



**2015 Street Improvement Project
Contract Unit No. 2015-01**

June 2, 2015

Dear Resident:

The City of Menasha has awarded Contract Unit No. 2015-01 which includes work items within the following listed areas of the City of Menasha:

Street Construction

A. Barker Farms VI, Southfield West Subdivision, Natures Way, Bergamont Court and Mistflower Circle

Project Work Items

- A. Pulverizing/Grading
- B. Under Pavement Drain at Inlet Locations
- C. Concrete Curb & Gutter Installation
- D. 4" Thick Asphalt Pavement Installation
- E. Utility Adjustments
- F. Complete Project Area Restoration

The General Contractor for this Project is:

Northeast Asphalt, Inc.
W6380 Design Drive
Greenville, WI 54942

The contact person for Northeast Asphalt, Inc. is Jon Wurzer (920-757-2900). Please refer to the forthcoming Northeast Asphalt notification of construction for additional information.

The tentative work schedule for the Street Improvement Project is:

START: June 4, 2015 (Tentative work hours: 7:00am to 7:30pm)
COMPLETE: August 1, 2015

Traffic on the street will be restricted during actual work hours. Please observe the various construction postings for the work areas associated with this Project. Local traffic will be allowed during non-working hours; however, care shall be exercised to avoid damage to the new construction, contractor's equipment, construction stakes, manholes, etc.

In addition, observance of the following guidelines will help to expedite the work and ease the inconvenience which may be caused by this construction process. Your patience, cooperation, and understanding will be appreciated and necessary to bring about a successful and timely project completion.

1. During construction, please park your car beyond any and all barricades or on adjoining streets to avoid blocking traffic. You may park on your street overnight, but you must have your vehicle(s) out of the construction area before construction crews occupy the street, which may be as early as 7:00 am. We ask that you please place a note in the front window dashboard area of your vehicle with your address readable from the outside front window. This way if we need to have your vehicle moved we can contact you at home.
2. You may also utilize side streets for overnight parking. Parking shall alternate on the odd and even addresses that coincide with the date. For example: on July 18, parking would be on the "even" numbered side of the streets. If, for some reason, you cannot park according to these provisions, you must contact the Menasha Police Department at (920) 967-3500.
3. For your safety, as well as the safety of others, **DO NOT MOVE BARRICADES**. When the Project is complete, the contractor will remove all barricades.

4. Do not walk on any freshly poured concrete until 24 hours after it has been poured. Concrete edges, particularly, may break readily, unless the concrete has had time to cure. **You cannot drive on new concrete until it has cured for a period of 7-10 days.**
5. Do not drive or park on freshly placed asphalt pavement until it has been properly compacted and cured. Generally, if you can avoid vehicular traffic on the freshly placed asphalt pavement overnight it will make for a more attractive and smoother riding finished product. If you do drive on fresh asphalt that is still warm, please avoid "jack-rabbit" start and stop movements or making sharp turns. This can damage the asphalt.
6. All areas disturbed during construction will be restored by the contractor, but will require property owner assistance to ensure satisfactory results. The contractor is responsible for restoring all disturbed turf areas with topsoil, fertilizer, seed, and mulch. **The property owner is responsible for watering these areas to promote complete satisfactory results.**
7. If there is any leftover construction debris, the contractor will remove it. Please do not throw it into the roadway.
8. Refuse will be picked up on regularly scheduled days. Because of the potential for service vs. construction conflicts, please attempt to limit the amount of refuse placed at the curb. Every effort will be made to collect refuse with the automated refuse truck, meaning you should place refuse in your cart and place the cart as close to the street as possible. If the automated refuse truck is not able to travel the street under construction, you will be advised to bag all refuse and place it nearest to the roadway edge for manual pick-up. **Also, please remember to place refuse at the curb/roadway edge prior to 7:00 A.M. on your regularly scheduled collection day.**
9. The Neenah/Menasha Post Office has informed us they will not deliver mail within the Project area; but will deliver mail to a temporary location outside the Project limits. The temporary location for Southfield West and all streets in that area of Nature's Way is on the northeast corner of Province Terrace and Manitowoc Road. The temporary location for Barker Farms VI is the northeast corner of Fieldview Drive and Pinewood Court. The temporary mailboxes will be installed and maintained by the Contractor in the location and the sequence set forth by the Postmaster. **Mail delivery to the temporary mail box location is set to begin on Friday, June 5, 2015.** If you are within the proposed Project limits, please arrange to have the mailbox in front of your house removed from the street right of way area after the temporary mailboxes are in place and delivery has begun. We ask that your mailbox be removed prior to any work activities beginning on your street to facilitate the curb and gutter construction and terrace restoration. When the project is to a point where mail delivery vehicles can enter the Project area, curb side delivery in front of your house will resume. It is the homeowner's responsibility to install their mailbox in the proper location. You will be notified when this will take place. Please place your permanent mailbox according to the attached mailbox detail sheet. The homeowner can request to have a "Construction Hold" put on their mail and pick it up at the Neenah Post Office. The "Construction Hold" form would need to be filled out at the Neenah Post Office. Any questions regarding the arrangements made for mail delivery should be directed to the Neenah/Menasha Post Office at 920-725-0577.
10. Please keep children away from the construction work areas and all the construction work activities in order to avoid possible injuries.
11. If you have an underground sprinkling system and/or an invisible pet containment fence on your property, please mark the private facilities in your lawn and make the City aware of these existing facilities. Because these facilities are privately owned, they will not be located as part of the Diggers Hotline locating procedure and are the responsibility of the respective homeowner. Any damage that may occur to the private facilities that are not properly marked will be the responsibility of the homeowner to repair.
12. If your driveway apron was originally constructed to City specifications (6" thick concrete or 3" thick asphalt), the disturbed portion will be replaced as part of the Project at no additional cost to the homeowner. If the existing apron does not meet City specifications, the homeowner will need to hire a contractor and will be responsible for all of the costs associated with the construction of their apron. Please contact the City of Menasha Department of Public Works and Engineering at 920-967-3610 with your intentions to finish off your driveway apron, or any other questions you may have as it pertains to the Project. Please be aware that per Ordinance O-6-11 your driveway apron shall be paved within nine (9) months of installation of the permanent street.

If you would like to receive future Project related notifications via email please send an email with your name, home address and email address to tmontour@ci.menasha.wi.us.

Respectfully,



Tim J. Montour
Engineering Supervisor

Attachment

C: Police Department
Public Works Facility
N-M Fire Rescue

S:\PUBLICWORKS PUBLICWORKS\Contracts\Contracts 2015\2015-01 New Street Construction & Reconstruction\Notice to Residents Unit 2015-01(6_1_2015).docx

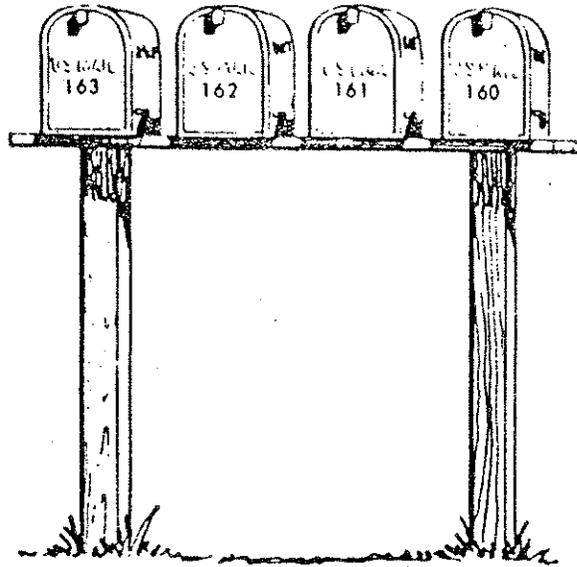
Suggested Way to Group Boxes (Single or Double Tier)

Whenever possible boxes must be located so that carrier's vehicle is off pavement when serving them.

Box number must be painted on box in numerals not less than one inch high.

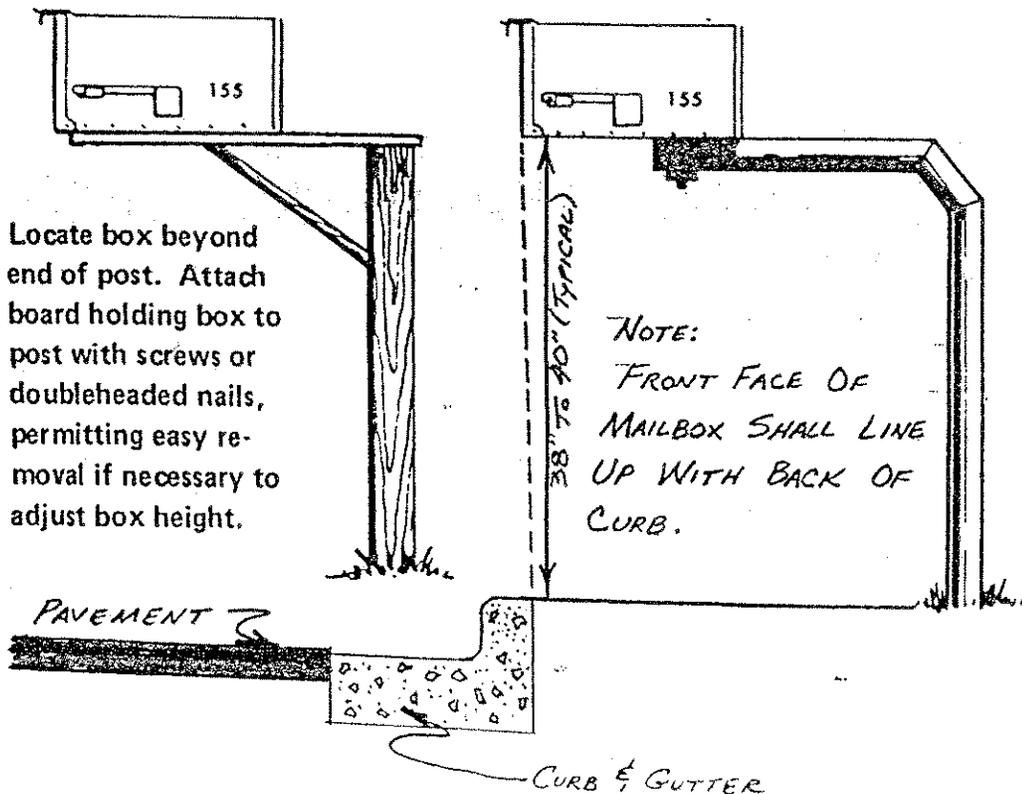
Post must be neat and of adequate strength and size.

Approach to box should be a hard level surface (gravel, cinders, stone).



Suggested installation of a single box.

Suggested installation where snow removal is a problem.



Locate box beyond end of post. Attach board holding box to post with screws or doubleheaded nails, permitting easy removal if necessary to adjust box height.

NOTE:
FRONT FACE OF
MAILBOX SHALL LINE
UP WITH BACK OF
CURB.

PAVEMENT

CURB & GUTTER

