



June 17, 2010

Board of Public Works  
City of Menasha  
Menasha, WI 54952

RE: Recommendation to Accept Proposals for  
Professional Land Surveying Services – Midway Road Sidewalk

Members of the Board:

The Town of Menasha, in partnership with the City of Menasha, prepared a Request for Proposals for necessary land surveying services in advance of design work for the proposed Midway Road sidewalk construction project. It is anticipated the Town and the City will jointly submit an Advertisement for Bids in 2011 for the construction of concrete walk along sections of Midway Road currently without concrete walk.

This construction project will possibly require the acquisition of permanent easements depending on the location of the existing right of way limits relative to the street curb and gutter. The surveying services being sought will determine that right of way location along with the land interests of abutting property owners.

In the Request for Proposals the City of Menasha asked for an alternate price to exclude approximately 2,680 lineal feet of right of way plat for properties along which the City may choose not to install sidewalk. The properties include the north side of Midway Road west of the Affinity Medical complex property and the south side of Midway Road west of Mission Street.

The Town received four proposals for land surveying services. Following is a tabulation of proposal prices.

	<u>Option A</u>	<u>Option B</u>
Martensen & Eisele	\$16,562.00	\$15,076.53
Omni Associates	\$18,250.00	\$16,565.00
McMahon Engineers/Architects	\$36,725.00	\$34,685.00
Davel Engineering	\$44,350.00	\$40,711.54

Option A includes right of way plat work for the entire corridor and Option B reflects the cost for the reduced right of way work as previously described. Because of the relatively small cost difference, selecting Option A would allow us to gather the full right of way data for the entire City corridor. The City could later select the walk construction limits based on the findings of the right of way plat work.

It is my recommendation, the City of Menasha select the Option A proposal of Martensen & Eisele, Inc. for the Midway Road Professional Land Surveying Services.

Respectfully submitted,

Mark Radtke  
Director of Public Works

enclosure

PROJECT COST BREAK DOWN PER COMMUNITY:

TOWN OF MENASHA

39 Potential Title Searches- 20 parcels with sidewalks at \$ 150<sup>00</sup> per search

19 parcels without sidewalks at \$ 150<sup>00</sup> per search

5784.11 lineal feet of Right-of-way Plat \$ 4,088<sup>00</sup>

TOTAL COST \$ 9,938<sup>00</sup>

CITY OF MENASHA

65 Potential Title Searches – 13 parcels with sidewalks at \$ 150<sup>00</sup> per search

52\* parcels without sidewalks at \$ 150<sup>00</sup> per search

12,290.27 lineal feet of Right-of-way Plat \$ 6,812<sup>00</sup>

TOTAL COST \$ 16,562<sup>00</sup>

Alternate price for:

9,610.18 feet of R/W plat (excludes Lots 1-6) \$ 5,326<sup>53</sup>

\*NOTE: 11 of these parcels are condominium units sharing Midway Road frontage.

PRINTED NAME: Gary Zahringer

TITLE: Senior Vice President

COMPANY: Martenson & Eisele Inc

ADDRESS: 1377 Midway Road

PHONE NUMBER: (920) 731-0381

EMAIL ADDRESS: garyz@martenson-eisele.com

DATE: 5/26/10

FAX: (920) 733-8578

## Proposal Requirements

### 2) Professional and Technical Qualifications

The team to be assigned to this project are Registered Land Surveyors with many years of experience completing projects to establish and dedicate road right-of way. The team will be lead by:

- Dave Eisele, project manager
- Gary Zahringer, project schedule, plan review, client contact and attendance at all meetings required for the project
- Mike Kaczmarzyk, review of title information supplied by the title company, survey computations and easement preparation
- Mike Roubal, fieldwork to locate the existing right of way of Midway Road and monumentation of the final right of way location.

Martenson and Eisele, Inc, has prepared numerous surveys along this stretch of the Midway Road corridor to locate and dedicate right of way. Our existing survey information will be an invaluable time saver for this project. In addition, we have prepared other right of way plats. Included is a 5 mile project for C.T.H. "T" in the Town of Dale, Outagamie County; a 6 mile project for C.T.H. "G" in the Towns of Dupont and Wyoming, Waupaca County; and currently a 1 mile project for Larsen Road, Town of Clayton, Winnebago County.

The field equipment we will be using on this project will Trimble GPS and Sokkia Robotic total station. The office computations, easements and right of way plat will be done in Auto Cad 2010 and will be saved into your required version.

### 3) Scope of work

Research courthouse survey records for existing survey data, including plats, surveys and right of way plats. Field crews will perform survey reconnaissance and flag all section corners and existing individual lot corners for field location. A crew member will then electronically locate section corners and property corners and any existing site improvements within the Midway Road right of way using GPS where accessible. A 2-man crew will locate property corners not accessible by GPS. Survey computations will be preformed by a Registered Land Surveyor to establish Midway Road right of way and individual property lines. The right of way plat will be prepared showing the adjacent individual properties, owners of record, and existing easements. Descriptions for new easements will be drafted. The final right of way of Midway Road will be staked with 1" X 24" iron pipes.

#### 4) Project time line

Description	Start	Completion	Hours
2) Research public land records for previous Surveys, Subdivision Plats, Certified Survey Maps and/or Street right-of-way Plats.	6/14/2010	6/18/2010	8
3) Contact a local title company to order title searches for each individual parcel within the Town and City of Menasha that abuts the Midway Road right-of-way within the above described project limits. (Title searches to include current ownership, present deed of record and 60 year easement search.	6/14/2010	7/25/2010	
4) Provide field surveying services to locate property boundary stakes and/or site improvements if necessary to establish property boundaries and/or street right-of-ways. (Project to utilize previous survey work performed in 2004 & 2005 which located existing site improvement and property corner monuments.)	6/21/2010	6/30/2010	20
5) Perform office calculations within the project limits to establish street right-of-way lines and abutting parcel boundaries within the Town and City of Menasha.	7/5/2010	7/25/2010	20
6) Review title searches to obtain present parcel ownership and to locate existing easements.	7/25/2010	7/30/2010	10
7) Draft a right-of-way plat for the entire length of the project including existing easement locations.	7/30/2010	8/15/2010	20
8) Submit digital and hard copies of the right-of-way plat to the Town and City of Menasha for engineering design of sidewalks and placement of proposed easements.		8/15/2010	
9) Amend the right-of-way plat to include placement of sidewalk easements.	9/1/2010	9/15/2010	15
10) Prepare sidewalk easement documents.	9/1/2010	9/15/2010	15
11) Provide copies of easement documents and revised right-of-way plat to the Town and City of Menasha for reviews, signatures and recordings.	9/15/2010		
12) Stake final right of way plat	9/15/2010	9/20/2010	8

13) Meet with City/Town staff and attend meetings on an as needed basis throughout the project and provide status reports for both City/Town officials to the designated contact names. 6/14/2010 9/20/2010 3

**5) Communication methods**

In recent completed projects, we have found that using a project group e-mail list was the most effective way to keep everyone informed of project changes, deadlines, etc. Along with utilizing e-mail, Town, City or group meetings, when required, will be arranged. We are also available by phone in the office as well as in the field.