



**NFS TO OWNER**

**Strand Associates, Inc.®**

910 West Wingra Drive

Madison, WI 53715

(P) 608.251.4843

www.strand.com

Task Order No. 23-06

City of Whitewater, Wisconsin (OWNER)

and Strand Associates, Inc.® (ENGINEER)

Pursuant to Agreement for Technical Services dated December 30, 2020

## **Project Information**

Project Name: Walworth Avenue Reconstruction—Bipartisan Infrastructure Law (BIL)-Funded

Project Description: Street reconstruction of Walworth Avenue from 500 feet west of USH 12 to South Janesville Street.

Services Description: Design services for development of Wisconsin Department of Transportation (DEPARTMENT) plan, specification and estimate (PS&E) package for Walworth Avenue Reconstruction project.

## **Scope of Services**

ENGINEER will provide the following services to OWNER.

### Design Reports

1. Prepare a traffic forecast and submit to OWNER for approval.
2. Prepare a pavement design report in accordance with DEPARTMENT's Facilities Development Manual (MANUAL) and submit to OWNER for approval.
3. Prepare a Type 2 Transportation Management Plan (TMP) in accordance with the MANUAL for 60 percent approval by DEPARTMENT. Update the Type 2 TMP for 90 percent approval by DEPARTMENT.
4. Prepare a Perpetuation Design Study Report in accordance with the MANUAL and submit to OWNER for recommendation and to DEPARTMENT for concurrence.

### Environmental Documentation

1. Prepare a categorical exclusion checklist (CEC) environmental document for the project in accordance with the MANUAL and Chapter TRANS 400 of the Wisconsin State Administrative Code. Submit the CEC to OWNER and DEPARTMENT for approval.
2. Prepare a technical memorandum summarizing Phase 1 hazardous materials assessment review for the project corridor. The technical memorandum will summarize the review of readily available online historical mapping and aerial photographs as well as Wisconsin Department of Natural Resources (WDNR) databases of remediation sites, contaminated sites, spills, storage tanks, and landfills. List sites of concern identified along the project corridor in a table. Prepare site summary forms for sites visited. Provide supporting documentation as attachments to the memorandum. Request direction from OWNER prior to conducting further evaluation studies,

MAF:ZLD:df\R:\MAD\Documents\Agreements\W\Whitewater, City of (WI)\ATS.2020\TO\2023\1407.132.23-06.docx

City of Whitewater  
Task Order No. 23-06  
Page 2  
March 7, 2023

if the Phase 1 assessment indicates further study is needed. Further studies shall be considered additional services.

OWNER acknowledges that ENGINEER is not, by virtue of this Task Order, the owner or generator of any waste materials generated as a result of the hazardous materials/contamination assessment services performed by ENGINEER under this Task Order.

#### Agency Communication

1. Prepare a tribal notification email in accordance with the MANUAL and submit to the DEPARTMENT for distribution.
2. Prepare an initial letter for WDNR and prepare and submit a final concurrence letter request to WDNR, in accordance with the MANUAL, including preparation of an electronic stormwater notice of intent using the WDNR ePermitting website.
3. Prepare United States Fishing and Wildlife Service Section 7 consultation materials.
4. Prepare a Bureau of Aeronautics notification email.
5. Prepare a Gutzmer S. Twin Oaks Airport notification email.

#### Utility Communication

Chapter Trans 220 of the Wisconsin State Administrative Code does not apply to this project.

1. Communicate with utility companies in the project vicinity on an ongoing basis, in accordance with the MANUAL, to establish mutual understanding of design features of the project that may affect utility facilities.
2. Correspond with utility companies to discuss that facility relocations/alterations have been adequately considered.
3. Review one iteration of utility work plans and provide comments to OWNER.

#### Public Involvement

1. Provide the following public involvement meeting (PIM)-related services:
  - a. Assist OWNER in holding two PIMs.
  - b. Prepare exhibits and supplementary handout material and provide the equipment to conduct the PIMs.
  - c. Discuss meeting schedules with OWNER's representative.
  - d. Make the appropriate arrangements for scheduling the PIMs and provide notices for OWNER's use.
  - e. Provide OWNER with copies of PIM-related correspondence.
  - f. Prepare meeting minutes.
  - g. Discuss with OWNER the comments received.

City of Whitewater  
 Task Order No. 23-06  
 Page 3  
 March 7, 2023

2. Assist OWNER in answering questions received from the general public.

#### Surveys

1. Contact Diggers Hotline for buried utility locating.
2. Survey the location of sufficient Public Land Survey Systems (PLSS) corners and property corners to support the determination of existing property lines and existing right-of-way. It is estimated that approximately four existing PLSS corners and approximately 50 property corners will be located.
3. Visually survey the existing sidewalk and concrete curb and gutter in the project area, in consultation with OWNER. OWNER shall select spot sidewalk and concrete curb and gutter replacement locations.
4. Conduct an 8,000-linear-foot topographic survey of the following locations:
  - a. Intersection quadrants within the project area for curb ramp layout design purposes.
  - b. Existing centerline, every 50 feet, within the project limits.
  - c. Cross sections, every 200 feet, to ten feet beyond the right-of-way, to establish existing curb and sidewalk alignments.
  - d. Spot locations of sidewalk and concrete curb and gutter replacement locations selected by OWNER.
  - e. Raised median along Walworth Avenue east and west of USH 12.

#### Road Drawings

Prepare road drawings, in accordance with the MANUAL and the latest addition of the Standard Specifications for Highway and Structure Construction, for approximately 8,000 feet of roadway pavement replacement on Walworth Avenue. The following road drawings are anticipated.

1. Title sheet.
2. General notes.
3. Project overview.
4. Typical sections (existing and finished).
5. Plan drawings.
6. Construction detail drawings (including erosion control).
7. Curb ramp layout detail drawings (up to 25 curb ramps).
8. Plan detail and layout drawings.
9. Permanent signing and pavement marking.
10. Traffic control (advanced warning and overview, anticipated to be closed with posted detour).
11. Alignment detail.
12. Miscellaneous quantities.
13. Cross sections (rural section).

#### Temporary Limited Easement (TLE) Acquisition

1. Prepare up to 25 individual TLE acquisition exhibits at the curb ramp areas in accordance with the MANUAL and submit to OWNER for review and approval.

City of Whitewater  
Task Order No. 23-06  
Page 4  
March 7, 2023

2. Provide TLE acquisition services for up to 25 parcels. Parcel acquisition will go through the nominal payment method and appraisals are not anticipated.

#### Meetings

1. Attend an operational planning meeting, scheduled by OWNER, to discuss the proposed project with DEPARTMENT and utilities.
2. Participate in OWNER-scheduled 30, 60, and 90 percent review meetings at OWNER's administrative building.
3. Participate in up to five property owner meetings on the project corridor with OWNER.

#### PS&E

Prepare PS&E in accordance with the MANUAL and submit to OWNER and DEPARTMENT by November 1, 2024.

#### **Service Elements Not Included**

In addition to those items specified in the associated Agreement for Technical Services, the following services are not included under this Task Order.

1. Attendance at a preconstruction meeting.
2. Bidding- and Construction-related Services.
3. Formal design justification.
4. Hazardous materials evaluation beyond the Phase 1 Hazardous Materials Memorandum.
5. Encroachment report.
6. Roadside hazard analysis.
7. Section 4(f) and 6(f) evaluations.
8. Wetland determination and delineation.
9. Property appraisals.
10. Right-of-way acquisition or condemnation services.

#### **Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee not to exceed \$296,000.

#### **Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of April 3, 2023. Services are scheduled for completion on December 31, 2024.

City of Whitewater  
Task Order No. 23-06  
Page 5  
March 7, 2023

**OWNER’s Responsibilities**

In addition to those items listed in the associated Agreement for Technical Services, OWNER shall be responsible for the following:

1. Provide the State Municipal Agreement for the project.
2. Provide a utility contact list.
3. Provide title searches, title updates, and/or commitments necessary to determine property lines and current property ownerships.
4. Record TLE acquisition exhibits and provide property owner compensation for the TLEs.
5. Provide all soils and subsurface investigations, including the preparation of a geotechnical report. Classify the soils by pedological means to provide pavement design parameters.
6. Provide all historical and archaeological surveys and studies.
7. Send public notices and reserve a location for the PIMs.
8. Approve all utility work plans and issue utility work permits.
9. Retain archaeological and historical consultant for Section 106 investigation.

**TASK ORDER AUTHORIZATION AND ACCEPTANCE:**

ENGINEER:

STRAND ASSOCIATES, INC.®

OWNER:

CITY OF WHITEWATER

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

Date

\_\_\_\_\_  
John Weidl  
City Manager

Date

