



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Monday, December 7, 2020

7:30 PM

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **December 7, 2020** at **7:30 PM**.

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/DePere>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://depercitywi.igmp2.com/>.

I. Call to Order

1. Roll Call

II. Items

1. Approval of the November 9, 2020 Board of Public Works Meeting Minutes
2. Consideration and possible action to Restrict Parking on the West Side of Huron Street*
3. Discuss Feasibility Study for Joint Compost Facility With The Village of Allouez
4. Consideration and Possible Action Regarding Alderperson Raasch's request for CN Railroad Tracks on Grant Between Fifth & Sixth Street*
5. Consideration and possible action on Brown County Agreement EE-18*
6. Consideration and possible action on proposal for Grant and Allard Street Intersection Modifications and Signal Design*
7. Discuss Ald. Carpenter's Request for Review of City Sidewalk
8. Discuss USPS Mailbox Located at 415 George Street
9. Discuss Ald. Raasch's Request for Review of Speed Limit on CTH PP

III. Future Agenda Items

IV. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday December 7, 2020 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

OMNI ASSOCIATES

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

KRESS FAMILY LIBRARY

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2020

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the November 9, 2020 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2020 1109 DRAFT Minutes (PDF)



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Monday, November 9, 2020

7:30 PM

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Remote	
Dan Carpenter	Aldersperson	Remote	
Jonathon Hansen	Aldersperson	Remote	
Shana Defnet Ledvina	Aldersperson	Remote	
Dean Raasch	Aldersperson	Remote	

Others present:

Joe Zegers, Finance Director

Scott Thoresen, Public Works Director

Eric Rakers, City Engineer

Betty Sellenheim, Recording Secretary

II. Items

1. Approval of the October 12, 2020 Board of Public Works Meeting Minutes

Aldersperson Carpenter moved to approve the October 12, 2020 Board of Public Works Meeting Minutes, seconded by Aldersperson Raasch.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

2. Consideration and possible action on proposal from CLA LLP for Sewer Utility Rate Study*

Joe Zegers, Finance Director, explained the history of sewer utility, the attached New Water Budget, and proposal from CLA LLP for sewer utility rate study. Mr. Zegers offered the options to the Board regarding the necessity of the rate study and a potential water rate increase from Public Service Commission.

Aldersperson Carpenter verified and outlined pricing and asked if the cost and income would break even. Mr. Zegers verified it would mostly break even or minimal increase in cash reserves. Aldersperson Raasch stated he would prefer to forego the rate study and keep the rates as they are for 2021. Mayor Boyd and Aldersperson Ledvina agreed with Aldersperson Raasch. Mr. Zegers provided an example of how the prices may increase for 2021 with the water rate increase and no change for sewer.

Mayor Boyd moved to maintain the current rate and not complete the sewer utility rate study with CLA LLP for 2021, seconded by Aldersperson Raasch.

Scott Thoresen, Public Works Director, stated if the study was not completed, this agenda item would not need to be forwarded to Common Council. Mayor Boyd and Aldersperson Raasch accepted.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

3. Consideration and possible action on Preliminary Resolution for Special Assessment for Garroman Drive*

Eric Rakers, City Engineer, explained the special assessment request for Garroman Drive and benefits to the involved property in sanitary and water main, storm sewer, and storm water management. Mr. Rakers explained the history of contact with the property owner while improvements were made with the Garrity's Glen Subdivision Fourth Addition construction work and the proposed assessment amounts and payback options.

Alderperson Raasch requested information regarding the history of the property. Mr. Rakers explained there had been an agreement that did not come to fruition and staff built a modified road section to complete the work. Alderperson Carpenter questioned when the road would be completed to full width. Mr. Rakers stated there is not a current timeline for the development of the property. Alderperson Carpenter asked if the owner needed to be provided a certain number of years or time to pay the assessment or if it could be due immediately. Mr. Rakers stated there was not a set number of years and it would be up to the Board to set if they did not approve the five years suggested by staff. Alderperson Carpenter and Alderperson Raasch expressed their interest in providing a shorter window for payback. Alderperson Raasch asked how the payback options were designed for the infrastructure for the subdivision. Mr. Rakers stated the developer is invoiced once a certain phase of work is completed and the utilities are installed.

Alderperson Carpenter moved to approve the preliminary resolution and provide two years interest free for payback and schedule a public hearing, seconded by Mayor Boyd.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Consideration and possible action regarding Alderperson Raasch's Request for Review of the Rubbish Site Operations

Alderperson Raasch explained a request from a rental property owner regarding their inability to use the rubbish site. Scott Thoresen, Public Works Director, explained the use history of the City of De Pere Rubbish Site and physical checks of residency. Mr. Thoresen explained if landlords are unable to coordinate with the scheduled free collection times offered by the city, they can call to schedule a special pickup curbside or drop items off at the Brown County Waste Transfer Station. Alderperson Ledvina asked about the special pickup service. Mr. Thoresen stated it is available for all residents but there is a charge to have items picked up in that situation. Alderperson Carpenter expressed his thoughts on these property owners being "businesses" and they get a security deposit from tenants to take care of these types of issues. Alderperson Hansen

asked if the fee could be paid at the drop-off site. Mr. Thoresen explained the special collection fee would be curbside collection. Alderperson Hansen asked if apartment complex renters can use the rubbish site. Mr. Thoresen explained anyone who can prove they reside within city limits, has access to use the site.

Discussion item only. No action required.

5. Consideration and possible action on City Engineer Parking & Traffic Recommendations*

Eric Rakers, City Engineer, explained the recommendations from the Parking and Traffic Team including: parking restrictions for the Pine Trail Crossing Subdivision (Scarlet Oak Circle, Scarlet Oak Road, Diversity Drive), parking restrictions for the Garrity's Glen Subdivision (Ballyvaughan Road, Garroman Drive, Kilrush Road, Tipperary Trail), parking changes on Lewis Street with the Notre Dame School relocation, yield sign installation on Nicolet Avenue at White Pine Avenue, "No Outlet" sign installation on Butler Street west of S. Sixth Street, and street light installation (in coordination with Brown County) at the driveway for 2198 S. Broadway (CTH PP).

Alderperson Hansen questioned the narrower streets in Pine Trail Crossing Subdivision. Mr. Rakers explained residential developers are allowed to choose from city street standards. Alderperson Hansen questioned the limits of Scarlet Oak Road. Mr. Rakers stated the road would be extended depending on future developments. Alderperson Carpenter questioned the number of yield signs being proposed. Mr. Rakers stated there would be two; one in each direction of Nicolet Avenue. Alderperson Ledvina asked if this intersection had recently been discussed for traffic control. Mr. Rakers stated it had been discussed and the resident had requested a speed bump or stop sign. Alderperson Raasch questioned the signs being installed on Butler Street. Mr. Rakers stated this is going to be the first sign of this type to be installed at this location. Alderperson Hansen agreed with the installation of the street light. Alderperson Carpenter questioned the funding for the street light. Mr. Rakers stated it would cost a couple hundred to install the light and the lighting would be funded through the street light funds.

Mayor Boyd moved to approve staff recommendations, seconded by Alderperson Hansen.

Alderperson Carpenter expressed disinterest in the installation of the yield signs without meeting standards.

Mayor Boyd revised the motion to approve items 1-3, 5, and 6, seconded by Alderperson Hansen.

Upon vote, the motion passed unanimously.

Alderperson Carpenter moved to deny the yield sign installation (item 4) on Nicolet Avenue at White Pine Avenue, seconded by Alderperson Raasch.

Upon vote, the motion failed with a 2-3 vote.

Alderperson Hansen moved to approve the yield sign installation (item 4) on Nicolet Avenue at White Pine Avenue, seconded by Alderperson Ledvina.

Upon vote, the motion passed with a 3-2 vote with Alderperson Carpenter and Alderperson Raasch voting no.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

6. Discuss City Engineer Recommendations for No-Action Parking & Traffic Discussion Items

Eric Rakers, City Engineer, outlined the discussion items from Parking and Traffic Team including; parking restrictions on N. Huron Street from George Street to Ridgeway Blvd, mid-block crossing on Wisconsin Street north of George Street, yield signs on Nicolet at Glenwood, on Hickory at Glenwood, and on Randall at Glenwood, No Truck Route sign installation on Sixth at Main, and allow use of Fourth Street as a truck route. A few items are outstanding for discussion.

Alderperson Hansen questioned an outstanding item (crosswalk on Chicago at O'Hearn) and the necessity of waiting for in-person learning. Mr. Rakers stated that the most accurate pedestrian counts would come while school was in session. Alderperson Hansen requested staff look at Chicago at Crestview for a crosswalk.

Discussion item only. No action required.

III. Future Agenda Items

Alderperson Raasch requested an update on moving of a postal box on George Street and speed limit changes on S. Broadway. Alderperson Hansen requested an update on the combination compost facility with Allouez.

IV. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:48 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2020

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consideration and possible action to Restrict Parking on the West Side of Huron Street*

ATTACHMENTS:

- 2020 1207 CI_BOPW-Huron Street Parking (PDF)
- 2020 1202 Parking Survey Responses (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: December 7, 2020

RE: **Consideration and Possible Action to Restrict Parking on the West Side of Huron Street***

The Engineering Department received two different requests to restrict parking on Huron Street between George Street and Ridgeway Boulevard due to the street width. This was discussed at a Parking and Traffic Meeting which supported the request. A survey was sent to residents along this section of Huron Street.

BACKGROUND

At the October 23rd, 2020 City Engineer Parking and Traffic Meeting, a change in parking restrictions was discussed for the west side of Huron Street from George Street to Ridgeway Boulevard. This was presented to the Board on November 9th, 2020 meeting under the discussion item as follows:

1. *Review parking restrictions on N. Huron from George Street to Ridgeway Boulevard Street due to new development by Franklin Street and the new Notre Dame School and the narrow street.*

Huron Street is 24 feet wide. Per the existing Ordinance, parking is restricted on the west side from George Street to James Street and William Street to Franklin Street.

In 2017, Huron Road was reconstructed with a parking lane added on the west side from George Street to 120 feet north of George Street.

For new construction, the City standard for a street with parking on both sides is 32 feet wide. As noted above, Huron Street is 24 feet wide. The proposed change will restrict parking on the entire west side from 120 feet north of George Street to Ridgeway Boulevard.

A survey was sent to property owners within the proposed limits. Based on the responses, 13 are in favor of the change in parking and 3 are opposed. Property owners have been invited to attend this meeting.

RECOMMENDATION

Staff recommends the Ordinance be updated to restrict parking on the west side of Huron Street from 120' N/O of George Street to Ridgeway Boulevard.

The language for the ordinance will be as follows:

Delete the following:

NO PARKING			
Street	Side of Street	From Curbline or Feet/Dir. of Curbline	To Curbline or Feet/Dir. of Start
Huron Street	W	George Street	James Street

Insert the following:

NO PARKING			
Street	Side of Street	From Curbline or Feet/Dir. of Curbline	To Curbline or Feet/Dir. of Start
Huron Street	W	120' N/O George Street	James Street
Huron Street	W	James Street	William Street
Huron Street	W	Franklin Street	Fulton Street
Huron Street	W	Fulton Street	Morris Street
Huron Street	W	Morris Street	Ridgeway Boulevard

Attachments:

Huron Street Parking Survey Results (PDF)

Huron Street Parking Survey Results
George Street to Ridgeway Boulevard
December 3, 2020

Name	Address	Support	Oppose	No Preference	Comments
LTF Investments LLC	715 George St, 109, 115, & 121 N. Huron St	X			
Brian & Rachel Sagrillo	636 N. Huron St	X			Navigating N. Huron can be difficult when cars are parked on both sides of the street
Wesley & Dawn Alberts	514 N. Huron St	X			Full support. Have called the non-emergency police in the past as were unable to get their vehicles through the street to their home.
Pete Larsen	616 N. Huron St	X			
Kristina & Brian Reignier	515 N. Huron St	X			
Justin Boysen	608 N. Huron St		X		Parking on both sides slows down traffic and reduces vehicle noise.
Karen Sternkopf	501 N. Huron St	X			Navigating N. Huron can be difficult when cars are parked on both sides of the street
Eric & Tammy Stiles	602 N. Huron St	X			Navigating N. Huron can be difficult when cars are parked on both sides of the street-have needed to take alternate routes home to avoid N. Huron St
Margaret Manning	521 N. Huron St	X			
Ken Nier	726 N. Huron St		X		Resides on east side of street and fears the visitors for neighbors across the street will constantly be parked in front of his home

Huron Street Parking Survey Results
George Street to Ridgeway Boulevard
December 3, 2020

Name	Address	Support	Oppose	No Preference	Comments
Don Mjelde	641 N. Huron St	X			Navigating N. Huron can be difficult when cars are parked on both sides of the street, or even with parking on one side but understands some parking should be allowed. Visibility concern when turning onto Huron from George and vise versa
Andrew & Katherine Mayer	509 N. Huron St		X		Residents on both sides of the streets have visitors that would require parking and there is only room when both sides are utilized for parking. Small inconvenience to slow down for parked cars and believes it is only an issue that happens on a small scale
Kathleen Fennessy	218 N. Huron St	X			Hoping for a change for a long time. Navigating N. Huron can be difficult when cars are parked on both sides of the street
Dennis & Shirley Penasa	221 N. Huron St	X			Safety and slowing traffic should be main priorities
April Clark	725 Fulton St	X			
Scott Pansier	630 N. Huron St	X			Restricting parking on the east side, especially at William St, would make negotiating the curve safer with cars on the outside of the curve rather than the inside



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2020

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Feasibility Study for Joint Compost Facility With The Village of Allouez

The intent of this discussion is to provide an update for the BOPW regarding the feasibility study that the BOPW and Council approved earlier this year. The feasibility study is being done to determine if the Village of Allouez's existing compost facility can accommodate an expansion to allow for the composting operational needs of Village of Allouez, City of De Pere, and Town of Ledgeview. The cost of the feasibility study is \$10,700. The City is required to reimburse the Village of Allouez for this expense which will be shared by the Town of Ledgeview.

As previously discussed, the City currently has a compost facility off of Rockland Road. This facility primarily accepts yard waste and brush from residents of the City as well as the Town of Ledgeview. The Town of Ledgeview shares in the operational costs of this facility. In the near future, this facility needs to be relocated to another site as this area develops which is the primary reason the feasibility study is being done. The Village of Allouez's existing compost facility is located on Le Brun Street.

The Village of Allouez has hired Robert E. Lee & Associates (REL) to evaluate the Village of Allouez's existing site. REL began the survey work this past August. REL is currently working on finalizing a layout of a joint compost facility that would accommodate the compost operational needs of the Village of Allouez, City of De Pere and Town of Ledgeview. If it is determined the site can accommodate the needs of the three communities, then REL will then work on cost estimates for construction of the compost facility. It is expected this would be finalized by March of 2021.

It is expected the City of De Pere and Town of Ledgeview will be responsible for 100% of the construction costs to expand the Village of Allouez's compost facility if this project moves forward. I would anticipate if an intergovernmental agreement can be executed between the Village of Allouez, City of De Pere, and Town of Ledgeview that the earliest the construction of the new compost facility would be in the summer of 2022.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE:	December 7, 2020
DEPARTMENT:	Public Works
FROM:	Scott Thoresen
SUBJECT:	Consideration and Possible Action Regarding Alderperson Raasch's request for CN Railroad Tracks on Grant Between Fifth & Sixth Street*



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2020

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consideration and possible action on Brown County Agreement EE-18*

ATTACHMENTS:

- 2020 1207 CI_BOPW_Brown County Agreement EE-18 (PDF)
- BCMA_EE-18 (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: December 7, 2020

RE: **Consideration and Possible Action on Brown County Agreement EE-18***

The City is proposing to construct signals at the intersection of Grant and Allard Street. The signal is being constructed to accommodate additional traffic modeled from the West De Pere High School expansion. Grant Street is Brown County Highway EE. As such, Brown County has jurisdiction of the right of way and roadway. Staff has been working with Brown County on the construction of the signal.

BACKGROUND INFORMATION

The West De Pere School District is constructing a large expansion at the high school (665 Grant Street). Construction is scheduled to be completed in 2021. As part of the site plan process, a Traffic Impact Analysis (TIA) was completed by Traffic Analysis & Design, Inc. (TADI). One of the recommendations from the report is to construct a fully actuated traffic signal at the intersection of Grant and Allard Street. The intersection is to include a dedicated left turn and dedicated through lane on the west approach. Accommodations for adjacent driveways will need to be evaluated.

SUMMARY AND RECOMMENDATION

Attached is Brown County Municipal Project Agreement EE-18. Per the agreement, the City is responsible to construct and fund the signals. After completion, the signals will be owned and operated by Brown County.

Staff recommends approving the agreement.

Attachments:

Brown County Municipal Project Agreement EE-18 (PDF)

Brown County

MUNICIPAL PROJECT AGREEMENT

Project ID #: EE-18

Municipality: City of De Pere

Highway: CTH EE

Construction Year: 2021

Limits: Signals at Allard Street

Length: Spot Improvements

Federal/State Funds: ☒ No ☐ Yes – Attached State Municipal Agreement between WisDOT & Brown County is a part of this agreement.

1.0 GENERAL

The signatory, City of De Pere (Municipality), through its undersigned duly authorized officers or officials, hereby requests the Brown County Public Works Department (County) to initiate and effect the proposed improvement (Project) hereinafter described.

The authority for the County to enter into agreements with the Municipality is extended by Section 83.035 of Wisconsin State Statutes. The authority for the Highway Commissioner to enter into contracts with municipalities within Brown County is from Section 6.10 of the Brown County Code of Ordinances.

2.0 CITIES

Section 83.05(1) of Wisconsin State Statutes states:

83.05 Improving streets over 18 feet wide. (1) *When a portion of the system of county aid highways in any city is to be improved, and the funds from the city and county are available therefor, the city may determine that the roadways shall be paved to a greater width than 18 feet. If it so decides, the city may determine the type of improvement, the width, and all other features of the construction, subject to the approval of the county highway committee. And said committee shall fix the amount per linear foot of the improvement to be paid by the county. The city shall then improve the street in the manner provided generally for making street improvements. The work shall be done under the supervision of the city, but subject to the inspection of the county highway commissioner.*

When a portion of county highway in a city is to be improved, the City has a choice in how it wants enter into agreement with the County.

2.1 The City follows State Statute 83.05. The City then would determine the type of improvement, the width, and all other features of the construction subject to the approval of the Highway Commissioner.* The City determines if any acquisition of land is required as a result of the design (the City prepares the right-of-way plat), and pays for the cost of the right-of-way acquisition (since the amount of land to be acquired is determined by the municipality as a function of their design of the roadway). The County acquires the land per section 83.07 and 83.08 of the Wisconsin statutes.

* Per Wis. Stat. §83.015(2)(b), the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under 83.05(1).

The County will then likewise follow state statutes in terms of the cost sharing per Wis. Stat. §83.05(2) which states:

83.05(2) *Upon the completion of the work the county's share of the cost shall be paid to the contractor as though the county had been an immediate party to the contract. Unless specifically authorized by the county, the payment by the county shall not exceed the cost of 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures. The balance of the expense of the improvement shall be borne by the city, and shall be provided in the manner in which expense of street improvement is ordinarily met. Assessments of benefits may be made by the city against abutting property in the manner provided where the improvement is done solely at the expense of the city, but such assessments of benefits shall not exceed the difference between the cost of the improvement and the amount contributed thereto by the county.*

2.2 The City yields their statutory authority and enters into an agreement with the County per the County's municipal project agreement policy. In coordination and agreement with the City, the County will determine the type of improvement, the width, and all other features of the construction, with the County having final decision making authority on project specifics. The County and City will follow Attachment #1 for project specific eligible and non-eligible project costs.

For this Agreement the City and County agree to follow:

- ☒ Section 2.1
- ☐ Section 2.2

3.0 VILLAGES AND TOWNS

3.1 The Village or Town enters into an agreement with the County per the County's municipal project agreement policy. In coordination and agreement with the Village or Town, the County will determine the type of improvement, the width, and all other features of the construction, with the County having final decision making authority on project specifics. The County and Village or Town will follow Attachment #1 for project specific eligible and non-eligible project costs.

3.2 The Village or Town petitions to follow section 2.1 of this policy. A village or town may petition the Highway Commissioner to allow the village or town to follow section 2.1 of this policy for urban or proposed urban areas.

For this Agreement the Village or Town and County agree to follow:

- ☐ Section 3.1
- ☐ Section 3.2

4.0 PROJECT SUMMARY

1. Reason for Project (existing facility)

The West De Pere High School has an expansion project scheduled for 2021. A Traffic Impact Analysis (TIA) was completed during the design phase of the expansion project, and the proposed improvements were recommended in the TIA.

2. Proposed Improvement (nature and scope of work)

Provide fully actuated traffic signal control at Allard Street with a dedicated left-turn lane and a dedicated through lane on the west approach. The traffic signals will be designed and constructed to WisDOT standards.

Construct a cross walk with bump outs, high visibility pavement marking and a Rectangular Rapid Flashing Beacon (RRFB) on CTH EE, immediately west of the high school driveway with advanced yield lines and "Yield Here to Pedestrian" signs.

Design and traffic signal equipment will be approved by Brown County prior to construction; and the improvements will be inspected by Brown County during construction. The signal improvements will be dedicated to Brown County after final inspection and acceptance of the improvements.

5.0 PROJECT FUNDING

This work consists of non-eligible project costs (see Attachment 1) and will be funded 100% by the City of De Pere. The project will be administered by the City of De Pere.

6.0 MAINTENANCE RESPONSIBILITIES AND JURISDICTION

6.1 Maintenance

Section 83.025 of the Wisconsin Statutes governs the maintenance of county highways, specifically:

- 83.025(2) Width of highway maintained by the County includes every way open to the use of the public as a matter of right for the purposes of vehicular travel, including the shoulder. In an urban area this would include the curb and gutter.
- 83.025(2) Maintenance of a county highway through a municipality includes those measures and activities necessary to preserve the highway, as nearly as possible, in the condition of its construction including:
 - Shoulder maintenance
 - Ditch Maintenance
 - Pavement marking
 - Signing
 - Crack sealing
 - Asphalt patching
 - Concrete pavement repair
 - Asphalt resurfacing
 - Curb and gutter repair
 - Emergency repairs of storm sewer manhole and inlet casting/pavement as requested by the municipality to be charged back to the municipality
 - Street sweeping
 - Application of protective coatings (bridges)
 - Guard rail
 - Removal, treatment and sanding/salting of ice
 - Removal and control of snow
 - Interim repair of highway surfaces and adjacent structures
 - Center median mowing (performed only for visibility purposes)
 - Traffic signal operation

Items that are placed at the discretion of the municipality are the responsibility of the municipality to maintain, including:

- Street lighting
- Interim sidewalk repair
- Pavement marking associated with sidewalks (crosswalks)
- Off street bike paths
- Sanitary sewer
- Interim storm sewer repair including manhole and inlet castings
- Water mains
- Other municipal utilities
- Mowing behind the curb line (terrace area)
- Center median mowing (performed for aesthetic purposes)
- Snow and ice removal on sidewalks and/or bike paths
- Roundabout center island landscaping
- Storm water devices (ponds, infiltration areas, etc. – anything other than a ditch)
- Trees, shrubs, and other landscaping behind the curb line (in terrace area)

Neither of these maintenance lists is intended to be 'all inclusive', but, rather to demonstrate measures and activities necessary to preserving a highway defined as that portion of the roadway open to the public as a matter of right for the purposes of vehicular travel, including the shoulder and/or curb and gutter.

6.2 Jurisdiction

Note: Jurisdictional transfers require resolutions from both the Municipality and County Board to become effective. If a roadway is noted to be transferred, it indicates an agreement in principal to pursue the transfer contingent upon both the Municipality and County approving the necessary resolutions.

☐ New County highway segment to be maintained by the County.

☒ Existing County highway segment to be maintained by the County.

☐ Existing Municipal street to be jurisdictionally transferred to the County:

Transfer Date: _____ Miles: _____
 Highway Name: _____ From _____ To _____

☐ Existing County highway to be jurisdictionally transferred to the Municipality:

Transfer Date: _____ Miles: _____
 Highway Name: _____ From _____ To _____

☐ Jurisdictional transfer of other County highways within the Municipality, from the County to the Municipality as listed below:

Street: _____ Miles: _____
 Location: _____ Transfer Date: _____

7.0 AUTHORIZATION

This request is made by the undersigned proper authority to make such request for the designated Municipality, and upon acceptance by the County, shall constitute agreement between the Municipality and the County.

FOR THE MUNICIPALITY:

Name & Title

Date**FOR THE COUNTY:**

Paul Fontecchio, Director
Brown County Public Works Department

Date

ATTACHMENT 1:

MUNICIPAL PROJECT AGREEMENT COST SHARE POLICY

Brown County Public Works follows state law as found in Trans 205 for County Trunk Highway Standards or the Wisconsin Department of Transportation's Facility Design Manual (FDM) for the design, maintenance, and improvements of county trunk highways.

PROJECT TYPE	BROWN COUNTY	MUNICIPALITY
Asphalt Reconditioning: <i>Reconditioning is defined as a maintenance level activity involving the reclaiming of the existing pavement and/or base course, replacement of the pavement in generally the same alignment (vertical and horizontal).</i> A. Reclaim of existing pavement & base course B. Paving of up to 4.5" asphaltic pavement C. Curb & gutter replacement (spot repairs as part of reconditioning). D. Curb & gutter replacement (larger areas of repairs as agreed to by the Municipality and County). E. Curb & gutter replacement for Municipal utility work.	100% 100% 100% 50% 0%	0% 0% 0% 50% 100%
Roadway Reconstruction: <i>Reconstruction is defined as the total rebuilding of an existing highway including pavement and base replacement, excavation below subgrade, drainage, transportation related appurtenances, roadway realignment, widening, and/or converting a rural roadway to an urban roadway.</i> A. Urban Reconstruction: New concrete curb & gutter, storm sewer, asphalt or concrete pavement (see eligible project costs). B. Rural Reconstruction: Reconstruction of existing 2-lane roadway, no additional travel lanes. C. Rural Reconstruction: Reconstruction and widening of existing 2-lane roadway, travel lane addition, including 3-lane with center-shared, left-turn, or 4-lane divided or undivided roadway (see eligible project costs).	50% 100% 50%	50% 0% 50%
New Roadway Construction:	50%	50%
Bridge Construction/Reconstruction: A. Part of Roadway Reconstruction A & C above. B. Town Bridge Replacement. Note: Funding utilizes the County Bridge fund which is a 50/50 matching fund with the Municipality. C. County Bridge Replacement.	50% 50% 100%	50% 50% 0%

Eligible Project Costs:
County eligible construction project funding will be limited to participation in the costs of the following items as specified in the estimate summary:
A. Design engineering and all necessary environmental and wetland assessment investigations as required by the Wisconsin Department of Natural Resources and/or the U.S. Army Corps of Engineers.
B. Right-of-way acquisition cost, including the cost of the right-of-way plat development, property appraisals, acquisition negotiations, legal costs and relocation expenses and fees for limited construction easements, and compensable utility relocation costs.
C. Wetland replacement mitigation.
D. Storm water devices (ponds, infiltration areas, etc.) required for the project (prorated to 50% of the costs required for the roadway work).
E. Construction engineering related to inspection, supervision, and administration of the actual construction work.
F. Street grading, base, pavement, curb & gutter, drainage structures, bridges, intersection channelization & turning lanes, 15-foot wide concrete outside curb lanes, 14-foot wide asphalt outside curb lane, and driveway aprons.
G. Installation of main line storm sewer trunk lines & laterals, 12-inch diameter or greater. Storm sewer inlets, manholes, and catch basins necessary to accommodate street surface water drainage.
H. In accordance with the Brown County Bicycle and Pedestrian Plan, Brown County will share the costs of the following: 1. Concrete sidewalk replacement or new sidewalk construction – the County will participate in the costs for one (1) side of the roadway for sidewalk up to 5' in width for a concrete sidewalk except for areas of municipal utility cuts which are the responsibility of the municipality. 2. Multi-use bicycle/pedestrian asphaltic path or on-street bike lanes - the County will participate in the costs for either one off-street multi-use bicycle/pedestrian path up to 10' in width or on-street bike lanes in accordance with FDM 11-46 Figure 15.1, but not both.
I. Signing and pavement marking, including detour routes, installation of traffic signal conduit and traffic signals meeting signal warrants.
J. Erosion control devices required per Wisconsin DNR standards.
K. Retaining walls required for the Project.
L. Roundabout intersections that meet traffic signal warrants including street lighting, standard WisDOT colored concrete, and signs.
M. Landscaping including salvaged topsoil, seeding, fertilizing, and mulch.

Non-eligible Project Costs:
Work necessary to complete the Project to be financed entirely by the Municipality or other utility or facility owner includes the following items:
A. New installation of, or alteration of, sanitary sewers and connections, water, gas, electric, telephone, fire or police alarm facilities, parking meters, street lighting and similar utilities.
B. Traffic signals or roundabouts not meeting signal warrants, as specified by the Manual of Uniform Traffic Control Devices (MUTCD).
C. Concrete sidewalks or bicycle/pedestrian off-street trails not constructed as part of reconstruction or new construction projects.
D. Any allowed parking stalls.
E. Storm water devices (ponds, swales, etc.) not required for the project (regional storm water pond for example). The Municipality will own and maintain regional storm water devices, including if the device is partially used for the Project.
F. Trees, shrubs, and other landscaping along the roadway or at roundabouts after location approval by Brown County.
G. Decorative features (lighting, signs, railing, etc.) above standard baseline costs.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2020

DEPARTMENT: Board of Public Works

FROM: Eric Rakers

SUBJECT: Consideration and possible action on proposal for Grant and Allard Street Intersection Modifications and Signal Design*

ATTACHMENTS:

- 2020 1207 CI_BOPW_Grant and Allard Signal(PDF)
- 2020 1103 CE_RFP_Grant Signal (PDF)
- Ayres RFP Cover Letter and Proposal (PDF)
- De Pere Proposal w forms - JT Final (PDF)
- Omni - City of De Pere Grant Street Proposal (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric P. Rakers, P.E., City Engineer

Date: December 7, 2020

RE: **Consideration and Possible Action on Proposal for Grant and Allard Street Intersection Modifications and Signal Design***

The Engineering Department received proposals for consulting services to design and manage construction of the installation of traffic signals at the Grant and Allard Street intersection and Grant Street pedestrian crossing near the high school.

BACKGROUND INFORMATION

The West De Pere School District is constructing a large expansion at the high school (665 Grant Street). Construction is scheduled to be completed in 2021. As part of the site plan process, a Traffic Impact Analysis (TIA) was completed by Traffic Analysis & Design, Inc. (TADI). There are two recommendations from the report that are included in this proposal.

Grant and Allard Street Intersection:

One of the recommendations from the report is to construct a fully actuated traffic signal at the intersection of Grant and Allard Street. The intersection is to include a dedicated left turn and dedicated through lane on the west approach. Accommodations for adjacent driveways will need to be evaluated.

Grant Street is a Brown County Highway. At the completion of the project, Brown County will own and operate the signal. Brown County requires signals to be designed per WisDOT standards and WisDOT equipment. Minimum lane widths are 12 feet. The intersection is to include pedestrian crossing features.

Pedestrian Crossing and Bumpout – 665 Grant Street

A pedestrian crossing is recommended in the TIA near the entrance to the high school at 665 Grant Street. The pedestrian crossing is to include bumpouts and Rapid Rectangular Flashing Beacons (RRFB's). This facility will require Brown County Highway Department approval. The facility should be located near the entrance to VFW Park.

SUMMARY AND RECOMMENDATION

Proposals were sent out to three firms that Brown County has worked with in the past on signal projects. A summary of the results is as follows:

Consultant	Design Amount	Construction Administration (Estimate)	Total (Estimate)
OMNI Associates	\$28,140.00	\$32,430.00	\$60,570.00
Ayres	\$36,449.00	\$38,038.20	\$74,487.20
JT Engineering	\$63,900.00	\$33,460.00	\$97,360.00

The actual amount for construction administration will vary based on the amount of services required and time to complete construction.

Funding will be from the capital project account for the signal installation. This is being funded by the West De Pere School District.

The staff recommendation is to accept the proposal from OMNI Associates.

Attachments:

Grant Street RFP (PDF)
 Ayres Proposal (PDF)
 JT Engineering Proposal (PDF)
 OMNI Proposal (PDF)

**Request for Proposals
For
Grant and Allard Street Intersection Modifications and Signals
And Grant Street Pedestrian Crossing**

The City of De Pere would like to invite your firm to submit a proposal to provide design and construction management services for the above referenced project.

Your proposal must be submitted to our office by Friday, November 20th. Proposals can be submitted via e-mail to Eric Rakers at erakers@deperewi.gov.

GENERAL INFORMATION:

The West De Pere School District is constructing a large expansion at the high school (665 Grant Street). Construction is scheduled to be completed in 2021. As part of the site plan process, a Traffic Impact Analysis (TIA) was completed by Traffic Analysis & Design, Inc. (TADI) which has been attached. There are two recommendations from the report that are included in this proposal.

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SCOPE OF SERVICES FOR DESIGN:

Scope of design services:

- Topographic Survey
Due to scheduling and the potential for snow when the contract is awarded, the City will provide a topographic survey.
- Grant and Allard Street Intersection Design

Recommend the pavement structure based on City provided soil borings. Grant Street and Allard Street will be constructed with concrete curb and gutter and asphalt concrete pavement travel lanes. Design storm inlets to drain the curb and gutter and connect to the existing storm sewer system.

- **Traffic Signal Design.**
Design the new signals at the Grant and Allard Street intersection. Create plans, details, and diagrams for the work at the signal.
- **Pedestrian Bumpout and Crossing Design.**
Design the pedestrian crossing, bumpouts, and RRFB's. Evaluate drainage due to the bumpouts and add storm inlets if required.
- **Plan Set Preparation**
Provide a cover sheet for City signatures, standard symbols and abbreviation sheet, and all construction detail sheets.
- **Bid Document Preparation**
Prepare project manual, technical specifications, bid items and associated measurement for payment descriptions following City format. Provide in a Word document. Provide a cost estimate in an Excel document.
- **Bid Project**
Prepare bid documents. Assist the City in answering bidder questions. Assist in the preparation of any addenda required that is related to the consultants design responsibilities. The City will publish the bid ad in the paper and post the bid documents on QuestCDN.

In addition to the above detailed items, coordinate the design, reviews, and approval of the final design with the Brown County Highway Department.

In addition to the detailed scope of services, include four meetings for the project. Meetings will consist of the following:

1. Kickoff meeting.
2. Design review meeting – 30%
3. Design review meeting – 60%
4. Design review meeting – 90%.

The majority of correspondence and review will be completed via email.

City responsibilities and information to be provided:

- Provide a topographic survey
- Obtaining detour route approvals
- Pay regulatory permit fees
- Permitting with Brown County
- Provide parcel maps in AutoCAD
- Provide the TIA report in .pdf
- Provide the City draft project manual in Microsoft Word
- Provide 2021 City of De Pere Standard Specifications – .pdf

- Provide a generic list of City bid items in an Excel format.
- Open bids.

The City will advertise the project. The consultant will provide the project manual and plans for bidding the project. The project manual will include the technical specifications, bid items, and measurement for payment items to the City. The bid items and corresponding measurement for payment descriptions will follow the City format.

The project will be posted on QuestCDN by the City. The consultant will be available to answer bid questions.

SCOPE OF SERVICES FOR CONSTRUCTION:

Included with the proposal is construction management for the project. The following tasks will be required for the traffic signal and pedestrian bumpout construction:

- Host a preconstruction meeting at the City. Prepare all documentation for the meeting.
- Review and approve shop drawings for the project.
- Perform construction administration.
- Perform construction staking.
- Perform full time inspection during paving and partial inspection during other phases of construction.
- Complete record survey and record drawings for construction.

Mileage is to be included in the hourly rate.

SCHEDULING:

The schedule for the project is as follows:

- Receive proposals by November 20, 2020
- Award the proposal at the Board of Public Works on December 7th and the Common Council on December 15th.
- Begin design as soon as the agreement is signed (around January 4, 2021)
- Advertise project in April of 2021
- Bid opening and award in May of 2021
- Begin utility construction in June of 2021
- Complete construction by September 15, 2021

INSURANCE:

- A. The Consultant shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries,

including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage for a total of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

B. Proof of Insurance. The Consultant shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Consultant meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the City and shall name the City as an additional insured under Consultant's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

FEE:

The proposed fee schedule shall be submitted on the attached form.

A company fee schedule shall be attached for additional services offered that are not shown on the attached form.

PAYMENT:

The City's Consultant Agreement provides for compensation under the contract to be made by monthly billings. Any proposal that seeks an alternative compensation provision shall be included in a specific description of the preferred compensation method for City consideration.

DELIVERY:

The deliverables for the project includes the following:

1. Plans in AutoCAD and .pdf. The City will online bid the project with the 11"x17" .pdf plan set.

2. Provide project manual for bidding in a word format.
3. Provide bid items, quantities, and an engineer's estimate. The bid items are to be provided in a Word document. The estimate is to be provided in an Excel document.
4. Provide design memos and associated calculations.

The City will assist in preparing the measurement for payment descriptions of the bid items. The City will provide the cover sheet. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

ADDITIONAL INFORMATION:

The City will provide all information requested to assist consulting services and will pay for permitting fees associated with the project.

A sample Consultant Agreement is attached. Terms and conditions of a proposer's Standard Agreement for Services shall not be incorporated into Consultant Agreement absent specific language thereof in the Consultant Agreement itself.

Proposed Fee Schedule

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Fee (Total for Design and Construction): _____

Scope of Services for Design:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Grant and Allard Street Design	1	LS	\$	\$
B	Traffic Signal Design	1	LS	\$	\$
C	Pedestrian Bumpout Crossing Design	1	LS	\$	\$
D	Plan Set Preparation	1	LS	\$	\$
E	Bid Document Preparation	1	LS	\$	\$
F	Bid Project	1	LS	\$	\$
G	Design / Progress Meetings	4	EA	\$	\$
DESIGN PROPOSAL COST					\$

Scope of Services for Construction:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Host Preconstruction Meeting	1	LS	\$	\$
B	Review and Approve Shop Drawings (Estimate)	20	HR	\$	\$

C	Perform Construction Administration (Estimate)	40	HR	\$	\$
D	Perform Construction Staking (Estimate)	40	HR	\$	\$
E	Perform Construction Observation (Estimate)	240	HR	\$	\$
F	Complete Survey and Record Drawings	1	LS	\$	\$
CONSTRUCTION PROPOSAL COST					\$



November 20, 2020

City of De Pere
925 S. Sixth Street
De Pere, WI 54115

Re: Grant and Allard Street Intersection Modifications and Signals
And Grant Street Pedestrian Crossing

Dear Mr. Rakers:

Thank you for the opportunity to submit on your design and construction management services project along Grant Street. With my daughter attending West De Pere High School, I drive through this intersection quite often and there is a need for roadway changes to improve vehicular capacity and maintain pedestrian safety.

If you have any questions with our proposal, please do not hesitate to get in touch with me. I look forward to hearing back from you.

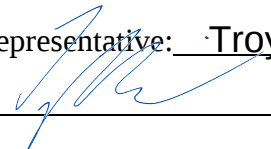
Sincerely,

Ayres Associates Inc

Cory L. Thomson, PE, CBI
Transportation Engineer
920.498.1200
Cell: 920.421.8755
ThomsonC@AyresAssociates.com

Enclosure

cc: Troy Robillard, PE – Ayres Associates Inc

Proposed Fee ScheduleCompany Name: Ayres Associates IncCompany Address: 3376 Packerland DriveCompany Address: Ashwaubenon, WI 54115Company Representative: Troy B. Robillard, PESignature: Fee (Total for Design and Construction): \$74,487.20

Scope of Services for Design:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Grant and Allard Street Design	1	LS	\$ 10,605.00	\$ 10,605.00
B	Traffic Signal Design	1	LS	\$ 11,300.00	\$ 11,300.00
C	Pedestrian Bumpout Crossing Design	1	LS	\$ 2,000.00	\$ 2,000.00
D	Plan Set Preparation	1	LS	\$ 5,144.00	\$ 5,144.00
E	Bid Document Preparation	1	LS	\$ 2,500.00	\$ 2,500.00
F	Bid Project	1	LS	\$ 2,000.00	\$ 2,000.00
G	Design / Progress Meetings	4	EA	\$ 725.00	\$ 2,900.00
DESIGN PROPOSAL COST					\$ 36,449.00

Scope of Services for Construction:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Host Preconstruction Meeting	1	LS	\$ 1,850.00	\$ 1,850.00
B	Review and Approve Shop Drawings (Estimate)	20	HR	\$ 98.98	\$ 1,979.60

C	Perform Construction Administration (Estimate)	40	HR	\$ 157.57	\$ 6,302.80
D	Perform Construction Staking (Estimate)	40	HR	\$ 95.55	\$ 3,822.00
E	Perform Construction Observation (Estimate)	240	HR	\$ 87.87	\$ 21,088.80
F	Complete Survey and Record Drawings	1	LS	\$ 2,995.00	\$ 2,995.00
CONSTRUCTION PROPOSAL COST					\$ 38,038.20



November 19, 2020

ATTN: Mr. Eric Rakers, PE
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

Subject: Request for Proposal for Grant and Allard Street Intersection Modifications and Signals and Grant Street Pedestrian Crossing

Dear Mr. Rakers,

I am pleased to present our proposal to complete the Grant and Allard Street Intersection Modifications and Signals and Grant Street Pedestrian Crossing for the City of De Pere. JT Engineering, Inc. (JT) is a woman-owned firm that was founded in 2005. Our team of experienced staff is fully dedicated to providing cost-effective transportation solutions for our clients. We look forward to this opportunity to serve the City of De Pere. We view each project as a partnership and will listen to your needs, goals, and concerns while making successful delivery our top priority.

Our team's project manager will be Andy Block, PE. Andy has been focused on transportation improvement projects for his entire 15-year career. His past projects have included traffic signal installation projects and projects that have improved pedestrian accommodations in northeast Wisconsin.

Our lead traffic and signal engineer will be Bob Schurrmans. He has been focused on traffic engineering and signal design for the past 30+ years and has designed and studied traffic and corridors all over northeast Wisconsin. Bob specializes in traffic signal design and operations, safety analysis, regulations, work zone analysis, lighting design, and constructability review from a traffic operations perspective. He has directed over 130 traffic signal installations and 100+ highway lighting installations within 11 counties in NE Wisconsin throughout his career.

JT has a large team of highly talented design and construction professionals based within close proximity to the De Pere area, all of which have the experience to help adequately assist with the data gathering, signal design, construction observation, and administration of this project. We work closely together, utilizing our past project experiences and lessons learned to deliver high-quality, cost-effective designs. We appreciate your consideration of JT and look forward to working with you.

Sincerely,

Craig Treadway, PE
Vice President
JT Engineering, Inc.



Proposed Fee Schedule

Company Name: JT Engineering, Inc.

Company Address: 1077 Centennial Centre Blvd.

Company Address: Hobart, WI 54155

Company Representative: Craig Treadway, PE, Vice President

Signature: _____

Fee (Total): **\$97,360**

Scope of Services for Design:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Grant and Allard Street Design	1	LS	\$18,700.00	\$18,700
B	Traffic Signal Design	1	LS	\$17,900.00	\$17,900
C	Pedestrian Bumpout Crossing Design	1	LS	\$7,500.00	\$7,500
D	Plan Set Preparation	1	LS	\$7,100.00	\$7,100
E	Bid Document Preparation	1	LS	\$9,000.00	\$9,000
F	Bid Project	1	LS	\$2,100.00	\$2,100
G	Design / Progress Meeting	4	EA	\$400.00	\$1,600
DESIGN PROPOSAL COST					\$63,900

Scope of Services for Construction:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Host Preconstruction Meeting	1	LS	\$750.00	\$750
B	Review and Approve Shop Drawings (Estimate)	20	HR	\$134.00	\$2,680
C	Perform Construction Administration (Estimate)	40	HR	\$83.50	\$3,340
D	Perform Construction Staking (Estimate)	40	HR	\$110.00*	\$4,400
E	Perform Construction Observation (Estimate)	240	HR	\$83.50	\$20,040
F	Complete Survey and Record Drawings	1	LS	\$2,250.00	\$2,250
CONSTRUCTION PROPOSAL COST					\$33,460

*Rate is per hour per individual on project and off site for project setup.

November 19, 2020

Mr. Eric Rakers, P.E., City Engineer
City of De Pere Public Works-Engineering Dept.
925 S. Sixth Street
De Pere, WI 54115

**RE: Grant and Allard Street Intersection Modifications & Signals and
Grant Street Pedestrian Crossing**

Dear Mr. Rakers:

Thank you for the opportunity to submit our proposal for providing professional engineering services to the City of De Pere for the intersection improvements on Grant Street. I'm a project manager with over 30 years of experience on all types of transportation projects including intersections and urban roadway improvements.

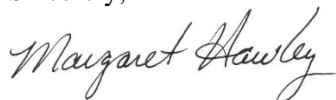
Our current staffing and technical capabilities effectively match those required to complete the scope of services and we are ready to commit the right multi-disciplined team and welcome the opportunity to work with you on it.

OMNNI offers the following:

- A **local firm** with a track record of delivering quality projects on time and on budget.
- **Familiarity with Brown County Highway Department.** Our project manager and staff are extremely familiar with Brown County having worked with them on numerous roadway projects. We have extensive experience working with Brown County for roadway design, traffic analysis and construction administration.
- A very experienced project team including a **proven project manager**, experienced traffic engineer and lead designer.
- Experienced **construction administration staff**.
- A **dedicated transportation department** consisting of about 35 employees supported by technicians, survey crews, environmental professionals and materials testing staff from other departments.

We look forward to the opportunity to partner with you on this project. If you have any questions concerning our proposal, please call me at (920) 830-6176.

Sincerely,



Margaret (Peggy) Hawley

Proposed Fee Schedule

Company Name: OMNNI Associates, a Westwood company
 Company Address: One Systems Drive
 Company Address: Appleton, WI 54914
 Company Representative: Phillip T. Roberts, PE, Engineering Services Manager
 Signature: 
 Fee (Total for Design and Construction): \$60,570
 Scope of Services for Design:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Grant and Allard Street Design	1	LS	\$2,720	\$2,720
B	Traffic Signal Design	1	LS	\$6,220	\$6,220
C	Pedestrian Bumpout Crossing Design	1	LS	\$1,690	\$1,690
D	Plan Set Preparation	1	LS	\$9,110	\$9,110
E	Bid Document Preparation	1	LS	\$5,390	\$5,390
F	Bid Project	1	LS	\$1,250	\$1,250
G	Design / Progress Meetings	4	EA	\$ 440	\$1,760
DESIGN PROPOSAL COST					\$28,140

Scope of Services for Construction:

Item	Description	Quantity	Unit	Unit Price	Amount
A	Host Preconstruction Meeting	1	LS	\$1,750	\$1,750
B	Review and Approve Shop Drawings (Estimate)	20	HR	\$118	\$2,360

C	Perform Construction Administration (Estimate)	40	HR	\$118	\$4,720
D	Perform Construction Staking (Estimate)	40	HR	\$94	\$3,760
E	Perform Construction Observation (Estimate)	240	HR	\$80	\$19,200
F	Complete Survey and Record Drawings	1	LS	\$640	\$640
CONSTRUCTION PROPOSAL COST					\$32,430



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2020

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Ald. Carpenter's Request for Review of City Sidewalk

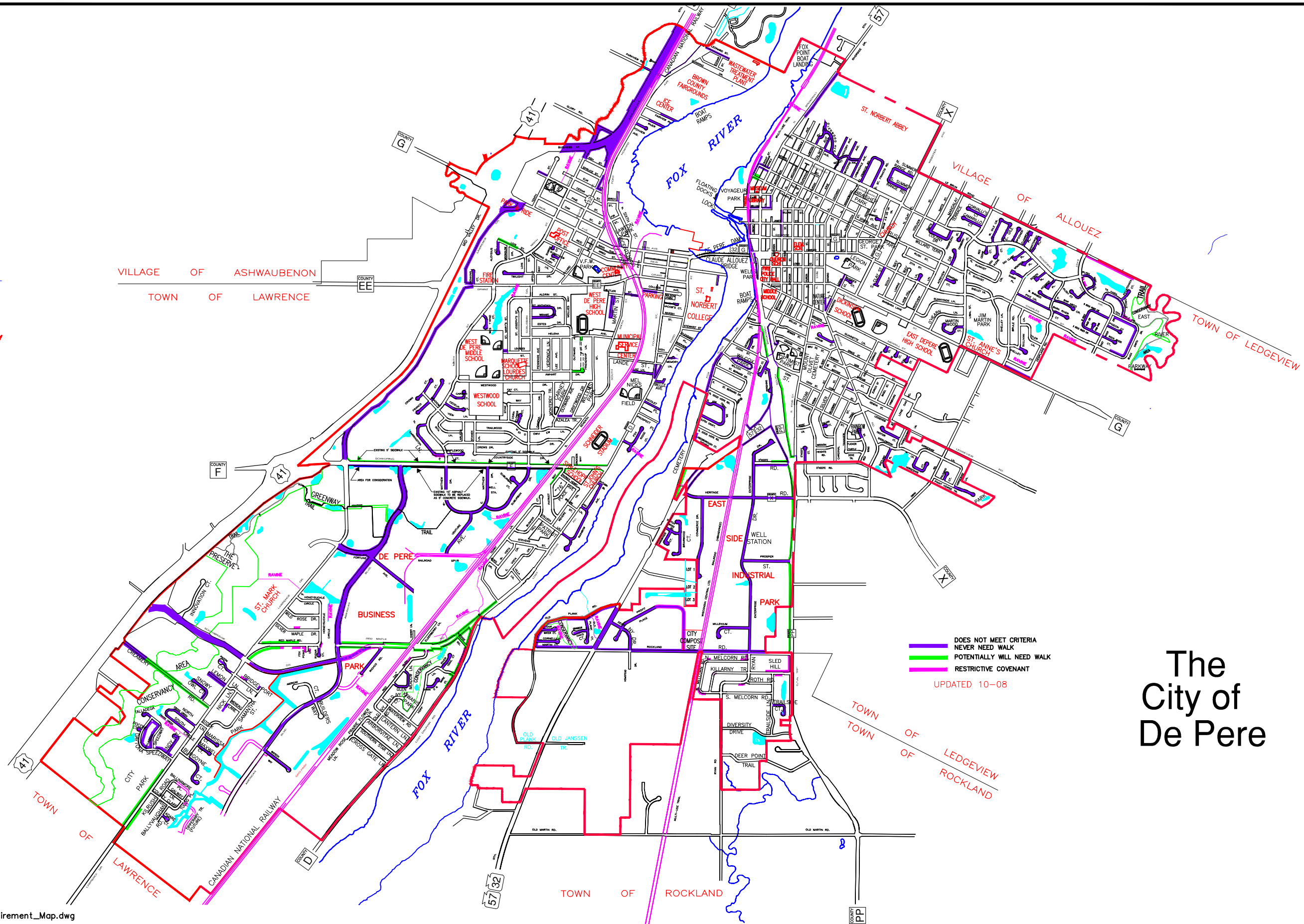
Aldersperson Carpenter has requested the BOPW review the areas of the City that currently do not have sidewalk now and determine if these areas should have sidewalk installed.

I have attached a map last updated in 2016 showing areas of the City that had no sidewalk. Staff is unaware of a uniform policy for sidewalk installation and as to why certain areas of the City have no sidewalk.

However, over time things change and elected officials change which results in sidewalk being installed. An example of this is the sidewalk installation on Lawrence Drive. Previous elected officials voted against having sidewalk installed on Lawrence Drive. Over time, this street saw more pedestrians walking on the road and recent elected officials felt the need for the sidewalk to be installed so pedestrians had a safer place to walk along Lawrence Drive.

ATTACHMENTS:

- 2016 Sidewalk_Requirement_Map (PDF)



X: \\Street\\Sidewalks\\Sidewalk_Requirement_Map.dwg



CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

CITY SIDEWALKS

LOCATION MAP

NAME: SIDEWALK
REQUIREMENT MAP

PROJECT : 2016 SIDEWALK
MAP

	BY	DATE	REVISIONS / ISSUES			
			NO.	DATE	BY	REMARKS
SURVEYED						
DRAWN	MPJ	6/2016				
DESIGNED						
CHECKED						

PAGE
NO.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: December 7, 2020

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss USPS Mailbox Located at 415 George Street

It has been requested the USPS mailbox located at 415 George Street be removed from the terrace area. The primary reason for removing the mailbox is due to people having the tendency to stop in the street to get out of their vehicles to deposit the mail in the mailbox which creates a traffic hazard. Staff has officially requested the USPS remove this mailbox. The USPS Postmaster for De Pere notified staff on November 12th they have a request into their district office for approval to remove the mailbox. The USPS Postmaster said they cannot do anything at this time until they receive approval and did not indicate when approval would be done. Staff informed the USPS Postmaster the mailbox needed to be removed as soon as possible due to the traffic hazard.

**City of De Pere, Wisconsin****Request For Board of Public Works Action**

MEETING DATE: December 7, 2020

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discuss Ald. Raasch's Request for Review of Speed Limit on CTH PP

Aldersperson Raasch has requested the speed limit be lowered from 45 MPH to 35 MPH on CTH PP between O'Keefe Road and Cook Street. Staff reached out to the Brown County Highway Department to see if they would consider this request. Brown County informed staff the speed limit was set at 45 MPH because the County Highway is merging onto STH 57 which has a speed limit of 45 MPH therefore the speed limit of 45 MPH is appropriate for this section of CTH PP.