From: Mike Simon [mailto:MSimon@mcmgrp.com]
Sent: Thursday, June 14, 2018 11:37 AM
To: Greg Minikel; Steve Herzog
Cc: Mick Magalski; Ryan Kubat; Shane Kelliher; Dan Koski; Mike Zimmer
Subject: RE: Proposal for Calumet Avenue

Greg,

I discussed the bids with Mick and Ryan. The issues related to this project that attribute to the higher bid prices are a combination of the following:

- 1) Relatively small quantities: Typically the smaller the quantity the higher the unit price.
- 2) Staged construction: With the staging required to maintain traffic, the contractor and his subcontractors are required to mobilize several times to the site. We tried to account for this in our OPC with the mobilization item. It appears that the contractor spread this cost out throughout the individual bid items instead of just the mobilization item.
- 3) Paving one lane at a time plus several hand pours: Due to the many grade breaks needed to match the existing intersection grades, medians, etc. The contractor likely planned to pave one lane at a time. Also there are several hand pours that would still be required. The most expensive part of a paving project is typically the intersections; this project is essentially one big intersection. The attached staking summary we put together to determine our survey quote to Vinton explains in more detail what is needed to construct the project. FYI....our staking price was actually a little higher than the one they ended up using. The difference was likely due to the number of trips (8) from Neenah including the additional travel time and mileage.
- 4) Late bid date: Whenever projects are bid later in the spring, the contractors schedules are already filling up and prices tend to go up.
- 5) Prosecution and Progress: The contract called for all lanes to be open while the County Fair is on-going. With the late bid date the contractor most likely planned to start after the Fair. With the estimated 90 calendar days

to complete the project they may have factored in additional costs for late season paving and overtime costs to meet the completion date.

6) One bidder for the project: This typically results in higher bids.

Of the factors above, only numbers 4 and 5 above can likely be improved upon by re-bidding in December; item 5 could be changed to a completion date coinciding with the start of the Fair. Regarding number 6, If the City only had one bidder for the Dewey Street project, it's our opinion it's unlikely that re-bidding this project as a standalone project would get more than one bid. Improvements to items 4 and 5 above will likely decrease costs, however those costs could be offset by inflation, higher material and labor costs, etc.

Considering all the factors above, the bid price is representative for this type of stand-alone project. If it could be combined with a larger project that would attract more than one bidder, the price may be lower. If you re-bid in December or January as a stand-alone project, our opinion is that it would likely be a similar result.

Thanks,

Mike Simon, PE | Project Engineer | **McMahon Associates, Inc.** | T 920-751-4200 ext: 224

From: Greg Minikel [mailto:gminikel@manitowoc.org]
Sent: Wednesday, June 13, 2018 12:12 PM
To: Mike Simon; Steve Herzog
Cc: Mick Magalski; Ryan Kubat; Shane Kelliher; Dan Koski; Mike Zimmer
Subject: RE: Proposal for Calumet Avenue

Mike,

Our Finance Director asked me to have our consultant make a recommendation as to whether or not you feel that the bids were reasonable or if we could save money by waiting and rebidding it again in December or January?? They would have a larger window to work in, but if there continues to be only one bidder will the price change at all??

I have attached the bid tab. in case you do not have it.

Did you guys give Vinton a price for staking. We felt that \$17,470 was very high. Your estimate had \$2,500 for staking.

The 10" doweled pavement is about \$12/SY higher than Vinton's bid for our Dewey St. reconstruction project with 9" doweled pavement. Dewey has about 4 times the pavement area though (31,000 SY versus 7,775 SY).

There are 4 items (Uncl. Excavation, 5" Temp. Asph. Surface, 10" Conc. Pavement & Construction Staking) that came in at \$122,068 higher than the OPC. The pavement differential was the single biggest difference at \$81,637 higher than the OPC.

Let us know your thoughts on this. Thanks.

From: Mike Simon [mailto:MSimon@mcmgrp.com]
Sent: Wednesday, June 13, 2018 8:14 AM
To: Greg Minikel; Steve Herzog
Cc: Mick Magalski; Ryan Kubat; Shane Kelliher; Dan Koski; Mike Zimmer
Subject: RE: Proposal for Calumet Avenue

Greg,

When will the City make a decision on whether or not to move forward with the project? If it gets postponed we should let DOT know as well.

Thanks,
Mike

From: Greg Minikel [mailto:gminikel@manitowoc.org]
Sent: Wednesday, June 6, 2018 4:23 PM
To: Mike Simon; Steve Herzog
Cc: Mick Magalski; Ryan Kubat; Shane Kelliher; Dan Koski; Mike Zimmer
Subject: RE: Proposal for Calumet Avenue

There was only 1 bidder, Vinton Construction with a bid of \$884,861.

I am not sure that this project will happen this year.

From: Greg Minikel
Sent: Wednesday, June 06, 2018 10:15 AM
To: 'Mike Simon'; Steve Herzog
Cc: Mick Magalski; Ryan Kubat; Shane Kelliher; Dan Koski; Mike Zimmer
Subject: RE: Proposal for Calumet Avenue

Hi Mike,

Thanks for the proposal. We want to see where the bids come in today before making any decisions on the construction inspection.

From: Mike Simon [mailto:MSimon@mcmgrp.com]
Sent: Friday, June 01, 2018 12:26 PM
To: Greg Minikel; Steve Herzog
Cc: Mick Magalski; Ryan Kubat; Shane Kelliher
Subject: FW: Proposal for Calumet Avenue

Greg,

See attached for our proposal for providing construction services for Calumet Avenue.

We understand the actual hours that services will be needed may vary based on the availability of City staff. If we are needed full time our intent is to provide the same person on-site throughout construction. If we are needed on a part time basis only, with the hours varying from week to week, we may need to use multiple people to make sure we have the project covered adequately.

Please let us know if you have any questions.

Thanks,

Mike Simon, PE | Project Engineer | **McMahon Associates, Inc.** | T 920-751-4200 ext: 224

From: Cindy Rowland
Sent: Friday, June 1, 2018 12:05 PM

To: Mike Simon
Subject: Agreement

Confidentiality Statement

THE INFORMATION CONTAINED IN THIS E-MAIL IS INTENDED FOR PERSONAL AND CONFIDENTIAL USE OF THE DESIGNATED RECIPIENT(S) NAMED ABOVE. This message may be a client communication, and as such is privileged and confidential. If the reader(s) of this message is not the intended recipient(s) or agent(s) responsible for delivering it to the intended recipient(s), you are hereby notified that you have received this message in error, and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us by telephone and delete the original message. Thank you.

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Calumet Avenue Construction Staking

Following is a summary of staking requirements and estimated trips. Staking is based on the assumption that due to grade changes, paving will be done one lane at a time:

Stage 1: Construct cross overs (prior to construction)

All Stage 1 staking summarized below to be done in one trip

- Mark stationing and limits of removals for cross overs
- Mark out construction limits
- Establish control
- Layout S. Frontage Rd radius points for stage 2
- Layout storm sewer for stage 2

Stage 2: Construct EB Lanes (after existing pavement is removed)

First Trip

- Stake both sides of inside EB lane every 25-ft

Second Trip

- Stake one side of outside EB lane every 25-ft
- Stake south side of median (or one side of left turn lane) every 25-ft

Third Trip

- Stake outside of EB Right turn lane every 25-ft (east and west of S. Frontage Rd)

Stage 3: Construct WB Lanes (after existing pavement is removed)

First Trip

- Stake both sides of inside WB lane every 25-ft
- Stake Storm Sewer

Second Trip

- Stake one side of outside WB lane every 25-ft
- Stake north side of median (or one side of left turn lane) every 25-ft
- Stake islands and S. Rapids road curb & gutter

Third Trip

- Stake outside of WB Right turn lane every 25-ft

Stage 4: Reconstruct medians at crossovers

First Trip

- Stake curb and gutter on both sides of median every 25-ft

Miscellaneous

- Lump sum price includes the following:
 - All office setup time (creation of staking layout points)
 - Preparation of cut sheets.
 - Travel time and expenses based on the trip summary above
- Traffic signal staking is not included; City is providing this service

AGREEMENT For PROFESSIONAL SERVICES

Mr. Greg Minikel, City Engineer
City of Manitowoc
Department of Public Infrastructure
900 Quay Street
Manitowoc, WI 54220

Date: June 1, 2018

McM. No. M0032-9-18-00002.00

PROJECT DESCRIPTION:

The City of Manitowoc is proposing to replace the existing pavement on Calumet Avenue from the I-43 interchange through the intersection of S. Rapids Road. The project will consist of minor grading, concrete paving, storm sewer, traffic signal modifications, signing, and marking. Construction will be staged in order to maintain all traffic at the I-43 interchange, Calumet Avenue, and South Frontage Road. This Proposal is for providing bidding and construction services for the project.

SCOPE OF SERVICES:

McMahon Associates, Inc. agrees to provide the following Scope Of Services for this project:

Bidding

- Answer questions raised by prospective bidders.
- Prepare and distribute addenda, if necessary.
- Attend bid opening (if requested by the City).
- Analyze bids received.
- Prepare recommendation of award of Contract.

Construction Related Services

- Administration
 - ▼ Conduct a Pre-Construction Conference.
 - ▼ Review materials submittals.
 - ▼ Review Application for Payment and issue Certificate of Payment.
 - ▼ Perform periodic site visits to review progress of the work and answer questions.
 - ▼ Attend meetings of the Board of Public Works, concerned citizens, utilities, or other affected individuals throughout the project.
 - ▼ Perform a final review of the project (including a walk through with the City and the Contractor) before final Application for Payment is processed.
 - ▼ Prepare construction booklet including daily reports, weekly summaries, photographs, and measurements.
 - ▼ Review Engineer's Report to reflect actual project costs.
- On-Site Project Representation
 - ▼ Conduct on-site observations of the work in progress to assist the Engineer in determining if the work is proceeding in conformance with the Contract Documents.
 - ▼ Update City officials of construction progress and activity.
 - ▼ Serve as Engineer's and City's liaison with the Contractor to assist the Contractor in understanding the intent of the Contract Documents.
 - ▼ Report any unsatisfactory, faulty, or defective work.
 - ▼ Verify required tests are conducted and passed.
 - ▼ Record quantities and measurements of constructed facilities.
 - ▼ Prepare daily construction reports, weekly summaries, and test reports.

SCOPE OF SERVICES:**Items Not Included In The Scope Of Services:**

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Preparation of record drawings.
- Materials testing.

SPECIAL TERMS: (Refer Also To General Terms & Conditions - Attached)

The Scope Of Services and fee is based upon the understanding that the Owner will provide the following:

- Preparation of record drawings.
- City Electrical Engineer will be responsible for coordinating the final signal installation and temporary signal installation with the contractor.

The City of Manitowoc agrees that the Project Description, Scope Of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon Associates, Inc.

COMPENSATION: (Does Not Include Permit Or Approval Fees)

McMahon Associates, Inc. agrees to provide the Scope Of Services described above for the following Time & Expense compensation:

- Bidding Services..... \$1,500
- Construction Related Services (12 Week Schedule)
 - ▶ Administration \$7,500
 - ▶ On-Site Representative (Based on Approximately \$3,500/week)..... \$42,000
 - ▶ On-site representative weekly cost is based on 45 hours per week (which includes travel time) plus expenses.

COMPLETION SCHEDULE:

McMahon Associates, Inc. agrees to complete this project as follows:

Bidding Services

- McMahon Associates, Inc. is prepared to begin the Bidding related services immediately upon authorization to proceed.

Construction Services

- McMahon Associates, Inc.'s schedule will be dependent on the Contractor's schedule. Construction could begin as early as July 9, 2018 or as late as September 4, 2019. The duration of the project is estimated at 90 calendar days.

ACCEPTANCE:

The General Terms & Conditions And The Scope Of Services (Defined In The Above Agreement) Are Accepted, and McMahon Associates, Inc. Is Hereby Authorized To Proceed With The Services.

The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.

CITY OF MANITOWOC
Wisconsin

By: _____

(Authorized Signature)

Title: _____

Date: _____

McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

By: 

Michael R. Simon, P.E.

Title: Associate / Project Engineer

Date: June 1, 2018

Please Return One Copy For Our Records

Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956
Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025
PH 920-751-4200 ▪ FX 920-751-4284 ▪ WWW.MCMGRP.COM



McMAHON ASSOCIATES, INC.

GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
 2. The stated fees and Scope Of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
 3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
 4. Costs and schedule commitments shall be subject to re-negotiation 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, process 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 re-negotiation of this Agreement.
 5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Owner has been notified and agrees to these costs.
 6. McMAHON will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage	\$2,000,000
- If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to \$1,000,000.
7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
 8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
 9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
 10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
 11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any 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. McMAHON 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 McMAHON for the Owner are rendered on the basis of experience and qualifications, and represent our professional judgment.
 13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
 14. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. McMAHON shall have no responsibility for such issues or resulting damages.

FEE SCHEDULE - 2018

McMAHON ASSOCIATES, INC. | NEENAH, WISCONSIN DECEMBER 20, 2017

LABOR CLASSIFICATION	HOURLY RATE
Senior Project Manager	\$162.00
Senior Planning	\$162.00
Project Manager - I	\$149.00
Project Manager - II	\$135.00
Professional Administrative Services	\$110.00
Vice President / Surveyor	\$136.00
Senior Surveyor	\$105.00
Surveyor	\$96.00
Surveyor Assistant - I	\$85.00
Surveyor Assistant - II	\$75.00
Surveyor Apprentice	\$53.00
Senior Electrical Engineer	\$146.00
Senior Project Engineer	\$140.00
Project Engineer - I	\$132.00
Project Engineer - II	\$114.00
Project Engineer - III	\$112.00
Project Engineer - IV	\$98.00
Project Engineer - V	\$84.00
Senior Engineering Technician - I	\$111.00
Senior Engineering Technician - II	\$101.00
Engineering Technician - I	\$92.00
Engineering Technician - II	\$78.00
Engineering Technician - III	\$68.00
Environmental Specialist - I	\$98.00
Environmental Specialist - II	\$74.00
Environmental Specialist - III	\$71.00
Plumbing Designer Technician	\$99.00
Erosion Control Technician	\$73.00
Senior Landscape Architect	\$162.00
Senior Architect - I	\$165.00
Senior Architect - II	\$149.00
Architect	\$126.00
Architectural Designer	\$105.00
Architectural Designer - III	\$79.00
Architectural Intern - I	\$117.00
Architectural Intern - II	\$108.00
Architectural Intern - III	\$92.00
Architectural Intern - IV	\$50.00
Senior Ecologist	\$150.00
Senior Hydrogeologist	\$161.00
Senior G.I.S. Specialist	\$123.00
G.I.S. Specialist - I	\$79.00
G.I.S. Specialist - II	\$74.00
G.I.S. Technician	\$65.00
Environmental Scientist - I	\$146.00
Environmental Scientist - II	\$74.00
Environmental Scientist - III	\$69.00
Public Finance Specialist	\$113.00
Senior Draftsperson	\$106.00
Draftsperson	\$89.00
Draftsperson - I	\$77.00
Draftsperson - II	\$67.00
Graphic Designer	\$85.00
Grant Administrator	\$65.00
Senior Administrative Assistant	\$79.00
Administrative Assistant	\$64.00
Intern	\$51.00
On-Site Project Representative	\$64.00
Principal	\$212.00
Professional Witness Services	\$294.00

Services subcontracted will be billed to the Owner at Invoice cost plus 12%.

Use of special equipment, such as computers, television and sewer cleaning devices, soil density testers, flow meters, samplers, dippers, etc., will be charged to the project per the standard Equipment Rate Schedule, which is available upon request.

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

REIMBURSABLE EXPENSES SCHEDULE - 2018

McMAHON ASSOCIATES, INC. | NEENAH, WISCONSIN

JANUARY 9, 2018

DESCRIPTION	RATE
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REIMBURSABLE EXPENSES:

Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,200.00/Day
Terrestrial Laser Scanner	\$600.00/½-day

REIMBURSABLE UNITS:

Large Format Paper Copies:

Black & White:

Up To 24" x 30"	\$0.60/Sheet
24" x 36"	\$0.70/Sheet
30" x 42"	\$1.00/Sheet
36" x 48"	\$1.35/Sheet

Color:

Color - 17" x 22"	\$5.00/sheet
Color - 22" x 34"	\$10.00/sheet
Color - 24" x 36"	\$10.00/Sheet
Color - 36" x 48"	\$20.00/Sheet

Photocopy Charges - Black & White	\$0.07/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Computer Time	\$10.00/Hour
Computer Time - AutoCAD	\$15.00/Hour
Mileage	\$.62/Mile
Mileage - Truck/Van	\$0.85/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Global Positioning System (GPS) Mobilization	\$100/Each
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.30/Each
Survey Lath	\$0.52/Each
Survey Paint	\$4.50/Can
Survey Ribbon	\$2.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.00/Each
Survey Rebars - 5/8"	\$2.50/Each
Survey Iron Pipe - 1"	\$2.75/Each
Survey Plastic or Fiberglass Fence Post - 1"	\$2.50/Each
Survey Steel Fence Post - 1"	\$4.00/Each
Control Spikes	\$1.00/Each

CORPORATE HEADQUARTERS

Street Address:

1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:

P.O. BOX 1025
NEENAH, WI 54957-1025

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