



April 20, 2023

Paul Braun
City Planner/Harbor Master, Community Development
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

City of Manitowoc Marina Restoration Proposal

Dear Paul:

MSA Professional Services, Inc. (MSA) is delighted to offer our professional services for renovations of the A, B, C, and D docks at the Manitowoc Marina. We will be teaming with MarinaMan, LLC, Bruce Lunde, to provide design, engineering, and construction administration as well as grant support service to the City of Manitowoc for the project.

Project Understanding

The MSA team understands the City of Manitowoc has documentation for the renovation that was prepared by Lunde Williams, LLC from 2016 for the entire marina. The initial project was the renovation of E dock.

The project is to review and update the plans and specification to meet all current codes and requirements since the last plan development. In addition, A Dock is the location of the marina fuel and boat pumpout services. These utilities will require engineering that was not provided in the 2016 bid documents. MSA will review and calculate the utility needs including water, sanitary and electric to meet current codes and requirements for the marina uses.

Scope of Services

Phase One - Kickoff Meeting and Data Acquisition

MSA will begin with a kickoff meeting with the City of Manitowoc (in person) to review the scope, revising if needed. We will verify with the City the need for any permittable requirements due utility services or in-water anchorage.

MSA will review the available data, discuss schedule, and clarify expected deliverables at the meeting with the City. MSA will use the original dock layout plan from 2016 by Lunde Williams, LLC and City of Manitowoc provided survey data to develop a project base map in CAD. Previous conversations have established the general conditions for the project. This meeting will confirm our understanding of the project goals and

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parameters. Our understanding will be documented in meeting notes and memorandum.

MSA will also preform a site survey to collect additional information needed for the design to make the upland connections and provide a basis for site design for the project. No bathymetric survey is included in this survey work.

MSA will identify additional information required to facilitate the design process. This may include soil borings and geotechnical investigations necessary for the anchorage design and will be performed by others. If needed for the project, MSA will provide the geotechnical program and scope and solicit geotechnical proposals. MSA will coordinate with the geotechnical firm to draft a report specific to the project. The City of Manitowoc shall contract directly with the geotechnical consultant and be responsible for the payment of these services. Geotechnical investigations and report are not included in MSA's scope, but MSA will provide direction on the number and location of borings to be taken to the geo-technical firm selected.

Meetings

- Kick-off Meeting – **Meeting #1**

Deliverables

- Initial meeting notes and initial project understanding memorandum (PDF)
- Initial needs requirements solicitation and coordination for geotechnical
- Investigations, if required. (PDF)
- Project base map (in AutoCAD and pdf format)

Phase Two – Grant Assistance

MSA will assist the City if submitting for the Boating Infrastructure Grant (BIG) and Clean Vessel Grant for improvements to the transient portion of the marina. The BIG Grant submission is due in June of a given year and is awarded the follow April. The money received from a winning submittal cannot be used until September of that year. The proposed schedule for Manitowoc would be submission June 2023, if awarded April 2024, and grant start September 2024. The BIG submittal would be for a Tier 1, up to \$200,000, given the amount of qualifying transient boating uses at the Manitowoc Marina.

The Clean Vessel Act Grant (CVA) provide funding for construction, renovation, operation, and maintenance of pump-out stations. The CVA is due by September 1, 2023.

MSA will also provide a matrix of other, if any, funding sources that can be applied to the marina project. Depending upon complexity of submitting, additional services may be required to cover MSA assistance in preparing documents.

Deliverables

- Support information for a Tier 1 BIG Grant (PDF)
- Support information for a Clean Vessel Act Grant (PDF)

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- Funding Matrix (PDF)

Phase Three –Design Development

MSA will refine the initial plan layout and include needed structural and additional dock utility design for the fuel dispensers and boat pumpout system, and electrical needs and code compliancy to a minimal level of 50% construction documents in the design development stage. During this phase, the marina project design and detailing to the 50% level is adequate for submitting permits (if required), distinguishing finishes and features, and preparation outline specifications for review.

MSA will develop the designs for the marina docks, gangways and utilities, and upland connections. These designs will include updated quantities for use in the updated construction cost estimates. Initial outline specifications will be defined at this time and will be used in developing the project manual in the Construction Documents phase.

Meetings

- Hold progress conference calls, on as needed basis.
- **Meeting #2** will be near the completion of Design Development where we will review the design status, costs, and construction schedules, which will be via video conference call.

Deliverables

- Design Development level plans, elevations, and sections for project in electronic
- (pdf) format.
- Updated construction costs for the project in electronic (pdf) format.
- Outline level project specifications in electronic (pdf) format.

Phase Four – Construction Documents

During this phase, MSA will develop final engineering documents for the marina facility. After acceptance by the City of Manitowoc of the Design Development documents, revised construction cost estimate, and any other deliverables subject to any City directed modifications or changes in the scope, extent, character, or design requirements of or for the Project, and upon written authorization from the City of Manitowoc, MSA will prepare the construction documents.

Anticipated construction plans for the construction documents include:

- Existing Site Conditions
- Erosion Control and details
- Proposed Site Plan

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- Dock plans, sections, details
 - Marina anchoring
 - Site and Dock electrical and plumbing plans and details
 - Structural plans for landside connections
1. MSA will coordinate with regulatory and local agencies the acquisition of required permits. Army Corps has indicated there is no needed permit for E Dock. Only City approvals are assumed for the actual permits needed for this project. MSA will provide technical criteria, written descriptions, and design data for the City of Manitowoc's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the Project.
 2. Update the Construction Cost estimate per the development of the final drawings and specifications.
 3. Prepare and furnish bidding documents for review by the City of Manitowoc. The City of Manitowoc shall submit to Engineer a complete collection of any comments provided by the review of the bidding documents per the City of Manitowoc, legal and other agencies. Only one (1) round of comment/review changes are included and will be made to the plans.
 4. Revise the bidding documents in accordance with comments and instructions from the City of Manitowoc, as appropriate, and submit one (1) final copy of the biddable construction documents and a revised Construction Cost estimate.

Engineer's services under the Final Construction Documents Phase will be considered complete on the date when the submittals have been delivered to the City of Manitowoc. It is assumed the project will be developed as one set of construction documents. If there is a need to break these into multiple bid packages, consideration for additional time and fee shall be reviewed with MSA and the City.

Meetings

- A 90% completion of document virtual **Meeting (#3)** via video conference call
- One in-person 100% review **Meeting (#4)**.

Deliverables

- 90% review bid set of documents including plans and specifications in electronic (PDF)
- Bid set of final construction drawings in AutoCAD and electronic (PDF)
- Bid set of final construction specifications in electronic (PDF)
- Project Construction Cost Estimate in electronic (PDF)

Phase Five – Bidding

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The City of Manitowoc will provide the front-end City specifications and assemble and advertise the bid set using Quest. MSA will conduct a pre-bid meeting at the City of Manitowoc. MSA will answer bidder questions and respond with appropriate clarifications. MSA will evaluate the bids and provide written recommendations. Once a Contractor is selected by the City, MSA will assist the City of Manitowoc in facilitating the completion of the Construction contract.

Phase Six – Construction Administration Services

Upon award and authorization of the construction project bids, MSA will start the Construction Administrative and Observation Phases.

Construction Administration:

- Project Administration: Manage and coordinate project team, budget and schedules. Maintain communication with Owner and Contractors on the project.
- Pre-Construction Meeting: Coordinate and facilitate a pre-construction meeting including but not limited to, MSA, City staff, Contractors, utility companies, etc.
- MSA will conduct up to 4 site visits for project construction update and review meetings during construction
- Shop Drawing Submittal Review: Review contractor Shop Drawings/Submittals for compliance with the Construction Documents. MSA will coordinate any submittals/sample selections with the City of Manitowoc for final recommendations.
- Pay Applications/Change Orders: Review Pay Applications/Change Order requests from the Contractor and provide recommendation to the City of Manitowoc.

Schedule

MSA will begin work after authorization from the City to proceed. The anticipated schedule is approximately 24 months as follows:

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|---|---------------------------|
| • Phase 1 – Kickoff Meeting and Data Acquisition | April – May 2023 |
| • Phase 2 – Grant Assistance | April – June 2023 |
| • Phase 2 – Design Development and Permit Submittals(s) | June – July 2023 |
| • Phase 3 – Construction Documents | August – Dec 2023 |
| • Phase 4 – Bidding Assistance | Feb. 2024 |
| • Phase 5 – Construction Administration Services | October 2024 – April 2025 |
| • Anticipated Completion | April 2025 |

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Compensation

All phases in this proposal are lump sum fee plus reimbursable expenses. Fees by task are:

Phase 1 – Kickoff Meeting and Data Acquisition	\$ 9,700
Phase 2 – Grant Assistance	\$ 11,500
Phase 3 – Design Development and Permit Submittals(s)	\$ 29,800
Phase 4 – Construction Documents	\$ 55,700
Phase 5 – Bidding Assistance	\$ 6,350
Phase 6 – Construction Administration Services (Time and Materials)	\$ 30,500
Lump Sum Fee (Phases 1-5)	\$113,050
Time and Materials (Phase 6)	\$ 30,500
Total Fee	\$143,550

Please review the overall project scope. If you have any questions or comments on the above scope, please contact me at 608-216-2066 as we are able to adjust the scope and fee as needed, but the above scope is our assumption for the described project based on our past conversations. We look forward to this opportunity to work with you. Thank you for the opportunity for MSA to proposed on this great project!

Sincerely,
MSA Professional Services, Inc.



Dan Williams, PLA, ASLA, AHLF
Sr. Landscape Architect