

TOWN OF CLAYTON

Attn: Kelly Wisnefske, Administrator
8348 Hickory Avenue
Larsen, WI 54947

OCTOBER 30, 2025

McM. No. M0032-09-99-00012.00
DESIGN, BID & CONSTRUCT
VALLEY VIEW CT & CLAYTON RIDGE

PROJECT DESCRIPTION

The Town of Clayton is proposing to design, bid and construct the grading and graveling of Valley View Court and Clayton Ridge. These streets have previously platted and dedicated road right-of-way. A map of these is attached.

SCOPE OF SERVICES

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

TOPOGRAPHIC SURVEY

- Contact Diggers Hotline for public utility locates.
- Prepare a topographical survey of the right-of-way, to extend 10 to 30 feet onto adjacent properties. Survey to locate visible site features to include gravel surfaces, utility features, building floor elevations and corners, utility pedestals, transformers, culverts, property irons, markings by Diggers Hotline, manholes, utility structures together with rim and invert elevations, water valves, hydrants, limits of landscaped areas, standalone trees of 2-inch caliper or larger and/or limits of wooded areas, and sufficient spot elevations to produce 1-foot contours.
- Establish vertical control benchmarks, and horizontal control points along the right-of-way, and outside of the approximate construction area.
- Prepare a plan/profile AutoCAD drawing of the topographical survey to be used as a base map for design plans. Drawing to include spot elevations and 1-foot contours.

WETLAND DELINEATION

- Conduct fieldwork to define the wetland boundaries within the parcels specified above in accordance with the Wisconsin Department of Natural Resources (DNR) and Army Corps of Engineers' guidelines, 1987 Corps of Engineers Wetland Delineation Manual and Regional Supplement to the Corps of Engineers Wetland Delineation Manual: North Central and Northeast Region, January 2012, and mark same.
- Survey the wetland boundaries (if present) and test pits with a GPS.
- Complete a report that will include the method, results, and map showing the extent of wetlands and submit the Town of Clayton and Wisconsin DNR.

STREET & DITCH DESIGN

- Complete 28-foot wide gravel street (24 foot wide asphalt pavement) design with roadside ditches.
- Provide plan and profile of the proposed road and road ditches. (Future Asphalt Paving)

MISCELLANEOUS DESIGN

- Provide erosion control plan, erosion control notes and construction sequence required for Winnebago County.
- Provide construction and erosion control details.

PERMITS

- Complete and submit the following permit applications/review processes:
 - ▶ Winnebago County Erosion (required for land disturbance over 4,000 S.F. for erosion control) and Stormwater Management (required for 15,000 S.F. of impervious surface creation.)
 - ▶ Town of Clayton Work in Right-of-Way
 - ▶ Wisconsin DNR Land Disturbance (NOI) Permit (If authorized by the Town of Clayton.)
 - ▶ Wisconsin DNR Chapter 30 General Permit for Road Construction in Wetland (Assuming there will be some wetland disturbance with the existing road right-of-way.)

BIDDING

- Assist the Town of Clayton with public bidding of the project on QuestCDN.
- Provide letter of recommendation for project award.

CONSTRUCTION

- Prepare contract documents for review and execution by successful contractor and Town of Clayton.
- Schedule and conduct pre-construction conference.
- Review shop drawings and material submittals.
- Review contractor payment applications and change orders as they are submitted. Issue payment certificates to Town for review and approval.
- Provide construction staking services and prepare cut sheets for road construction.
- Conduct periodic site visits to review progress of the work and answer questions.
- Conduct final walk-through and generate punch lists.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following items are not included in the Scope of Services for this project and will only be provided if authorized by the Client and agreed to by McMahon.

- Property acquisition services. Right-of-way currently exists.
- Stormwater Management Plan.
- Stormwater report, including modeling and device design.
- Private utility locates.
- Storm sewer utility or ditch design outside the proposed street improvement right-of-way.
- Permit and application fees, including Winnebago County stormwater escrow review fees.
- Federal, state or local grant applications or coordination.
- Assessment calculations and exhibits to be completed under separate agreement, if needed.
- Post construction record drawings.
- Quality of wetland classification unless requested by addition to the agreement.
- Preparation of an NOI to Wisconsin DNR. A separate agreement will be prepared if it is determined that the project would require this.

CLIENT RESPONSIBILITIES

The Scope of Services and fee are based on the understanding that the Town of Clayton will provide the following:

- A single contact person with whom all communication is to be made.
- Allow access to the property.
- Provide such legal, financial, insurance or accounting services necessary to accommodate the successful outcome of this project.

SPECIAL TERMS (Refer also to the attached General Terms & Conditions, which are hereby incorporated by reference into this Agreement.)

The Client 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 express written consent of McMahon.

COMPENSATION

McMahon agrees to provide the Scope of Services described above for the following compensation.

■ Topographic Survey	\$4,500	Lump Sum
■ Wetland Delineation Services	\$3,500	Lump Sum
■ Wetland Disturbance General Chapter 30 Permit Application (if required).....	\$5,000	Lump Sum
■ Wetland Disturbance Individual Permit Application (if required) (In Addition to General Chapter 30 Permit)	\$2,500	Lump Sum
■ Erosion Control / Winnebago County Permit Application.....	\$2,000	Lump Sum
■ Design Services	\$9,000	Lump Sum
■ Project Specifications & Public Bidding	\$2,000	Lump Sum
■ <u>Construction Services</u>	<u>\$8,000</u>	Time & Expense
TOTAL	\$36,500	

COMPLETION SCHEDULE

McMahon agrees to complete this project as follows:

■ Topographic Survey	Completed Fall 2025
■ Wetland Delineation	Spring 2026 Once Growing Season Allows
■ Design Services	Completed By April 2026
■ Bid.....	2026 As Directed
■ Road Construction.....	2026 As Directed

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

TOWN OF CLAYTON

8348 Hickory Avenue
Larsen, WI 54947

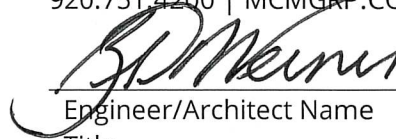
McMAHON ASSOCIATES, INC.

1445 McMahon Drive | PO Box 1025
Neenah, WI 54956 | 54957-1025
920.751.4200 | MCMGRP.COM

Authorized Signature

Date

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule



Engineer/Architect Name

Title

10-30-25

Date

Site Map



10/23/2025, 6:38:02 AM

- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Stream (checked)
- Tax Parcel Boundary
- Road ROW
- Municipal Boundary

Winnebago County GIS, Imagery Date: April 2020