

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (Although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA**  
**Board of Public Works Meeting**  
**Third Floor Council Chambers, 140 Main St., Menasha**  
January 15, 2007

6:45 PM

AGENDA

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**I. ROLL CALL/EXCUSED ABSENCES**

A. -

**II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

A. January 2, 2007 Minutes to Approve

[Attachments](#)

**III. ACTION ITEMS**

A. Change Order -- CD Smith Construction, Inc. Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; DEDUCT: \$5,981.00 (Change Order No. 4)

[Attachments](#)

B. Payment -- Dorner, Inc.; Nature's Way; Contract Unit No. 2006-08; \$104,729.62 (Payment No. 2)

[Attachments](#)

C. Request to Reinstall Street Light near 852 Fifth Street; Pole No. 2067

D. Authorization to Execute Agreement for Engineering Services; Wastewater Collection System Rehabilitation Improvements; Phase 3

[Attachments](#)

**IV. ORDINANCES AND RESOLUTIONS**

A. Resolution No. R - 3- 07 Declaring Official Intent to Reimburse Expenditures for Clean Water Fund Loan Program

[Attachments](#)

**V. ADJOURNMENT**

A. Adjournment

"Menasha is committed to its diverse population. Our Non-English speaking population or others with disabilities are invited to contact the Menasha City Clerk at 967-5117 24 hours in advance of the meeting for the City to arrange special accommodations."

**CITY OF MENASHA**  
**Board of Public Works Meeting**  
**Third Floor Council Chambers, 140 Main Street, Menasha**  
 January 2, 2007

**MINUTES**

**I. ROLL CALL/EXCUSED ABSENCES**

A. -

**Item Action:**  
None

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by Chairman Taylor at 7:59 p.m.			
	Present: Ald. Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase.			
	Also Present: Mayor Laux, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke, PRD Tungate, Clerk Galeazzi and the Press.			

**II. ACTION ITEMS**

A. None

**Item Action:**  
None

**III. ADJOURNMENT**

A. Adjourn

**Item Action:**  
Approved

**Motions**

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	To adjourn at 8:00p.m.	Alderman Wisneski	Alderman Hendricks	Passed
	Motion carried on voice vote.			

Deborah A Galeazzi  
City Clerk

# CHANGE ORDER

DATE: December 1, 2006

CHANGE ORDER NO:   4  

CONTRACTOR: CD Smith Construction, Inc

CONTRACT NO.: M002-940266.02

PROJECT: Water Treatment Plant Modifications

*You are directed to make the changes noted below in the subject contract unit number.*

4.1 Revise Plant Control System from Central Control to Distr. Panels	DEDUCT \$10,194.00
4.2 Furnish & Install Submersible Level Controls in Waste Washwater Basin	ADD \$5,268.00
4.3 Modify Existing Carbon Hoist Lift Hook & Extend Material Handling Monorail	ADD \$3,164.00
4.4 Substitute Center Guide Check Valves in Lieu of Slanting Disk Check Valves for Intermediate Lift Pumps	DEDUCT \$6,062.00
4.5 Remove 17' x 13' Broken Asphalt at Carbon Loading Area and Replace with Reinforced Concrete Slab	ADD \$1,843.00
<b>TOTAL</b>	<b>-\$5,981.00</b>

The Menasha Common Council approved the CD Smith contract  
Change Order authorizes changes

Approved by MU Commission, Nov. 22, 2006  
Council Approval

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$ 10,350,627.00	_____ Days
Adjustments per this Change Order	\$ - 5,981.00	_____ Days
Current Contract Status	\$ <b>10,344,646.00</b>	_____ Days

Directed/Authorized  
City of Menasha Dept. of Public Works

Accepted

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# CERTIFICATE OF PAYMENT

DATE: January 8, 2007

PAYMENT REQUEST: Two (2)

CONTRACTOR: Dorner, Inc.

ADDRESS: E506 Luxemburg Rd., P.O. Box 129, Luxemburg, WI 54217

CONTRACT UNIT NUMBER: 2006-08

PROJECT DESCRIPTION: Nature's Way

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ORIGINAL CONTRACT AMOUNT	\$ 377,951.38
CHANGE ORDER NO. -	AMOUNT: \$ -
PREVIOUS CHANGE ORDER(S):	\$ 3,560.80
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 381,512.18
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 247,440.70
LESS RETAINAGE 5%	\$ 12,372.03
AMOUNT DUE	\$ 235,068.67
PREVIOUS PAYMENTS	\$ 130,339.05
AMOUNT DUE THIS PAYMENT	\$ 104,729.62

ESTIMATE PERIOD: FROM December 14, 2006 TO: January 8, 2007

*I certify that all bills for labor, equipment, materials, and services are paid for which previous certificates for payment were issued.*

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

*Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.*

RECOMMENDED FOR PAYMENT:

DIRECTOR OF PUBLIC WORKS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: \_\_\_\_\_

## FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

**CITY OF MENASHA  
CONTRACT UNIT NO. 2006-08**

**Storm Sewer, Sanitary, Water Main, Street Construction & Detention Basin Construction**

Date: January 8, 2007  
Payment No. TWO

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			Unit Price	TOTAL	QUANTITY	TOTAL
		<b>Sanitary Sewer</b>				
1	1,095	8" PVC SDR-35 Sanitary Sewer, /lf	\$ 18.00	\$ 19,710.00	1094	\$ 19,692.00
2	50	48" ID Waterproof, Pre-cast Sanitary Manhole/vf	\$ 170.00	\$ 8,508.50	62.23	\$ 10,579.10
3	9	Internal Manhole Chimney Seal/ea	\$ 230.00	\$ 2,070.00		\$ -
4	9	Sanitary Sewer Manhole Castings/ea	\$ 280.00	\$ 2,520.00	9	\$ 2,520.00
5	37	6" PVC Schedule 40 Sanitary Lateral/lf	\$ 20.00	\$ 740.00	36	\$ 720.00
6	696	4" PVC Schedule 40 Sanitary Lateral/lf	\$ 17.00	\$ 11,832.00	724	\$ 12,308.00
7	758	2" Polystyrene Insulation (sanitary)	\$ 5.50	\$ 4,169.00	771	\$ 4,240.50
		<b>Sanitary Sewer Sub Total</b>		<b>\$ 49,549.50</b>		<b>\$ 50,059.60</b>
		<b>Water Main</b>				
1	1,278	8" PVC Water Main/lf	\$ 23.00	\$ 29,394.00	1269	\$ 29,187.00
2	6	Fire Hydrant/ea	\$ 2,100.00	\$ 12,600.00	6	\$ 12,600.00
3	1	8" Tapping Tee and Valve/ea	\$ 2,400.00	\$ 2,400.00	1	\$ 2,400.00
4	74	6" Hydrant Lead/lf	\$ 24.00	\$ 1,776.00	81	\$ 1,944.00
5	6	6" Auxiliary Hydrant Gate Valve/ea	\$ 740.00	\$ 4,440.00	6	\$ 4,440.00
6	6	8" Gate Valve/ea	\$ 1,000.00	\$ 6,000.00	6	\$ 6,000.00
7	16	1 1/4" Service Connections/ea	\$ 275.00	\$ 4,400.00	16	\$ 4,400.00
8	686	1 1/4" PVC SDR9 Water Service/lf	\$ 10.00	\$ 6,860.00	684	\$ 6,840.00
9	1	1 1/2" Service Connections/ea	\$ 400.00	\$ 400.00	1	\$ 400.00
10	63	1 1/2" PVC SDR9 Water Service/lf	\$ 10.00	\$ 630.00	56	\$ 560.00
		<b>Water Main Sub Total</b>		<b>\$ 68,900.00</b>		<b>\$ 68,771.00</b>



		<b>Site Grading, Erosion Control &amp; Street Construction</b>					
1	1.07	Clearing and Grubbing/acre	\$ 3,030.00	\$ 3,242.10	1.07	\$ 3,242.10	\$ 3,242.10
2	45	Remove Culvert/lf	\$ 5.00	\$ 225.00		\$	-
3	1,100	Unclassified Excavation/cy	\$ 4.55	\$ 5,005.00		\$	-
4	200	Excavation Below Subgrade (undistributed)/cy	\$ 5.05	\$ 1,010.00		\$	-
5	200	Breaker Run (undistributed)/cy	\$ 14.86	\$ 2,972.00		\$	-
6	13,688	Fine Grading/sy	\$ 0.01	\$ 136.88		\$	-
7	6,436	Crushed Aggregate Base Course/ton	\$ 8.00	\$ 51,488.00		\$	-
8	17,771	Restoration (salvage topsoil, seed, fert, mulch)/sy	\$ 0.70	\$ 12,439.70		\$	-
9	973	2" Asphalt Binder (temp)/ton	\$ 53.25	\$ 51,812.25		\$	-
10	72	Sawcut and Remove Curb/lf	\$ 5.00	\$ 360.00		\$	-
11	1	Sawcut and Remove Asphalt/lump sum	\$ 50.00	\$ 50.00		\$	-
12	85	Sawcutting/lf	\$ 1.50	\$ 127.50		\$	-
13	335	Grassed Drainageway Construction/lf	\$ 4.00	\$ 1,340.00		\$	-
14	2	Install & Maintain Tracking Pad/ea	\$ 1,000.00	\$ 2,000.00	1	\$	1,000.00
15	2,884	Install & Maintain Silt Fence/lf	\$ 1.05	\$ 3,028.20	2884	\$	3,028.20
16	5	Install & Maintain Ditch Checks/ea	\$ 100.00	\$ 500.00	5	\$	500.00
17	25	Inlet Protection/ea	\$ 42.00	\$ 1,050.00	20	\$	840.00
18	91	Riprap with Fabric/sy	\$ 25.00	\$ 2,275.00		\$	-
19	1,949	Erosion Mat Class I, Type B/sy	\$ 1.25	\$ 2,436.25		\$	-
20	1	Excavation & Grading for Stormwater Pond-Nature's Way Subdivision/lump sum	\$ 6,100.00	\$ 6,100.00	1	\$	6,100.00
21	1	Excavation & Grading for Stormwater Pond-Province Terrace/lump sum	\$ 10,100.00	\$ 10,100.00	1	\$	10,100.00
22	500	Borrow (if required)	\$ 5.05	\$ 2,525.00		\$	-
		<b>Site Grading, Erosion Control &amp; Street Construction Sub Total</b>		<b>\$ 160,222.88</b>		<b>\$</b>	<b>24,810.30</b>
		<b>Contract Total</b>		<b>\$ 380,604.38</b>		<b>\$</b>	<b>247,440.70</b>
		<b>Additional Unit Prices</b>				\$	-
	1	Alternate Clay Liner (if required)/sy	\$ 5.05	\$ 5.05		\$	-

-----Original Message-----

**From:** Kaempfer & Associates, Inc. [mailto:kaempeng@ckaempfer.com]

**Sent:** Thursday, January 11, 2007 8:40 AM

**To:** Mark Radtke

**Subject:** Agreement for Engineering Services

**Importance:** High

Mark:

Attached for your use is a draft copy of Amendment No. 1 to the Agreement for Engineering Services for the Wastewater Collection System Rehabilitation Improvements project. Engineering services performed under this draft Amendment are required for the planning, design, bidding, and construction of Phase 3 wastewater collection system rehabilitation improvements.

If you find the draft Amendment acceptable, we will prepare and send three copies to you for signature. Please contact me if you have any questions or need additional information.

Taryn S. Nall, P.E.

Kaempfer & Associates, Inc.

(920) 846-3932

AMENDMENT NO. 1 TO  
AGREEMENT FOR ENGINEERING SERVICES BETWEEN  
CITY OF MENASHA, WISCONSIN  
AND KAEMPFER & ASSOCIATES, INC. FOR  
WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS

THIS AMENDMENT, made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between the City of Menasha, Wisconsin, hereinafter referred to as the "Owner", and Kaempfer & Associates, Inc., a corporation, authorized to provide engineering services in the State of Wisconsin, hereinafter referred to as "Engineer":

WITNESSETH:

WHEREAS, the Owner requires engineering services to plan, design, bid, and construct wastewater collection system rehabilitation improvements; and

WHEREAS, Engineer has available and offers to provide personnel and facilities necessary to accomplish the work within the required time.

NOW THEREFORE, Owner and Engineer agree as follows:

I. DESCRIPTION OF PROJECT

Owner and Engineer agree that the Project is as described in Exhibit "A" titled, "Description of Project for Wastewater Collection System Rehabilitation Improvements", and dated January 9, 2007. If, during the course of performing the engineering work, Owner and Engineer agree that it is necessary to make changes in the Project as described in Exhibit "A", such changes will be incorporated into the Agreement by written amendment.

II. SCOPE OF ENGINEERING SERVICES

Engineer agrees to perform those services which are more particularly described hereafter. Unless modified in writing by both parties, duties of Engineer shall not be construed to exceed those services specifically set forth herein. Engineer agrees to perform those planned tasks described in Exhibit "B" titled "Scope of Engineering Services for Wastewater Collection System Rehabilitation Improvements," dated January 9, 2007.

III. SCOPE OF OWNER SERVICES

The Owner shall examine all information presented by the Engineer and render decisions pertaining to this information in a timely manner. The Owner shall designate a person with authority to act on the Owner's behalf on all matters concerning the project.

Owner agrees to provide one copy of all correspondence, published reports, studies and evaluations, sewer televising video tapes and reports, plans and specifications, accurate as-built drawings, and budgets and construction costs concerning the City of Menasha wastewater collection system facilities; and other data requested by the Engineer to complete the project. All borrowed material will be promptly returned to the Owner upon completion of the project.

Owner agrees to perform design services and construction related services for the sanitary manhole and sewer replacement work. Owner agrees to pay for all soil exploration work, material testing and analysis, advertisement for bids, and property surveys. The Owner agrees to provide all permits, and all sites, easements, and right-of-ways needed for construction of the sanitary sewer improvements. Owner agrees to make its properties available and accessible for inspection by the Engineer.

**IV. AUTHORIZATION, PROGRESS, AND COMPLETION**

In signing this Amendment, the Owner grants the Engineer specific authorization to proceed with work described in Part B1 and Parts B9 through B11 of Exhibit "B". The work shall be completed in accordance with the schedule in Exhibit "A".

**V. COMPENSATION**

For the services described in Exhibit "B", which are to be performed by the Engineer, the Owner agrees to pay, and the Engineer agrees to accept, compensation in accordance with the methods and schedules set forth in Exhibit "C" dated January 9, 2007.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as of the day and year first above written.

**KAEMPFER & ASSOCIATES, INC.**

**CITY OF MENASHA, WISCONSIN**

By \_\_\_\_\_  
Christopher Kaempfer, P.E.  
President

By \_\_\_\_\_  
Joseph F. Laux  
Mayor

By \_\_\_\_\_  
Taryn S. Nall, P.E.  
Secretary

By \_\_\_\_\_  
Deborah Galeazzi  
City Clerk

Date \_\_\_\_\_

Date \_\_\_\_\_

Approved as to form and execution

By \_\_\_\_\_  
Jeffrey S. Brandt  
City Attorney

Date \_\_\_\_\_

AMENDMENT NO. 1

EXHIBIT "A"

DESCRIPTION OF PROJECT  
FOR  
CITY OF MENASHA  
WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS  
JANUARY 9, 2007

Engineering services performed under this Amendment are required for the planning, design, bidding, and construction of Phase 3 wastewater collection system rehabilitation improvements. The work authorized by this amendment is divided into four parts: Project Management, Phase 3 Sewer Rehabilitation Design Services, Phase 3 Sewer Rehabilitation Bidding Services, and Phase 3 Sewer Rehabilitation Construction Related Services.

EXISTING CONDITIONS

Wastewater is collected in the City by a conventional gravity sewer system. The collection system has 265,660 lineal feet of sanitary sewer pipeline ranging in size from 6-inch to 48-inch in diameter. The collection system receives significant amounts of clearwater flows during wet weather conditions. Significant portions of the wastewater collection system are relatively old and are in poor structural condition. A Sewer System Evaluation Survey (SSES) is performed as the first step to identify sources of infiltration and inflow (I/I) that are cost-effective to eliminate and to identify the portions of the wastewater collection system that are in poor structural condition that must be repaired or replaced.

The Phase 3 SSES was performed in 2005 and 2006. The Phase 3 SSES study area is located west of DePere Street, south of Airport Road, east of Little Lake Butte des Morts, and north of the Fox River. The area of the Phase 3 SSES study area is 825 acres. The Phase 3 SSES study area has 461 sanitary manholes and approximately 113,200 lineal feet of sanitary sewer ranging in size from 6-inch diameter to 30-inch diameter.

DESCRIPTION OF PROJECT

The Phase 3 SSES consisted of a manhole inspection program, smoke testing program, sewer televising program, sanitary lateral televising program, and sump pump inspection program. The manhole inspection program included inspection of 461 manholes. The inspection program found 102 manholes that have active infiltration, 251 manholes with strains or deposits, 170 manholes with components in poor structural condition, six manholes with root intrusion, and 230 manholes with covers that have open pick or vent holes. It is estimated that the infiltration rate from the manhole sources is 27.4 gpm (39,456 gpd). It is estimated that the inflow rate from the manhole covers with open pick or vent holes is 23.0 gpm (33,120 gpd).

The smoke testing program identified 13 sources of I/I. It is estimated that the I/I rate for the defects and cross connections is 1.4 gpm (2,016 gpd). The two manhole defects will be corrected in this sewer improvements project. The other 11 defects will be corrected by the property owner as required under the Sewer Use Ordinance.

The sewer televising program included cleaning and televising 414 sanitary sewer segments having a total length of 106,554 feet. One hundred forty-seven segments of the sewer system in the Phase 3 SSES study area are in poor condition. The sewer televising program found 127 sewer segments have offset joints; 106 sewer segments have open joints; 260 sewer segments have multiple cracks, radial cracks, or longitudinal cracks; 146 sewer segments have fractured pipe; 127 sewer segments have deposits; 125 sewer segments have root intrusion; 66 sewer segments have active infiltration; 108 sewer segments have uneven pipe grade (dips); 106 sewer segments have protruding taps; 50 sewer segments have leaking lateral connections; and 113 sewer segments have cracked lateral connections. It is estimated that the infiltration rate from the sanitary sewer defects is 308.3 gpm (443,952 gpd).

The sanitary lateral televising program included televising of 41 sanitary laterals from seven mainline sewer segments in the Phase 2 SSES study area on Brighton Drive. The defects in the sanitary laterals will be corrected by the property owner. After lining is completed on sewer segments, the leaking lateral connections will be grouted.

The Phase 3 SSES included evaluation of 29 sewer segments in the Phase 2 SSES study area, including the seven sewer segments on Brighton Drive, that could not be effectively rehabilitated during the Phase 2 sewer rehabilitation program. The evaluation found 24 sewer segments with fractured pipe. Other defects found included offset joints, deposits, multiple cracks, radial cracks, longitudinal cracks, root intrusion, uneven pipe grade (dips), protruding taps, leaking lateral connections, and cracked lateral connections.

The recommended plan includes rehabilitation of sanitary manholes and sewers. The rehabilitation of manholes will include grouting defects in 15 manholes, reforming the invert in two manholes, patching and sealing joints in two manholes, and backplastering walls that have corroded in two manholes with high strength non-shrink repair mortar. The rehabilitation of manholes will include installation of adjustment rings and replacement of the casting in one manhole and replacing 185 manhole covers. The rehabilitation of manholes will include replacing five manholes and lining 119 manholes with a poured-in-place concrete liner.

The rehabilitation of sanitary sewers will include root cutting, root treatment, and grouting of 28 sewer segments. The rehabilitation of sanitary sewers will include cured-in-place pipeline (CIPP) spot lining of 65 sewer segments in the Phase 3 SSES Study Area and 15 sewer segments in the Phase 2 SSES Study Area. The rehabilitation of sanitary sewers will include CIPP total lining of 124 sewer segments in the Phase 3 SSES Study Area and nine sewer segments in the Phase 2 SSES Study Area. The recommended plan includes replacement of two sewer segments.

The construction costs for the manhole and sewer rehabilitation work is estimated to be \$2,893,500. The total project cost, including engineering and contingencies, is estimated to be \$3,038,200.

PROJECT APPROACH

The Phase 3 Sewer Rehabilitation project will be bid as four unit price contracts. Multiple contracts will eliminate the mark-up associated with major subcontracts and to encourage competitive bidding. It is anticipated that the following contracts will be awarded for the project:

- 07A Sewer Lining Work
- 07B Sewer Rehabilitation Work
- 07C Sewer Replacement Work
- 07D Manhole Lining Work

The contract for sewer lining work will include CIPP total lining of the sanitary sewers. The contract for sewer rehabilitation work will include root treatment and grouting sanitary sewer defects, CIPP spot lining of sewer segments, and grouting and wall repair of sanitary manhole defects. The contract for sewer replacement work will include replacement of sanitary manholes and sewers. The contract for manhole lining work will include poured-in-place concrete lining of manholes, reforming sanitary manhole inverts, installation of adjustment rings, and manhole casting replacement.

The contracts will have unit prices for the major work items. A pre-bid meeting will be held with all interested contractors. All contractors will be prequalified for the project by the City before bids are opened.

PROJECT SCHEDULE

The schedule is designed to allow the sewer rehabilitation work to be completed by August of 2008. Factors influencing the schedule include regulatory approvals and weather conditions. The work will be advertised for a 20 to 30-day period. Bids for all four contracts will be taken on the same day. A 12-month construction period is anticipated. The schedule will be refined when the design is completed. The following is a tentative schedule for implementation of the recommended plan:

<u>Task</u>	<u>Implementation Date</u>
Submit Phase 3 SSES for WDNR review	January 2007
Start preparation of construction plans and specifications for the Phase 3 Sewer Rehabilitation Work	January 2007
Receive WDNR approval of Phase 3 SSES	March 2007
Submit plans & specifications and parallel cost estimate for the Phase 3 Sewer Rehabilitation Work for WDNR review	April 2007
Receive WDNR approval of plans and specifications for sewer improvements	June 2007
Advertise for bids	June 2007
Award contracts	July 2007
Begin construction of sewer improvements	July 2007
Complete construction of sewer improvements	July 2008

AMENDMENT NO. 1

EXHIBIT "B"

SCOPE OF ENGINEERING SERVICES  
FOR  
CITY OF MENASHA  
WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS  
JANUARY 9, 2007

The work to be performed under this Amendment is divided into four parts: Project Management, Phase 3 Sewer Rehabilitation Design Services, Phase 3 Sewer Rehabilitation Bidding Services, and Phase 3 Sewer Rehabilitation Construction Related Services. The detailed tasks involved in this part of the work are as described herein.

PART B1 PROJECT MANAGEMENT

The Engineer shall provide professional services for project management of the Phase 3 Sewer System Evaluation Survey project. The detailed tasks involved in this part of the work are as described herein.

Task 1.01 -- Manage the development of the SSES project and wastewater collection system improvements. The task includes the following work items:

- \* Meet with the City to review the purpose and scope of project.
- \* Develop and monitor a schedule for project. Identify critical dates for regulatory and administrative submittals.
- \* Provide monthly written status reports to the City on the progress of the work.

Task 1.02 -- Provide assistance for obtaining financial assistance for the planning, design, and construction of the wastewater collection system improvements. The task includes the following work items:

- \* Identify and evaluate possible funding sources. Review funding sources and define funding conditions, application requirements, and submittal deadlines.
- \* Meet with the City to discuss and review the funding sources and application requirements.

Task 1.03 -- Provide assistance to the City to obtain Wisconsin Department of Natural Resources (WDNR) Clean Water Fund (CWF) for project. The task includes the following work items:

- \* Obtain general information and financial data from the City.
- \* Prepare authorized representative resolution and submit to City for council action.
- \* Prepare resolution declaring official intent to reimburse expenditures for CWF project. Submit to City for council action.
- \* Prepare Notice of Intent to Apply form and Priority Evaluation Review Form and submit to City for approval and submittal to the WDNR Bureau of Community Financial Assistance.
- \* Monitor the WDNR's review of forms, answer questions, and furnish information as required.

Task 1.04 -- Prepare a parallel cost estimate for the wastewater collection system improvements project. The parallel cost estimate will compare the cost of the project as designed with the cost of the project if there was no capacity for industry or growth beyond ten years included in the design. The parallel cost ratio will determine the ratio of eligible to ineligible capacity and will determine the amount of financial assistance received. The task includes the following work items:

- \* Review the regulatory requirements for preparation of the parallel cost estimate.
- \* Discuss the development of the parallel cost estimate with the Owner and WDNR.
- \* Establish the criteria for the evaluation of project capacity and incremental cost.
- \* Determine costs of improvements for eligible capacity.
- \* Evaluate the project cost and determine the ratio of eligible to ineligible capacity.
- \* Prepare a parallel cost estimate report.
- \* Submit the parallel cost estimate report to the WDNR for review.
- \* Monitor the review of the parallel cost estimate, answer questions, and provide additional information as required.

PART B2 PROJECT COORDINATION

The work is completed.

PART B3 MANHOLE INSPECTION PROGRAM

The work is completed.

PART B4 SMOKE TESTING PROGRAM

The work is completed.

PART B5 SEWER TELEVISIONING PROGRAM

The work is completed.

PART B6 SANITARY LATERAL TELEVISIONING

The work is completed.

PART B7 SUMP PUMP INSPECTION PROGRAM

The work is completed.

PART B8 SSES REPORT

The work is completed.

PART B9 PHASE 3 SEWER REHABILITATION DESIGN SERVICES

The Engineer shall provide professional services to prepare a detailed design for the construction of the Wastewater Collection System Rehabilitation Improvements. The detailed tasks involved in this part of the work are as described herein.

Task 9.01 -- Meet with the Owner to determine design requirements, provide updates on the progress of the design work, and discuss any relevant issues concerning the design work.

Task 9.02 -- Develop and monitor a work plan, budget, and schedule for the project. Review work plan, budget, and schedule with the Owner to obtain preliminary approval of project.

Task 9.03 -- Contact state, county, and local governmental agencies to determine limitations on the use of public right-of-way in project area.

- Task 9.04 -- Perform fieldwork to finalize scope of manhole rehabilitation work.
- Task 9.05 -- Review and select sewer rehabilitation methods and materials with Owner.
- Task 9.06 -- Prepare preliminary design for improvements. Review preliminary design with Owner.
- Task 9.07 -- Prepare detailed design to establish wall thickness for cured-in-place sewer liners.
- Task 9.08 -- Develop construction sequence and schedule to determine the length of the construction period.
- Task 9.09 -- Prepare erosion control plan showing minimum required measures to be provided by the contractors.
- Task 9.10 -- Prepare technical specifications, standard details, and construction drawings for the wastewater collection system rehabilitation improvements.
- Task 9.11 -- Develop a proposal schedule and legal and procedural contract documents in accordance with the Owner's recommendations. Review the proposal schedule and contract documents with the Owner.
- Task 9.12 -- Prepare five (5) copies of technical specifications and construction drawings for review by Owner and for submittal to regulatory agencies.
- Task 9.13 -- Review final design with the Owner. Incorporate Owner comments in final design.
- Task 9.14 -- Complete WDNR submittal forms and submit forms and technical specifications and construction drawings to WDNR for approval of the wastewater collection system improvements. Monitor progress of the WDNR review, respond to questions, and furnish additional information as requested.
- Task 9.15 -- Prepare a final cost estimate based on the detailed design. Review final cost estimate with Owner.

#### PART B10 PHASE 3 SEWER REHABILITATION BIDDING SERVICES

The Engineer shall provide professional services to assist the Owner in obtaining bids for the construction of the Wastewater Collection System Rehabilitation Improvements. The detailed tasks involved in this part of the work are as described herein.

- Task 10.01 -- Develop bidding schedule for the project. Review bidding schedule with the Owner and obtain Owner's approval of bidding schedule.

- Task 10.02 -- Finalize the proposal schedule and legal and procedural contract documents in accordance with Owner's recommendations. Review proposal schedule and contract documents with Owner.
- Task 10.03 -- Request a prevailing wage rate determination from the Department of Workforce Development for the project. Incorporate wage rate determination in Contract Documents.
- Task 10.04 -- Provide thirty (30) copies of the contract documents, including half size drawings, for the wastewater collection system improvements for obtaining bids. Distribute three (3) copies of the contract documents to the Owner for use during bidding.
- Task 10.05 -- Assist the Owner in advertising and obtaining bids. Distribute contract documents to interested parties. Maintain a written list of all plan holders.
- Task 10.06 -- Answer questions regarding contract documents. Maintain a written record of all questions and answers.
- Task 10.07 -- Prepare addenda to clarify intent of contract documents. Issue addenda to all plan holders.
- Task 10.08 -- Assist the Owner with prequalifying contractors for the project. Issue a list identifying all contractors prequalified by the City.
- Task 10.09 -- Attend bid opening and tabulate bids. Prepare a summary and a detailed bid tabulation showing contractor's prices and engineer's estimates.
- Task 10.10 -- Analyze bids and make recommendations for award of contracts. Summarize recommendations in a letter to the Owner.

#### PART B11 PHASE 3 SEWER REHABILITATION CONSTRUCTION RELATED SERVICES

The Engineer shall provide professional services for construction administration and inspection of the Wastewater Collection System Rehabilitation Improvements for a 12-month construction contract period. The detailed tasks involved in this part of the work are as described herein.

- Task 11.01 -- Prepare and issue Notice of Award.
- Task 11.02 -- Prepare construction contracts for signature and distribute contracts for signature.
- Task 11.03 -- Review and distribute completed contracts and prepare and issue Notice to Proceed.
- Task 11.04 -- Conduct a preconstruction conference with all interested parties. Prepare and distribute a written summary of the meeting.

- Task 11.05 -- Add a copy of addenda to contract documents to be used during construction. Update drawings to reflect changes made by addenda.
- Task 11.06 -- Provide three (3) sets of contract documents, consisting of specifications and half size drawings, and two (2) sets of full size drawings for the contractor's use during construction. Distribute documents to the contractor.
- Task 11.07 -- Review and process contractors payment requests on a monthly basis.
- Task 11.08 -- Prepare and submit Clean Water Fund loan disbursement requests. Answer questions from the City and WDNR on issues relating to the Clean Water Fund disbursement requests.
- Task 11.09 -- Interpret the meaning and intent of the contract documents. Prepare and process Change Orders and prepare and process Field Modification Orders.
- Task 11.10 -- Review and monitor contractor's construction schedule. Conduct periodic on-site meetings with the Owner and Contractor to assist in coordination of the work.
- Task 11.11 -- Review and process contractor's submittals. Maintain a written log showing the date submittals were received, the action taken, and the date they were returned. Forward one copy of all submittals to the City of Menasha Department of Public Works.
- Task 11.12 -- Provide periodic on-site inspection of wastewater collection system rehabilitation work to determine the amount, quality, acceptability, and fitness of the work, material, and equipment which are to be paid for under the contract, and to reject or condemn work, material, or equipment that does not conform to the terms of the contract.
- Task 11.13 -- Provide periodic on-site inspection of wastewater collection system rehabilitation work to decide all questions relative to the classification of materials and the measurement of quantities.
- Task 11.14 -- Review progress of the construction work. Conduct monthly on-site meetings with all contractors to review monthly payment requests.
- Task 11.15 -- Maintain an as-built record of the work on a full size set of drawings from information provided by the Contractor.
- Task 11.16 -- Update drawings to reflect changes made during construction.
- Task 11.17 -- Witness and document start-up and performance tests results required to demonstrate compliance with the contract documents.

- Task 11.18 -- Review sewer televising performed prior to and after sewer repair and rehabilitation work and other documentation of work completed to verify compliance with the contract documents.
- Task 11.19 -- Conduct a preliminary inspection of the improvements and prepare a "punch list" for the contractor.
- Task 11.20 -- Perform field measurements of completed work to determine quantities of unit price items to adjust the contract amount for final payment.
- Task 11.21 -- Conduct final inspection of the project and issue Certificate of Final Acceptance.
- Task 11.22 -- Provide one copy of contractor's submittals to the Owner.
- Task 11.23 -- Provide an as-built record of the work to the Owner on a reproducible set of drawings. Provide one (1) set of full size record drawings and one (1) set of half size record drawings to the Owner. Provide digital files of the record drawings on a CD in ".dwf" format.
- Task 11.24 -- Monitor and document MBE and WBE participation by the construction contractors.
- Task 11.25 -- Prepare and submit project close-out documentation to the WDNR.

AMENDMENT NO. 1

EXHIBIT "C"

COMPENSATION  
FOR  
CITY OF MENASHA  
WASTEWATER COLLECTION SYSTEM REHABILITATION IMPROVEMENTS  
JANUARY 9, 2007

Compensation for the services provided under Article II "Scope of Engineering Services" and described in Exhibit "B" shall be as described in Part C1, Method and Amount of Compensation.

PART C1 METHOD AND AMOUNT OF COMPENSATION

The Owner agrees to compensate the Engineer for the services described in Exhibit "B" in accordance with the following table. The amount shown in the table for work performed on a time and expense basis is the estimated cost. The total cost of engineering services for Part B1 and Parts B9 through B11 shall not exceed the amounts shown for Part B1 and Parts B9 through B11 of \$128,550 for the scope of work described in Part B1 and Part B9 through B11.

<u>Part</u>	<u>Description</u>	<u>Method</u>	<u>Compensation Amount</u>
B1	Project Management	T & E	\$24,750
B2	Project Coordination	T & E	Completed
B3	Manhole Inspection Program	T & E	Completed
B4	Smoke Testing Program	T & E	Completed
B5	Sewer Televising Program	T & E	Completed
B6	Sanitary Lateral Televising	T & E	Completed
B7	Sump Pump Inspection Program	T & E	Completed
B8	Report Preparation	T & E	Completed
B9	Phase 3 Sewer Rehabilitation Design Services	T & E	\$32,500
B10	Phase 3 Sewer Rehabilitation Bidding Services	T & E	\$12,500
B11	Phase 3 Sewer Rehabilitation Construction Related Services	T & E	\$58,800

AMENDMENT NO. 1

EXHIBIT "D"

KAEMPFER & ASSOCIATES, INC.  
Hourly Direct Salary Costs  
2007

The following direct salary costs will be used to develop labor costs for time and expense work performed in 2007.

<u>LABOR CATEGORY</u>	<u>SALARY COST DOLLARS PER HOUR</u>
Chief Engineer	\$37.30
Senior Engineer - 6	32.45
Senior Engineer - 5	30.10
Senior Engineer - 4	27.85
Senior Engineer - 3	25.50
Engineer - 5	24.35
Engineer - 4	23.20
Engineer - 3	20.90
Engineer - 2	18.60
Engineer - 1	16.30
Engineering Assistant - 4	16.75
Engineering Assistant - 3	15.00
Engineering Assistant - 2	13.25
Engineering Assistant - 1	11.50
Technician - 5	17.50
Technician - 4	16.30
Technician - 3	15.10
Technician - 2	13.95
Technician - 1	12.80
Clerical - 4	15.10
Clerical - 3	13.95
Clerical - 2	12.80
Clerical - 1	11.65

The following mileage rates will be used for work performed in 2007:

<u>Vehicle</u>	<u>Cost Per Mile, Dollars</u>
Automobile	\$0.30
Truck/Van	\$0.40

# **Kaempfer & Associates, Inc.**

## **Consulting Engineers**

650 East Jackson St. P.O. Box 150  
Oconto Falls, Wisconsin 54154  
(920) 846-3932 Fax (920) 846-8319

DATE: January 9, 2007 E145-05.01

TO: Mark Radtke, P.E., Director of Public Works  
City of Menasha

FROM: Taryn S. Nall, P.E. *TSN*

PROJECT: Phase 3 Wastewater Collection System Improvements

RE: Reimbursement Resolution

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It is recommended that a Clean Water Fund (CWF) Loan application be submitted to the Wisconsin Department of Natural Resources (WDNR) to obtain a low interest loan (2.475% for a 20-year period) for the Phase 3 Wastewater Collection System Improvements project. The City of Menasha passed a reimbursement resolution for the CWF loan obtained for the Phase 2 Wastewater Collection System Improvements. The WDNR requires municipalities to adopt a reimbursement resolution for each project. The resolution declares the City's official intent to reimburse its municipal account if the City intends to use proceeds from a tax-exempt debt issue to reimburse its municipal account from which project costs were paid prior to the availability of the proceeds from the debt issue. The U.S. Department of Treasury adopted the current reimbursement regulations (26 CFR 1.150-2) effective on July 1, 1993. Project costs paid by a municipality out of its internal accounts, prior to adopting a reimbursement resolution, may not be eligible for reimbursement from the CWF loan proceeds. The WDNR will not process the CWF application we plan to submit in March if the City has not adopted a reimbursement resolution. The adoption of this resolution does not commit the City to expend any funds for the project.

RESOLUTION NO. R – 3 – 07

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES FOR CLEAN WATER FUND LOAN PROGRAM

WHEREAS, the City of Menasha, Wisconsin (the "Municipality") owns and operates a sewerage system (the "System") as a public utility; and

WHEREAS, the Municipality plans to construct Phase 3 Wastewater Collection System Improvements (the "Project"); and

WHEREAS, the Municipality expects to receive a loan (the "Loan") from the State of Wisconsin Clean Water Fund Loan Program (the "Program") to finance the project and expects to issue tax exempt bonds (the "Bonds") to the Program in evidence of the Loan; and

WHEREAS, because the Loan will not become available prior to 2007, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the Loan; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance moneys from its funds on hand on an interim basis until the Loan becomes available and the Bonds can be issued.

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha, Wisconsin, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$3,000,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This resolution shall be made available for public inspection at the City Clerk's office within thirty (30) days after its approval in compliance with applicable State law governing the availability of records of official acts including subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This resolution shall be effective upon its adoption and approval.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2007.

OFFERED BY: \_\_\_\_\_  
Councilman

SECONDED BY: \_\_\_\_\_  
Councilman

APPROVED:

\_\_\_\_\_  
Joseph F. Laux, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

I hereby certify that the foregoing resolution was duly adopted by the Menasha Common Council at a legal meeting held on \_\_\_\_\_, 2007.