

June 9, 2025

DESIGN RELATED SERVICES CONTRACT

3997-03-04

**CHURCH STREET SHARED USE PATH
JEFFERSON ROAD TO AIR PARK DR
CITY OF WATERTOWN
JEFFERSON COUNTY**

PROJECT TEAM

- Todd Needham, PE, Principal of Design, Oversight/QC
- Ryan Rudzinski, PE, Project Manager, Main POC for project
- Jessica Lancelle, PE, Senior Project Engineer, Lead Path Designer
- Kristin Belongia, PLS, Survey Manager, Survey Lead

Subconsultants

The following subconsultants will perform various work tasks as noted:

- Hey and Associates– Wetland Delineation
- Traffic Analysis & Design – Traffic Signal Modifications
- Chronicle Heritage – Archaeology and Architecture History
- GESTRA Engineering – Geotechnical Investigations

PROJECT SCOPE

SURVEY SERVICES

Batterman will complete the following survey related services for the project:

1. Call Digger's Hotline for marking and field locate of all public utilities within project area
2. Provide GPS grade topographic survey for proposed path corridor (from back of curb or shoulder along east edge of NB Church Street to 50' east of easterly road right of way), including roadway intersections, tie-in points, section corners, storm sewer, sanitary sewer, watermain, dry utilities and any other physical improvements required to be located for use during design services. Additional storm sewer surveying within the median of Church Street will be completed as required.
3. Locate sufficient property corners to confirm property lines and right of way locations as required (GIS property lines will be utilized to reference boundary)
4. Set a permanent survey control network through the corridor for future construction work (including benchmarks throughout the corridor)
5. Locate delineated wetlands within the project area

Exclusions

Not included in the scope of work for survey services:

1. Detailed boundary survey for any properties
2. Robotic total station grade elevations or level loops (GPS grade vertical observations will be sufficient)

GEOTECHINICAL SERVICES

GESTRA shall complete the following geotechnical related services for the project:

1. Provide four (4) borings to a depth of 5' bgs at locations as agreed upon by the City
2. Conduct laboratory soil testing to assign classification to subgrade soils encountered
3. Provide summary report with recommendations for site preparation and pavement design for recreational path
4. Coordinate lane closure through Wisconsin Lane Closure System (LCS) as necessary

Exclusions

Not included in the scope of work for geotechnical services:

1. N/A

WETLAND DELINEATION

Hey & Associates shall complete the following wetland delineation related services for the project:

1. Complete wetland delineation utilizing an assured delineator
2. Delineation area shall include the entire eastern right of way of Church Street, including up to 50' east of the eastern right of way
3. Provide wetland delineation report and electronic deliverables

Exclusions

Not included in the scope of work for wetland delineation services:

1. N/A

DESIGN REPORTS

Batterman will complete the following design reports for the project:

1. Abbreviated Design Study Report (DSR)
2. Abbreviated Pavement Type Selection Report
3. TMP, Type 2

Exclusions

Not included in the scope of work for design report services:

1. Encroachment Report
2. Roadside Hazard Analysis
3. Detour route planning/design
4. Exception to Standards

ENVIRONMENTAL

Batterman will complete the following environmental services for the project:

1. WisDOT required agency notification
2. Archaeological Investigations
 - a. Area of Potential Effects (APE)
 - i. The APE for archaeological survey will encompass the entire S. Church St./STH 26 right-of-way (ROW) between Air Park Drive and Jefferson Road. It will also extend 200 ft past each terminus and down each side road. In addition, the APE will encompass the portion of the City of Watertown-owned airport parcel adjacent to the ROW from the ROW to either the airport fence or 40 feet from the ROW, whichever is less. To the north of this parcel, the APE will include an area east of the ROW up to 100 feet east of the edge of STH 26, extending north to Jefferson Road.
 - b. Archaeological Survey
 - i. Chronicle Heritage will complete a Phase I archaeological survey of the APE. The survey will include a records review using the Wisconsin Historic Preservation Database (WHPD) to identify previously documented cultural resources located within the project area, to identify any cultural resource investigations that have previously taken place, and to provide information on the expected types and location parameters of cultural resources within the APE and a surrounding one-mile radius. To supplement the site file data, Chronicle Heritage will conduct a review of readily available online historic mapping (both plat maps and USGS maps) and modern aerial, NWI, and county soils mapping of the APE. The survey will satisfy the requirements of the Wisconsin State Historic Preservation Office (SHPO) and Section 106 and will adhere to the *Guidelines for Public Archeology in Wisconsin* (2024) and WisDOT's *Guide to Transportation Archaeology* (2024).

Survey will be conducted employing standard archaeological techniques and may include both shovel testing and documentation of wet or disturbed areas. Due to ground cover, it is not anticipated pedestrian survey (walkover) will be possible. In areas which are not paved, inundated, visibly disturbed, or that contain buried utilities and do not have good surface visibility (i.e., greater than 30 percent), systematic shovel testing will be required and consist minimally of 35-centimeter diameter holes excavated at least 10 centimeters into sterile subsoil. Where needed, shovel tests will be excavated at 15-meter intervals. Excavated soils will be screened through ¼-inch wire mesh and examined for evidence of cultural materials. No more than **45** shovel tests will be needed.

Profiles will be described for each shovel test. Notes will be recorded concerning the soil stratigraphy (including Munsell color designations and texture) and any artifacts encountered. All shovel tests will be assigned a unique designation that will be mapped within the APE prior to the field survey and

then documented during the field survey with sub-meter accurate geographic positioning system (GPS) equipment. If cultural material is encountered, additional radial shovel tests will be placed at 5-meter intervals as needed to define the horizontal extent of the cultural material. During fieldwork, standard forms will be completed by the field crew. Archaeological sites and positive finds within shovel tests will be noted on the forms. Artifacts will be bagged and assigned numbers by their locations. Photographs will be taken of the general project area.

During fieldwork, standard forms will be completed by the field crew. Cultural material or features identified will be noted on the forms. Artifacts will be bagged and assigned numbers by their locations. Photographs will be taken of the general project area.

Chronicle Heritage will obtain a Wisconsin Archaeology Public Lands Permit for the City of Watertown-owned airport parcel prior to survey. It is assumed that R. H. Batterman will be responsible for notifying landowners (i.e., Aurora Medical Group) of the project where survey may need to be conducted outside of the existing right-of-way. Fieldwork will commence a minimum of seven days after landowner notification letters have been mailed. It is also assumed R. H. Batterman will provide preliminary design plans and/or files prior to commencement of the survey to facilitate Chronicle Heritage's delineation of the APE and use of GPS equipment during fieldwork.

Chronicle Heritage assumes no new archaeological sites will be found and evidence of previously reported archaeological sites in the APE will be minimal. The results of the survey will therefore be documented in an Archaeological Survey Field Report (ASFR) and Archaeological Records and Literature Review form in lieu of a formal report. Should a new site be found, a formal Phase I survey report will be required to fully document the site and provide sufficient information to make a preliminary evaluation regarding National Register of Historic Places (National Register) eligibility. The preparation of a formal Phase I survey report and Determination of Eligibility (DOE) for any identified archaeological sites are not included in this proposal.

3. Architecture/History Investigations

a. Area of Potential Effects (APE)

- i. Commonwealth assumes the APE for architecture/history will be defined to include properties adjacent to the culvert replacement location within the project limits.

b. Architecture/History Survey

- i. Chronicle Heritage will conduct background and archival research and review the WHPD to determine if any properties in the APE were previously surveyed. Chronicle Heritage will then complete an architecture/ history survey of the APE in accordance with the WisDOT's *Architecture/History Survey Manual* (October 2024). We will identify, photograph, and assess the National Register eligibility of individual buildings, structures, and objects, as well as any districts that are present. Additional photographs depicting streetscapes and viewsheds will be provided as needed to document the APE.
- ii. The results of the architecture/history survey will be documented in an Architecture/History Survey Report (AHSR), as required by WisDOT and the SHPO. Reporting

4. Phase 1 Hazardous Materials Assessment (HMA)

5. Categorical Exclusion Checklist (CEC) and associated Attachments

6. WDNR NOI Permit
7. WDNR Wetland Fill General Permit (GP) (if required)
8. ACOE Transportation General Permit (GP)

Exclusions

Not included in the scope of work for environmental services:

1. Architecture/history survey scope assumes no more than two (2) resources will require survey, and a Determination of Eligibility (DOE) will not be required.
2. No wetland Individual Permit (IP)
3. Section 4(f) or 6(f) documentation
4. No PCN for ACOE GP
5. Permit fees
6. Noise Analysis
7. Air Quality Analysis

UTILITY COORDINATION

Batterman will complete the following utility coordination services for the project:

1. Follow standard WisDOT utility coordination process

Exclusions

Not included in the scope of work for utility coordination services:

1. Preparation of agreements or conveyances
2. Major utility relocation design

PUBLIC INVOLVEMENT

Batterman will complete the following public involvement services for the project:

1. Prepare Public Involvement Plan (PIP)
2. Prepare public meeting notices
3. Organize and prepare all required documents and meeting materials, including presentations and exhibits as required, for two (2) Public Involvement Meetings
4. Prepare meeting minutes and summary

Exclusions

Not included in the scope of work for public involvement services:

1. Public notice fees

STORMWATER

Batterman will complete the following stormwater services for the project:

1. Design of culverts needed for trail (low points)
2. Design of storm sewer if required for sections of path to fill in sections of roadside ditch
3. Adjustment/replacement of existing stormwater pipe/structures/outfalls which are directly impacted by the proposed improvements
4. Submit NOI to WDNR (per conversation with WDNR, no formal modeling for peak discharge or water quality will be required due to a path exemption, which will be stated within the Stormwater Report)

Exclusions

Not included in the scope of work for stormwater services:

1. Full H&H modeling of culverts
2. No stream permitting/impacts

TRAIL DESIGN

Batterman will complete the following trail design services for the project:

1. Provide two (2) alignment alternatives to approximately a 30% preliminary design stage, including associated cost estimates for City review (design to commence after completion of wetland delineation to understand environmental impacts)
2. Provide final design of preferred alternative, including a surface crossing at Jefferson Road to provide connectivity with existing sidewalk
3. Modular block retaining wall design (limited to 4' height, and detailing limited to top/bottom of wall grades)
4. Curb ramp details as required
5. Intersection and traffic signal modifications as required to allow path crossing at east leg of Church Street/Jefferson Road intersection

Exclusions

Not included in the scope of work for trail design services:

1. Boardwalk
2. Retaining wall structures > 4' in height

PLANS & DOCUMENTS

Batterman will complete the following plans and documents services for the project:

1. 30% plan, estimate for two (2) alternatives
2. 60% plan, estimate

3. DRAFT PS&E docs
4. Final PS&E docs for TAP grant requirements
 - a. Utility Status Report (USR)
 - b. Railroad Certificate
 - c. R/W Certificate
 - d. Preliminary Engineering Checklist
 - e. ROW & R/E Checklist
 - f. Utility Coordination Task List
 - g. Project Proposal Certificate
 - h. Construction Bid Letting Checklist
 - i. Contract Document Checklist
 - j. Request to Advertise
 - k. Request to Award
5. Plans to include:
 - Title Sheet
 - General Notes and List of Utility Contacts
 - Project Overview
 - Existing and Proposed Typical Sections
 - Construction Details
 - Erosion Control
 - Curb Ramp Details
 - Retaining Wall Details
 - Storm Sewer Plan/Profiles
 - Culvert Details
 - Permanent Signing and Pavement Marking
 - Alignment & Control Point Details
 - Plan & Profile Sheets
 - Miscellaneous Quantities
 - Computer Earthwork Data Sheet
 - Cross Sections
 - Standard Detail Drawings (WisDOT)
6. Project manual (City to provide front end docs)
7. Bidding support to answer contractor questions
8. Prepare addenda's (if required)

Exclusions

Not included in the scope of work for plans and documents services:

1. N/A

MEETINGS

The Consultant shall include the following meetings for the project:

1. Operational Planning Meeting (OPM)
2. 60% plan review meeting
3. 90% plan review meeting
4. 90% Plan Commission meeting
5. Up to six (6) progress meetings as needed (video or phone calls)
6. Preconstruction meeting

Exclusions

Not included in the scope of work for meetings services:

1. N/A

CONSULTANT FEES

The following fee summary is based on the above scope of work.

Survey:	\$10,570
Design/Plan Development:	\$90,050
Environmental Documentation:	\$16,720
Agency Coordination:	\$9,880
Design Reports:	\$16,200
Permitting:	\$6,460
Meetings:	\$10,800
Public Involvement:	\$13,680
Utility Coordination:	\$4,840
PS&E Docs:	\$12,640
Wetland Delineation:	\$6,100
Arch/History Investigations:	\$10,955
Geotechnical Investigations:	\$6,444
Traffic Signal Improvements:	\$9,500
Total Fee:	\$224,839

Prepared by:

Date: _____

Todd Needham, Secretary/Treasurer

Accepted By:

Date: _____