



MEMO

Engineering Department

To: Board of Public Works
From: John Neumeier, Director of Public Works/City Engineer
Date: 5/4/2026
Re: **2c) Three-Party Design Engineering Services Contract for Project ID 6498-09-00 - Kenneth Avenue - W 10th Street to Reaume Ave**

Background information:

The City of Kaukauna has been awarded a Surface Transportation Program (STP) Urban project grant through Wisconsin Department of Transportation (WisDOT) for Kenneth Avenue Reconstruction. The project design may start in fiscal year 2026 and construction has been tentatively scheduled for 2029. The grant includes up to 80% funding for design, construction, and oversight of participating costs. City staff reviewed 8 qualification-based proposals for the design work under the WisDOT Local Program Consultant Selection process. raSmith was the preferred consultant based on City evaluations/scoring. A project scoping meeting was held with City, WisDOT, and the consultant and a proposed contract was developed.

Strategic Plan: The project will improve safety and encourage alternative transportation by improving crosswalks, adding new walk, rehabilitation of existing walks, improving bus stop location access points and condition of the bus route, and adding bike lanes to help connect our downtown and Nelson Trail with other trails and bike routes.

Budget: Total project cost including design, construction, and oversight, is estimated at \$5,642,167 with the City/residents covering about 28%, at \$1,552,897. Design contract is estimated as amount not to exceed \$595,097.46.

Staff Recommended Action:

Authorize the Director of Public Works to enter into a Three-Party Design Engineering Services Contract for Project 6498-09-00 Kenneth Avenue - W 10th Street to Reaume Ave with the Wisconsin Department of Transportation and raSmith Inc.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION, CITY OF KAUKAUNA (MUNICIPALITY)

AND R.A. SMITH, INC. (CONSULTANT) FOR

ID 6498-09-00

C Kaukauna, Kenneth Avenue
W 10th Street to Reaume Avenue
Local Street, Outagamie 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 February 6, 2026 Request for Proposals for Professional Design Services and includes engineering design and plat services for the reconstruction of Kenneth Avenue from W. 10th Street to Reaume Avenue in the City of Kaukauna. This Qualification Based Selection was made based on the CONSULTANT'S Request for Proposals for Professional Design Services response.

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: Michael Cohen, Local Program Project Manager, 944 Vanderperren Way, Green Bay, WI 54304, Michael.Cohen@dot.wi.gov, (920) 360-1476.

The MUNICIPALITY REPRESENTATIVE is: John Neumeier, P.E., Director of Public Works/City Engineer, 144 W. 2nd Street, Kaukauna, WI 54130, jneumeier@kaukauna.gov, (920) 766-6305.

The CONSULTANT REPRESENTATIVE is: Doug Senso, P.E., Project Manager, 100 West Lawrence Street, Suite 306, Appleton, WI 54911-5754, doug.senso@rasmith.com, (920) 843-5731.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Northeast Region office located in Green Bay, WI and will be completed by May 15, 2029. Deliver PROJECT DOCUMENTS to 944 Vanderperren Way, Green Bay, WI 54304, unless other directions are given by the DEPARTMENT.

The CONSULTANT will be compensated by the DEPARTMENT for services provided under this CONTRACT on the following basis:

- (a) For roadway design services, actual costs to the CONSULTANT up to \$482,052.81, plus a fixed fee of \$37,693.96, not to exceed \$519,746.77.
- (b) For historical and archaeological reconnaissance surveys and reports subcontracted to University of Wisconsin-Milwaukee Cultural Resource Management, the CONSULTANT'S actual cost to University of Wisconsin-Milwaukee Cultural Resource Management based on University of Wisconsin-Milwaukee Cultural Resource Management's actual cost up to \$12,398.66 plus a fixed fee of \$0.00 not to exceed \$12,398.66.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
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- (c) For retaining wall design services subcontracted to EMCS, Inc., the CONSULTANT'S actual cost to EMCS, Inc. based on EMCS, Inc.'s actual cost up to \$29,517.67 plus fixed fee of \$2,109.36 not to exceed \$31, 627.03.
- (d) For title searches and title updates subcontracted to Knight-Barry Title Group, the CONSULTANT'S actual cost to Knight-Barry Title Group not to exceed \$21,250.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Search Reports	50	Each	\$400.00	\$20,000.00
Title Search Updates	50	Each	\$25.00	\$1,250.00

- (e) For soils investigation and report subcontracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$10,075.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Drill Rig Mobilization (Truck)	2.0	Mob.	\$400.00	\$800.00
Daily Truck Rig Charge	2.0	Day	\$200.00	\$400.00
Daily Travel	1.0	Trip	\$75.00	\$75.00
Utility Coordination	2.0	Hour	\$125.00	\$250.00
Boring Layout and Elevations	2.0	Hour	\$206.00	\$412.00
Moves & Setups	12.0	Each	\$20.00	\$240.00
SPT Drilling, 0' – 50' Depth	90.0	Foot	\$18.00	\$1,620.00
Soil Boring Abandonment	90.0	Foot	\$6.00	\$540.00
Asphalt Patch Boreholes (Core & Patch)	10.0	Each	\$80.00	\$800.00
Traffic Control Signage	3.0	Day	\$200.00	\$600.00
Natural Moisture Content (ASTM D2216)	24.0	Test	\$12.00	\$288.00
Atterberg Limits Testing (ASTM D4318)	2.0	Test	\$90.00	\$180.00
Percent Passing #200 (ASTM D1140)	2.0	Test	\$80.00	\$160.00
Organic Content Test (ASTM D2974)	1.0	Test	\$80.00	\$80.00
Unconfined Compressive Strength (ASTM D2166)	2.0	Test	\$80.00	\$160.00
Visual Classification of Soil (ASTM D2488)	2.0	Hour	\$110.00	\$220.00
Administrative Associate	15.0	Hour	\$75.00	\$1,125.00
Project Manager	15.0	Hour	\$110.00	\$1,650.00
Principal Engineer	2.5	Hour	\$190.00	\$475.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$595,097.46.

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

X DEPARTMENT MUNICIPALITY

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
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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 June 18, 2025 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 13 pages.

Nothing in this CONTRACT accords any third party 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: _____

John A. Elkin

Title: Director of Transportation Services

Contract Manager, WisDOT

Date: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

VI. SPECIAL PROVISIONS

Reconstruction of Kenneth Avenue (ID 6498-09-00/70) will begin at the north curb return of the W. 10th Street intersection and will continue approximately 0.82 miles to 400 feet west of the Reaume Avenue intersection in the City of Kaukauna, Outagamie County. The street's urban cross section is proposed to be reconstructed with bicycle accommodations while providing two lanes of traffic with parking on one side of the street. Existing sidewalk, curb ramps and storm sewer system are to be replaced and a traditional right-of-way plat developed for expected real estate interests. A retaining wall is anticipated in the southwest quadrant of the Kenneth Avenue/Brill Street intersection.

SCOPE OF SERVICES

A. DESIGN REPORTS

(1) Encroachment Report

Prepare an encroachment report as directed by the MUNICIPALITY to be included as part of the Design Study Report.

(2) Other Reports:

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

- (a) An Abbreviated Pavement Design Report per the MANUAL. Pavement structural design will be based on the MUNICIPALITY's local knowledge and preference.
- (b) Storm Water-Drainage-Water Quality (WQ) Report spreadsheets to be submitted at the 60% and Draft PS&E (90%) milestones. The PROJECT does not require a Total Suspended Solid (TSS) removal goal. The Water Quality portion of this document is not required to be completed.
- (c) Design Study Report, Section 11-4, Attachment 10.2 – Modernization and Rehabilitation Design Study Report Template of the MANUAL.
 - a. Include a Design Justification for the sight distance requirements at the Brill Street intersection.
- (d) Roadside Hazard Analysis (RHA) per the MANUAL

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) Section 4(f) Evaluation:

Preparation of a Section 4(f) Evaluation is not required or part of this contract. However, coordination of a temporary occupancy exception for temporary land interests is required for La Follette Park.

(2) Section 6(f) Evaluation:

Preparation of a Section 6(f) Evaluation is not required or part of this contract. However, coordination of a temporary occupancy exception for temporary land interests is required for La Follette Park.

(3) 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".

(4) 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.

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) Native American Tribe Coordination:

Prepare a draft e-mail notification and submit to the DEPARTMENT for review and approval prior to e-mailing by the DEPARTMENT.

- (3) United States Fish and Wildlife Service (USFWS):

Coordinate with United States Fish and Wildlife Service (USFWS) by submitting the project information through the USFWS's IPaC website and request an official species list. Submit the appropriate Determination Keys based on the official species list results. Updates to the species list will be made with the final environmental document and with the 90% plans.

- (4) Wisconsin Department of Natural Resources (WDNR):

- (a) The CONSULTANT will prepare a WDNR initial concurrence letter request in accordance with the MANUAL.
- (b) Coordinate on Section 6(f) temporary occupancy exception for La Follette Park.
- (c) Prepare a WDNR final concurrence letter request in accordance with the MANUAL.
- (d) Submit Notice of Interest information through the DNR website to apply for a Transportation Construction General Permit (TCGP).

D. RAILROAD/ UTILITY INVOLVEMENTS

- (1) Utility Coordination:

Perform all utility coordination in accordance with:

 - a) The MANUAL
 - b) The WisDOT “Guide to Utility Coordination”
 - c) The “Utility Coordination Task List for Design Consultant Contracts” as agreed upon April 13, 2026.
- (2) The MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete but is furnished to assist the CONSULTANT. Verify and update the list.
- (3) Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities and shall keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.

E. PUBLIC INVOLVEMENT

- (1) Public Involvement Meetings:
 - (a) Conduct or assist the MUNICIPALITY in holding two (2) public involvement meetings and explain to the public concepts and probable impacts of this PROJECT. Up to two (2) CONSULTANT representatives shall attend.
 - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meetings.
 - (c) Prepare a summary report after the public involvement meetings.
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meetings.
 - (e) Make all the necessary arrangements for scheduling the public involvement meetings 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.
- (2) Project Mailings, Newsletters:

The MUNICIPALITY will prepare a database for PROJECT mailing lists for the CONSULTANT's use for property owner field notices and public involvement meeting invitations.

(3) Field Notices:

Prepare and mail out one (1) field notice to adjacent property owners before the start of field work on the PROJECT. The MUNICIPALITY will provide the property owner mailing list for this notice.

(4) Public Involvement Plan:

Complete a Public Involvement Plan at the 30%, 60% and Pre-PS&E milestones per the MANUAL.

F. MEETINGS

- (1) Hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT. Up to two (2) CONSULTANT representatives shall attend.
- (2) Two (2) meetings shall be held with local officials approximately 2 weeks prior to the Public Involvement Meetings. It is anticipated that up to two (2) CONSULTANT representatives shall attend.
- (3) A 30% Plan Review Meeting shall be held approximately four (4) weeks after the 30% Plan Submittal with the MUNICIPALITY'S staff. Up to two (2) CONSULTANT representatives shall attend.
- (4) A 60% Plan Review Meeting shall be held approximately four (4) weeks after the 60% Plan Submittal with the MUNICIPALITY'S staff. Up to two (2) CONSULTANT representatives shall attend.
- (5) A Final Plan Review Meeting with the MUNICIPALITY shall be held approximately 45 - 60 days ahead of the P.S. & E. submittal date. Up to two (2) CONSULTANT representatives shall attend.
- (6) Attend the pre-construction conference as scheduled by the MUNICIPALITY. Up to two (2) CONSULTANT representatives shall attend.
- (7) Thirty (30) virtual monthly progress meetings shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff. Up to one (1) CONSULTANT representatives shall attend.
- (8) Conduct two (2) coordination meetings with utilities having facilities on the PROJECT. Up to two (2) CONSULTANT representatives shall attend.
- (9) Attend virtually one (1) Region's Real Estate Kick-off Meeting. Up to two (2) CONSULTANT representatives shall attend.

G. SURVEYS

- (1) Locate the necessary section corners for the right-of-way plat. It is estimated that four (4) section corners need to be located and established and tied to the Wisconsin County Coordinates System, Outagamie County. Do not apply for reimbursement from the applicable county for these costs.
- (2) Conduct surveys that provide information necessary for the preparation of plats and acquisition of rights of way and property. Provide right-of-way monumentation information. All such information shall be provided in an electronic file in accordance with the MANUAL.
- (3) Tie surveys to section corners, quarter section corners, and to street lines or block corners in platted areas. Ties shall be in sufficient detail to permit the preparation of proper legal descriptions of the lands acquired.
- (4) Submit all survey data (including description, measured, and computed data) to the MUNICIPALITY in the AASHTO SDMS format, in accordance with the MANUAL. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.
- (5) Complete a topographical and utility survey consisting of approximately 4,600 feet of Kenneth Avenue from W. 10th Street to Reaume Street at a width of 150 feet centered on the existing street. On Brill Street, complete a topographical and utility survey approximately 300 feet at a width of 150 feet. All remaining intersections within the project limits, complete a topographical and utility survey approximately 150 feet down each side road at a width of 150 feet approximately 2,900 total feet in length. The topographical survey shall also locate approximately twelve (12) soil boring locations.

Perform Diggers Hotline utility survey within the topographic/DTM survey limits described above. Diggers Hotline planning locate and prints tickets will be submitted in multiple segments to cumulatively cover the project limits one time. One mobilization will be made to field survey any marked utilities on or shortly after the clear date. System maps provided by utility owners in response to the prints tickets will be used to input marked utilities in their per plan location within the limits described above. For any member facility owners that did not mark their utility facilities, submit one No-Show Relocate ticket specifying which member facility owners that were notified failed to mark their facilities on the PROJECT. One remobilization will be conducted to locate the utilities marked for the No-Show relocate specifying which member facility owners that were notified, failed to mark their facilities on the PROJECT. One remobilization will be conducted to locate the utilities marked for the No-Show Relocate.

Existing sanitary, watermain, and storm sewer depths will be obtained by field measurements at manholes and valves (as applicable) from above grade, where possible

for structures within the Diggers Hotline survey limits described above, as well as one structure or valve upstream or downstream beyond those limits. Pipe sizes will be taken from available plans or from approximate field measurements taken from above grade. Permit-required confined space entry safety issues prohibit surveyors from entering utility structures.

H. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform ten (10) 5-foot deep roadway borings of the existing pavement structure, including base courses and subgrade soils, in order to determine quantities and qualities of materials available for project needs.
- (2) Investigations of subsurface soil conditions for foundations at the sites of the proposed retaining wall structure are required. They shall consist of two (2) 20-foot deep borings within the approximate limits of the wall foundation.

Foundation borings shall be performed to yield sufficient detailed data to enable an engineering design of the structure and its foundation per DEPARTMENT standards.

When borings have reached the depth of twenty (20) feet without providing necessary data, the driller is authorized to continue drilling until depths reach 120 percent of the planned depths. When necessary data is obtained for any individual boring, prior to borings reaching the planned depth, the drilling for that individual boring shall be terminated.

When completion of drilling to 120 percent of the depth of any individual boring as set forth above is not sufficient to adequately assess subsurface conditions, or otherwise determine all the required foundation information, the CONSULTANT shall recommend revised boring depths or a revised boring program for verbal authorization by the MUNICIPALITY. The extent of all subsurface foundation investigations performed shall be fully justified in the Soils Report for the PROJECT.

All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (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 and retaining wall.
- (4) Transmit to the MUNICIPALITY all Soil Reports relating to structures, roadways, and pavements.

I. ROAD PLANS AND MILESTONE DOCUMENTS

(1) Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans and associated milestone documents:

- (a) At the 30% milestone, plans include:
 - a. Title Sheet
 - b. Preliminary General Notes
 - c. Project Overview - Single Sheet Schematic Drawing
 - d. Existing and Proposed Typical Sections*
 - e. Preliminary Construction Details**
 - f. Preliminary Curb Ramps Details***
 - g. Preliminary Plan and Profile Sheets
 - h. Preliminary Cross Sections – first run with design template, no refinements

- (b) At the 30% milestone, documents include:
 - a. 30% Meeting Agenda
 - b. Initial Public Involvement Plan
 - c. Road Builders Quantities (RBQ's)
 - d. 30% Construction Cost Estimate of major items

- (c) At the 60% milestone, plans include:
 - a. Title Sheet
 - b. Preliminary General Notes
 - c. Project Overview - Single Sheet Schematic Drawing
 - d. Existing and Proposed Typical Sections*
 - e. Preliminary Construction Details**
 - f. Preliminary Curb Ramp Details****
 - g. Preliminary Storm Sewer Plans*****
 - h. Preliminary Traffic Control Plan*****
 - i. Preliminary Temporary Pedestrian Accommodation Plans*****
 - j. Preliminary Retaining Wall Structure Plans
 - k. Preliminary Right-of-Way Plat
 - l. Plan and Profile Sheets
 - m. Cross Sections

- (d) At the 60% milestone, documents include:
 - a. 60% Meeting Agenda
 - b. 60% Public Involvement Plan
 - c. 60% Storm Water-Drainage-Water Quality (WQ) Report spreadsheets
 - d. Road Builders Quantities (RBQ's)
 - e. 60% Construction Cost Estimate of major items
 - f. Draft CEC
 - g. Structure Survey Report
 - h. Draft Design Study Report that includes

- i. 60% Transportation Management Plan
- ii. Encroachment Report
- iii. Roadside Hazard Report

(e) At the Draft PS&E (90%) milestone, plans include:

- a. Title Sheet
- b. Preliminary General Notes
- c. Project Overview - Single Sheet Schematic Drawing
- d. Existing and Proposed Typical Sections*
- e. Construction Details**
- f. Curb Ramp Details
- g. Paving Detail Sheets
- h. Alignment Plans
- i. Storm Sewer Plans
- j. Erosion Control Plans
- k. Removals Plan
- l. Utility Conflict Plans
- m. Pavement Marking Plans
- n. Signing Plans
- o. Traffic Control Plan
- p. Temporary Pedestrian Accommodation Plans
- q. Final Retaining Wall Structure Plans
- r. Miscellaneous Quantity Sheets
- s. Right-of-Way Plat
- t. Plan and Profile Sheets
- u. Earthwork Data Sheets
- v. Cross Sections

(f) At the Draft PS&E (90%) milestone, documents include:

- a. Meeting Agenda
- b. 90% Public Involvement Plan
- c. 90% Storm Water-Drainage-Water Quality (WQ) Report spreadsheets
- d. 90% Transportation Management Plan
- e. Road Builders Quantities (RBQ's)
- f. Construction Cost Estimate
- g. Construction Estimate Documentation
- h. Special Provisions
- i. Miscellaneous PS&E Documents per the MANUAL

* The proposed Kenneth Avenue typical section is expected to consist of a two-lane urban roadway with on-road bicycle lanes, and a parking lane on the east side with terraces and new sidewalks on the outsides. The exception to this proposed typical section is the section of roadway by La Follette Park which is expected to include commercial sidewalk (no terraces) and no parking lanes.

- **The MUNICIPALITY to furnish the CONSULTANT required electronic files for City specific construction details expected for the project.
- ***Includes horizontal designs and layouts of curb ramps with curb ramp types labeled.
- ****Includes horizontal and vertical design and layouts with curb ramp types and slopes labeled.
- *****Includes proposed storm sewer shown on plan and profile sheets. All proposed storm sewer shown in the plan view and only the proposed storm sewer trunk line shown in the profile view.
- *****Includes overview sheet(s) of traffic control concepts and assumes closure of Kenneth Avenue with no detour.
- *****Includes overview sheet(s) of Temporary Pedestrian Accommodations concepts with limited generic details.

J. STRUCTURE PLANS

- (1) Provide design and detailing for a proposed retaining wall along Kenneth Avenue and Brill Street. The assumed retaining wall type is a modular block gravity wall with a minimum exposed height of 4 feet, maximum height of 8 feet, and maximum length of 100 feet.
- (2) Prepare a structure survey report for the proposed retaining wall along Kenneth Avenue and Brill Street in accordance with the MANUAL.
- (3) Perform a field review to gather photos and notes for the Structure Survey Report. The completed preliminary plan shall show the structure plan, elevation, and typical cross section, and all pertinent data shall appear on the first sheet(s) of the completed structure plans. This plan and the Structure Survey Report shall be submitted to the DEPARTMENT for review. The DEPARTMENT will review this preliminary plan and the Structure Survey Report and return one print to the CONSULTANT showing requested revisions, if any.
- (4) Plans for Structures shall be fully dimensioned besides showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of quantities for all pertinent items of work to be performed in the PROJECT.
- (5) Submit an electronic copy for review and examination of all specifications for items of work in the Structure Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (6) Plans will be subject to review and examination by the DEPARTMENT.
- (7) Along with the plans for structures submit one electronic copy or reproduction of the design computations for the DEPARTMENT'S review and permanent file.

K. PLATS

- (1) Prepare a traditional Right-of-Way Plat in accordance with the MANUAL for up to fifty (50) parcels.
- (2) Provide right of way descriptions for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners. Submit the legal descriptions on a hard copy and on a CD/DVD or an electronic e-mail file to the MUNICIPALITY.
- (3) Prepare the descriptions in line item format and provide an electronic copy to the MUNICIPALITY.
- (4) Field locate and temporarily mark, one time, the new right of way and easement boundaries for up to a maximum of fifty (50) parcels in a manner which will facilitate the appraisal of all affected parcels.
- (5) Provide on the right-of-way plat, point numbers for all new right-of-way points to be monumented and all existing right-of-way points.
- (6) After temporary, permanent or fee easement determinations are made from sufficient project design data, the CONSULTANT will submit a preliminary Traditional Right of Way Plat for the MUNICIPALITY's review. The MUNICIPALITY shall provide one combined set of review comments from all reviewers (MUNICIPALITY and the DEPARTMENT's region plat coordinator, real estate section, utilities section, PDS section, etc.). CONSULTANT will make revisions one-time in response to combined comments and submit a final right-of-way plat.
- (7) Perform up to fifty (50) title searches with fifty (50) title updates of the titles to properties or premises through which the Right-of- Way for the PROJECT is to be acquired.

L. TRAFFIC

- (1) Prepare a Kenneth Avenue Traffic Forecast Report document including Annual Average Daily Traffic (AADT) volumes for the Construction Year, the Interim Year (Construction Year +10), and the Design Year (Construction Year +20), truck classifications and percentages, and traffic design values at one count site location (ID 440749). The forecast report will be prepared using WisDOT's Local Program Forecasting Tool and historic traffic volumes, planning level forecast data, and statewide average classification data published by WisDOT.

- (2) Provide the Kenneth Avenue Traffic Forecast Report document to the MUNICIPALITY for review. Update the forecast report based on feedback provided by the city.
- (3) Prepare 60% and 90% Transportation Management Plan (TMP), Type 2, in accordance with the MANUAL and submit within the Wisconsin Transportation Management Plan (WisTMP) online system. The TMP will assume roadway closure during construction with no signed detour and no work zone or alternate route traffic operational analysis. A Work Zone Impact Assessment (WZIA) is not required for Local Program projects and will not be prepared as part of the TMP.
- (4) Conduct a crash analysis along the Kenneth Avenue corridor based on the most recent five years of available crash data from the WisTransPortal statewide crash database. Analysis shall include a corridor crash summary table and crash rate calculation. Crashes shall be summarized by type and severity for use in the DSR.

M. SERVICES PROVIDED BY THE MUNICIPALITY

- (1) The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:
 - (a) Utility Contact List BY Notice to Proceed (NTP)
 - (b) Electronic Excel file of the Property Owner Mailing List by NTP
 - (c) Available roadway, public utility, and right of way plat as-built plans by NTP
 - (d) Storm sewer televising files, if available, by NTP
 - (e) City specific construction details (electronic files) by July 1, 2026
 - (f) The latest 5-year crash reports for the project area by July 1, 2026

PROSECUTION AND PROGRESS

- (1) The CONSULTANT 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.
- (2) The CONSULTANT proposes to sublet these services to
 - (a) University of Wisconsin – Milwaukee Cultural Resource Management (Historical and Archaeological Reconnaissance Surveys and Reports)
 - (b) EMCS, Inc. (Retaining Wall Design)
 - (c) Knight-Barry Title Group (Title Searches and Updates)
 - (d) ECS Midwest, LLC (Soils Reports/Investigations)

- (3) 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, 2026.

Report Title	Date
Operational Planning Meeting	June 2026
Soils Report	September 2026
Abbrev. Pavement Design Report	October 2026
30% Plans Submittal	November 2026
Public Involvement Meeting #1	January 2027
Section 106 Submittal	February 2027
Draft CEC Submittal	May 2027
Preliminary Structure Plans and SSR	May 2027
60% Plans and Draft DSR Submittal	June 2027
Preliminary Right-of-Way Plat	June 2027
Final DSR Submittal	August 2027
Final Right-of-Way Plat	September 2027
Public Involvement Meeting #2	October 2027
Plans to Utilities	November 2027
Utility Coordination Meeting #1	December 2027
Utility Coordination Meeting #2	June 2028
Final Structures Plans	July 2028
Draft PS&E (90%) Submittal	August 1, 2028
Final PS&E	November 1, 2028
Let*	February 13, 2029
Contract Completion Date	May 15, 2029

* For information purposes only, the CONSULTANT does not control DEPARTMENT Letting Dates.