

A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



BOARD OF PUBLIC WORKS MEETING AGENDA

Monday, August 4, 2025 at 6:30 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

or immediately following the Common Council meeting

A. Call to Order

B. Roll Call

C. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

D. Minutes to Approve

1. Special Board of Public Works, 7/21/25

E. Discussion / Action Items

1. High Cliff Connection – Woodlands West Segment Design and Engineering Services Contract Award to JT Engineering, Inc.
2. Street Use Application - Labor Day Parade; Monday, September 1, 2025; 9:00 a.m. to 11:00 a.m.; Fox Valley Labor Council

F. Adjournment

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



BOARD OF PUBLIC WORKS MINUTES

Monday, July 21, 2025 at 5:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 8 Alderperson Ropella at 5:47pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DDE Gordon, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 7/7/25

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Street Use Application - Twisted Pistons Scholarship Cruise-In; Thursday, August 21, 2025; 12:00 p.m. to 10:00 p.m.; Twisted Pistons, Inc.

Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call. District 6 Alderperson Marshall abstained due to personal membership on the Twisted Pistons Board of Directors.

2. Recommend to Award – Contract Unit No. 2025-05; Asphaltic Concrete Pavement Chip Sealing – Various City Streets

Motion by District 6 Alderperson Marshall, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

F. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to adjourn the Board of Public Works meeting at 5:53pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



MEMORANDUM

To: Board of Public Works

From: Megan Sackett, Director of Parks & Recreation/ms

Date: July 31, 2025

RE: High Cliff Connection – Woodlands West Segment Design and Engineering Services Contract Award to JT Engineering, Inc.

Over the past year, City of Menasha staff have collaborated with the Village of Harrison and the Village of Sherwood to evaluate potential trail routes outlined in the High Cliff Connection Master Plan. The feasibility study, completed and approved in March 2025 by the Park Board and Common Council, considered key factors such as safety, environmental and utility impacts, design and construction costs, public input, real estate needs, and connectivity. Following the study’s findings, the trail is recommended to be located along the north side of Hwy 10/114 between Oneida St. and Lake Park Rd.

The first segment moving into design and engineering is the Woodlands West segment, which will extend from Kernan Avenue to the existing trail by the Harrison Utilities Building, ultimately connecting to Lake Park Road.

For the selection of design and engineering services, six proposals were reviewed using a quality-based selection process. Evaluation focused on experience with WisDOT non-traditional trail projects, trail engineering and construction, project approach, understanding of project challenges, and the expertise of the project team.

Engineering Consultant
Ayres Associates
Graef-USA
AECOM
MSA
McMahon
JT Engineering

After individual review and consideration of the proposals based upon the noted criteria, a subsequent discussion by the Core Municipal Team was held, the group came to the collective determination in selecting JT Engineering, Inc.

As portions of this segment are both in the City of Menasha and the Village of Harrison, the two entities will be working in tandem throughout this design and engineering process. This contract will be 100% funded by the Community Foundation of the Fox Valley Region.

Recommendation

Motion to recommend award of the engineering and design services contract to JT Engineering, Inc. for the High Cliff Connection – Woodlands West segment.

TWO PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE CITY OF MENASHA (MUNICIPALITY)

AND JT ENGINEERING, INC. (CONSULTANT) FOR

*High Cliff Connection
Woodlands West Connection
Non-Hwy, Calumet County*

This CONTRACT made and entered into by and between the MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in *the request for qualifications dated 4/1/2025 and included the design of Woodlands West segment of the High Cliff Connection*. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The MUNICIPALITY deems it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under Chapters 62 and 66 of the Wisconsin Statutes.

The MUNICIPALITY REPRESENTATIVE is: *Megan Sackett, Parks & Recreation Director, 100 Main Street, Suite 200, Menasha, WI 54952, email: msackett@menashawi.gov, and phone (920) 967-3640.*

The CONSULTANT REPRESENTATIVE is: *Rich Glen, P.E, Project Manager, 1077 Centennial Centre Blvd, Hobart, WI 54155, email: richg@jt-engineering.com, and phone (920) 468-4771.*

The CONSULTANT SERVICES will be completed by December 31, 2027. Deliver PROJECT DOCUMENTS 100 Main Street, Suite 200, Menasha, WI 54952, unless other directions are given by the MUNICIPALITY.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

DEPARTMENT MUNICIPALITY

For all contract services related to a locally funded construction project, actual costs to the CONSULTANT up to \$84,220.78, plus a fixed fee of \$6,895.55, not to exceed \$91,116.33.

For geotechnical investigation contracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$7,450.50.

For wetland delineation contracted to Davel Engineering & Environmental, Inc a lump sum of \$4,065.00.

For real estate title searches subcontracted to Bay Title & Abstract, Inc., the CONSULTANT's actual cost to Bay Title & Abstract, Inc. not to exceed \$7,500.00 for units delivered based on the rates in the table below.

TWO PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Searches	15	Each	\$425.00	\$6,375.00
Title Search Updates	15	Each	\$75.00	\$1,125.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$ 110,131.83.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. All references to the DEPARTMENT will be replaced with MUNICIPALITY within this document for this contract. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 6 pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

By: _____

Title: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/16

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

A. SCOPE OF SERVICES

- (1) The PROJECT shall be locally let.
- (2) The CONTRACT incorporates the design of a 10' wide asphalt multi-use trail within the existing HWY 10 right of way between Kernan Avenue and the existing trail approximately 2,800 feet to the west. The proposed improvements are anticipated to include the design of 3 separate boardwalk sections to minimize environmental impacts. The proposed ditches and culverts will be checked to ensure that adequate capacity is provided for the design flows. One (1) curb ramp is included at the intersection of Kernan Avenue.
- (3) Design files shall be completed in 2023 Civil 3D format.

B. DESIGN REPORTS

- (1) Other Reports:
 - (a) Geotechnical Report
 - (b) Brief memo regarding stormwater analysis for improvements specific to the sections of the trail that require changes to the existing ditch cross section.

C. ENVIRONMENTAL DOCUMENTATION

- (1) Hazardous Materials/Contamination Assessments
 - (a) Complete a radius report and summary for inclusion with WDNR permit application
 - (b) Contract assumes that no areas of hazardous materials will be identified within the project limits.
- (2) Wetland Delineation
 - (a) The CONSULTANT will complete an assured wetland delineation in the areas of full topographic survey. The CONSULTANT will survey those areas identified to identify locations for compensation of wetland loss.

D. AGENCY COORDINATION

(1) Permits – Individual (list all):

- (a) WisDNR wetland disturbance: Recreational Facilities General Permit WDNR GP4 2023.

The CONSULTANT shall prepare the necessary documentation as required by WisDNR to approve any wetland fill. It is assumed that any fill will fall under the 10,000 SF level and not require any wetland banking or other supplemental coordination. If additional documentation is required, this shall be considered “EXTRA SERVICES”. Assumes that permitting fees will be waived.

- (b) WisDNR stormwater/ grading permit (WRAPP)

- (c) Army Corp of Engineering Permits.

Army Corp of Engineers receive permit applications through WisDNR permit application submittals. Any additional permit submittals specifically to the Army Corp of Engineers shall be considered “EXTRA SERVICES”.

E. UTILITY INVOLVEMENT

(1) Utility Coordination:

- (a) The CONSULTANT coordinate the project with utility companies within the project limits including:
 - a. Initial coordination to identify the location of existing utilities
 - b. Final coordination of project impacts to identify utility relocations
- (b) The CONSULTANT shall review documentation received from the utility companies related to the trail project. This includes as-builts, utility work plans, and utility special provisions.

F. PUBLIC INVOLVEMENT

(1) Public Involvement Mailing

- (a) Prepare the project mailing including: a cover letter, a writeup of the general details of the project, a project location map, a copy of the typical sections and plan and profile sheet(s), and a comment sheet to return to the design team.
- (b) Mail the Public Involvement Mailing documents.
- (c) Prepare a summary report of the comments received from the public.
- (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions.

- (e) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.

G. MEETINGS

- (1) Hold one (1) combined in-person, Project Kick off and Operational Planning Meeting to discuss the organization and processing of the SERVICES under this CONTRACT and the utilities on the PROJECT.
- (2) Attend two (2) virtual meetings with the MUNICIPALITY and/or DEPARTMENT.
- (3) Attend the preconstruction meeting prior to construction of the project.

H. SURVEYS

- (1) Surveys shall be tied to an appropriate horizontal and vertical datum which will be approved by the MUNICIPALITY prior to the start of the topographic survey.
- (2) Title searches for the fifteen (15) adjacent properties will be utilized to establish the existing Right-of-Way through the project limits.
- (3) The topographic survey will extend from the centerline of Kernan Avenue to the existing trail located approximately 2,800 feet to the west. The survey will extend from the edge of the existing roadway traffic lane to 10-feet beyond the existing right of way line. The survey will include:
 - (a) Property lines, easements, setbacks. Easements must be shown on available public survey maps or be contained within the title work provided by the clients.
 - (b) Structures and improvements, including (but not limited to) Buildings, sidewalks, pavements, top and bottom of curbs and gutters, parking lot striping, signs, poles, fencing, gates, etc.
 - (c) All utilities on site and in adjacent right-of-way (ROW). Two attempts will be made to have the markings placed. Additional attempts will be considered out of scope. Private utility locates are not included as a part of this scope.
 - (d) Both ends of culverts will be surveyed to identify the slope and direction of flow
- (4) The CONSULTANT shall submit all survey data (including description, measured, and computed data) to the MUNICIPALITY.

I. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) The CONSULTANT shall conduct soils and subsurface investigations per normal DEPARTMENT practices as described in the Geotechnical Manual dated March 31, 2017 or as directed by the MUNICIPALITY.

- (2) Soils and subsurface investigation will consist of two 5-ft deep test borings and three 20-ft deep borings within the proposed trail footprint to establish topsoil depth, subsurface soil conditions, and possible EBS locations.

All boreholes and monitoring wells shall be backfilled as per the April 20, 1992, guidelines titled "Wisconsin Department of Transportation Geotechnical Section - Drilled Borehole and Monitoring Well Abandonment Procedures".

Foundation investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

J. ROAD PLANS

Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:

- (1) Road Plans are the compilation of documents, reproducible drawings, depicting the location, character, dimensions, and relevant data necessary to the layout and construction of the prescribed work.
- (2) Road Plans led by the CONSULTANT will consist of the following:
 - (a) Title Sheet
 - (b) Project Overview- Single Sheet Schematic
 - (c) General Notes
 - (d) Typical Cross Sections
 - (e) Construction Details
 - (f) Standard Details
 - (g) Alignment Detail
 - (h) Signing and Marking Plans
 - (j) Removal Plans
 - (k) Curb Ramp Details
 - (l) Traffic Control Plan
 - (m) Erosion Control Plan (may be combined with plan and profile sheets)
 - (n) Miscellaneous Quantities with Earthwork Data
 - (o) Plan and Profile Sheets
 - (p) Cross Sections

K. BOARDWALK PLANS

- (1) Plans for the boardwalk(s) shall be fully dimensioned showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of work to be performed in the PROJECT.
- (2) Plans for boardwalk shall include overview layout, design criteria, general notes, typical plan, typical elevation and details as needed for preparation of the design and shop drawings by the Contractor.
- (3) When the plans for a structure have been completed the CONSULTANT shall furnish the MUNICIPALITY with three sets of prints of such plans for review and examination.
- (4) Submit three copies for review and examination of all specifications for items of work in the Boardwalk Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (5) Plans will be subject to review and examination by the MUNICIPALITY. Such review and examination may be made on the site of the PROJECT.
- (6) Along with the plans for the boardwalks submit one copy or reproduction of the design computations for the MUNICIPALITY'S review and permanent file.
- (7) Furnish such other pertinent information and data with respect to the plans and design as the MUNICIPALITY may request.

L. PLANS, SPECIFICATIONS & ESTIMATES (PS&E)

- (1) The CONSULTANT shall prepare a complete PS&E package for letting, including:
 - a. Project advertisement
 - b. Front end documents
 - c. Specifications
 - d. Bid Form
 - e. Pre-bid requirements
 - f. Bond and contract forms
 - g. Additional project documents as needed (permits, geotechnical reports, etc)
- (2) The CONSULTANT shall post the project for bidding online at QuestCDN
- (3) The PROJECT shall be locally let by the MUNICIPALITY.

M. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- (1) Access to available GIS information.
- (2) Access to any past planning studies related to the project.
- (3) Any permit fees.

N. PROSECUTION AND PROGRESS

- (1) The CONSULTANT proposes to sublet these services to:
 - (a) Geotechnical investigations by ECS Midwest, LLC, 3695 N. 126th Street, Unit C, Brookfield, WI 53005.
 - (b) Wetland delineation by Davel Engineering & Environmental, Inc. 1164 Province Terrace, Menasha, WI 54952.
 - (c) Title Searches by Bay Title & Abstract, Inc, 345 S. Monroe Ave, Green Bay, WI 54305.
- (2) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by September 1, 2025.
(Date)

Report Title	Date
Survey Complete	10/15/25
OPM/Kick-off Meeting	11/3/25
30% Plans, Preliminary Structure Plans & Estimate	12/1/25
40% Plan Review Meeting	1/5/26
60% Plans & Estimate	2/2/26
Final Structure Plan Submittal	3/16/26
80% Plan Review Meeting	4/15/26
Permit Applications Submittal	7/1/26
Permit Approval	10/1/26
Draft PS&E	10/1/26
Final PS&E	11/13/26
Pre-Construction Meeting	2/1/27

CONSULTANT CONTRACT TOTAL FEE COMPUTATION
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
P25-0106

Project ID	P25-0106				TOTALS
Number of Staff Hours	704				704
Total Direct Labor	\$33,432.97				\$33,432.97
Total Indirect Costs	\$50,206.31				\$50,206.31
Fixed Fee Amount	\$6,895.55				\$6,895.55
Direct Expenses	\$581.50				\$581.50
Subtotal	\$91,116.33	\$0.00	\$0.00	\$0.00	\$91,116.33
ECS	\$7,450.50				\$7,450.50
Davel	\$4,065.00				\$4,065.00
Bay Title	\$7,500.00				\$7,500.00
Subcontract Subtotal	\$19,015.50	\$0.00	\$0.00	\$0.00	\$19,015.50
TOTAL COST	\$110,131.83	\$0.00	\$0.00	\$0.00	\$110,131.83

Indirect Cost Rate (%) 150.17%

Fixed Fee (%) 8.25%

Consultant Individual Direct Labor Rates
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
P25-0106

Employee Name / ID Number	Classification	Current Rate	Rate of Pay After October 2025 (+2.7%)	Rate of Pay After October 2026 (+2.7%)	% of Work At Current Rate	% Work After October 2025	% Work After October 2026	TOTAL %	FINAL Weighted Average Hourly Rate
48	Project Manager	\$ 83.00	\$ 85.24	\$ 87.54	25%	60%	15%	100%	\$ 85.02
129	Lead Designer	\$ 53.00	\$ 54.43	\$ 55.90	25%	60%	15%	100%	\$ 54.30
138	Project Engineer	\$ 40.50	\$ 41.59	\$ 42.71	25%	60%	15%	100%	\$ 41.49
99	Drainage Engineer	\$ 50.00	\$ 51.35	\$ 52.74	25%	60%	15%	100%	\$ 51.22
234	Sr Structural Engineer	\$ 63.50	\$ 65.21	\$ 66.97	25%	60%	15%	100%	\$ 65.06
166	Structural Engineer	\$ 36.50	\$ 37.49	\$ 38.50	25%	60%	15%	100%	\$ 37.40
94	Sr Design Technician	\$ 47.00	\$ 48.27	\$ 49.57	25%	60%	15%	100%	\$ 48.15
216	Engineer Technician	\$ 29.40	\$ 30.19	\$ 31.01	25%	60%	15%	100%	\$ 30.11
111	PLS	\$ 62.00	\$ 63.67	\$ 65.39	100%	0%	0%	100%	\$ 62.00
199	Survey Chief	\$ 36.00	\$ 36.97	\$ 37.97	100%	0%	0%	100%	\$ 36.00
223	Admin Assistant	\$ 35.00	\$ 35.95	\$ 36.92	25%	60%	15%	100%	\$ 35.86
7	Constructability Engr	\$ 56.50	\$ 58.03	\$ 59.60	25%	60%	15%	100%	\$ 57.89

Contract Completion Date: 12/31/2026

Escalation Factor = 2.7%

Summary of Staff Hours and Direct Labor Costs
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
P25-0106

		Project Manager		Project Engineer		Drainage Engineer		Sr Structural Engineer		Structural Engineer		Sr Design Technician		Lead Designer		Engineer Technician		PLS		Survey Chief		Admin Assistant		Constructability Engr		Total Direct Labor			
		\$85.02		\$41.49		\$51.22		\$65.06		\$37.40		\$48.15		\$54.30		\$30.11		\$62.00		\$36.00		\$35.86		\$57.89					
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars		
Manage Project Scope and Schedule	887	13.5	\$ 1,147.77											22.5	\$ 1,221.75							12.0	\$ 430.32			48.0	\$ 2,799.84		
Manage Project Quality	890	10.0	\$ 850.20																					6.0	\$ 347.34	16.0	\$ 1,197.54		
Manage Project Stakeholders	743	7.0	\$ 595.14	6.0	\$ 248.94									10.0	\$ 543.00	6.0	\$ 180.66							3.0	\$ 173.67	32.0	\$ 1,741.41		
Design Drainage	778	4.0	\$ 340.08	28.0	\$ 1,161.72	16.0	\$ 819.52																			48.0	\$ 2,321.32		
Design Erosion Control and Landscaping	768	1.0	\$ 85.02	8.0	\$ 331.92									3.0	\$ 162.90	24.0	\$ 722.64										36.0	\$ 1,302.48	
Design Geometrics and Details	776	8.0	\$ 680.16	79.0	\$ 3,277.71							42.0	\$ 2,022.30	19.0	\$ 1,031.70	47.0	\$ 1,415.17										195.0	\$ 8,427.04	
Develop Quantities and Estimates	786	1.0	\$ 85.02	20.0	\$ 829.80							14.0	\$ 674.10	18.0	\$ 977.40												53.0	\$ 2,566.32	
Develop PSE Documents	856	6.0	\$ 510.12	25.0	\$ 1,037.25									9.0	\$ 488.70												40.0	\$ 2,036.07	
Conduct and Process Existing Field Survey	723																	2.0	\$ 124.00	56.0	\$ 2,016.00						58.0	\$ 2,140.00	
Survey Existing and Proposed Right-of-Way	726																	1.0	\$ 62.00	15.0	\$ 540.00						16.0	\$ 602.00	
Analyze Natural Environment Impact	766	2.0	\$ 170.04	9.0	\$ 373.41									3.0	\$ 162.90												14.0	\$ 706.35	
Analyze Hazardous Materials Site Impact	765			1.0	\$ 41.49									1.0	\$ 54.30												2.0	\$ 95.79	
Environmental Documentation and Agency Coordination	769	1.0	\$ 85.02	14.0	\$ 580.86									10.0	\$ 543.00												25.0	\$ 1,208.88	
Develop Traffic Control and Staging	788													2.0	\$ 96.30	2.0	\$ 108.60	1.0	\$ 30.11									5.0	\$ 235.01
Design Structure	656	1.0	\$ 85.02	5.0	\$ 207.45			30.0	\$ 1,951.80																		36.0	\$ 2,244.27	
Draft Structure Plan	657	1.0	\$ 85.02					10.0	\$ 650.60	30.0	\$ 1,122.00																41.0	\$ 1,857.62	
Design Signing and Pavement Marking	819			5.0	\$ 207.45									2.0	\$ 108.60												7.0	\$ 316.05	
Coordinate Utilities	746	2.0	\$ 170.04									17.0	\$ 818.55	6.0	\$ 325.80	5.0	\$ 150.55											30.0	\$ 1,464.94
Manage Construction Start	791	2.0	\$ 170.04																								2.0	\$ 170.04	
																											0.0	\$ -	
																											0.0	\$ -	
		59.5	\$ 5,058.69	200.0	\$ 8,298.00	16.0	\$ 819.52	40.0	\$ 2,602.40	30.0	\$ 1,122.00	75.0	\$ 3,611.25	105.5	\$ 5,728.65	83.0	\$ 2,499.13	3.0	\$ 186.00	71.0	\$ 2,556.00	12.0	\$ 430.32	9.0	\$ 521.01	704.0	\$ 33,432.97		

Direct Expenses by Item
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
P25-0106

Item	Activity Code	Unit Amount	Unit Type	Rate	Total Expenses
Analyze Hazardous Materials Site Impact					
Database Search	765	1	Each	\$120.000	\$120.00
Site Visits (2)					
Mileage	776	140	Miles	\$0.700	\$98.00
Survey - Topo					
Mileage	723	225	Miles	\$0.700	\$157.50
Meals - Lunch	723	3	Each	\$19.00	\$57.00
Field Supplies	723	1	LS	\$100.00	\$100.00
Pre-Con Meeting					
Mileage	791	70	Miles	\$0.700	\$49.00
TOTAL					\$581.50

Fee Computation Summary by Engineering Task
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
P25-0106

Task	Activity Code	Direct Labor Costs	Overhead Costs	Fixed Fee Amount	Direct Expenses	Totals
Manage Project Scope and Schedule	887	\$2,799.84	\$4,204.52	\$577.47	\$0.00	\$7,581.83
Manage Project Quality	890	\$1,197.54	\$1,798.35	\$246.99	\$0.00	\$3,242.88
Manage Project Stakeholders	743	\$1,741.41	\$2,615.08	\$359.17	\$0.00	\$4,715.66
Design Drainage	778	\$2,321.32	\$3,485.93	\$478.77	\$0.00	\$6,286.02
Design Erosion Control and Landscaping	768	\$1,302.48	\$1,955.93	\$268.64	\$0.00	\$3,527.05
Design Geometrics and Details	776	\$8,427.04	\$12,654.89	\$1,738.08	\$98.00	\$22,918.01
Develop Quantities and Estimates	786	\$2,566.32	\$3,853.84	\$529.30	\$0.00	\$6,949.46
Develop PSE Documents	856	\$2,036.07	\$3,057.57	\$419.94	\$0.00	\$5,513.58
Conduct and Process Existing Field Survey	723	\$2,140.00	\$3,213.64	\$441.38	\$314.50	\$6,109.52
Survey Existing and Proposed Right-of-Way	726	\$602.00	\$904.02	\$124.16	\$0.00	\$1,630.18
Analyze Natural Environment Impact	766	\$706.35	\$1,060.73	\$145.68	\$0.00	\$1,912.76
Analyze Hazardous Materials Site Impact	765	\$95.79	\$143.85	\$19.76	\$120.00	\$379.40
Environmental Documentation and Agency Coordination	769	\$1,208.88	\$1,815.38	\$249.33	\$0.00	\$3,273.59
Develop Traffic Control and Staging	788	\$235.01	\$352.91	\$48.47	\$0.00	\$636.39
Design Structure	656	\$2,244.27	\$3,370.22	\$462.88	\$0.00	\$6,077.37
Draft Structure Plan	657	\$1,857.62	\$2,789.59	\$383.13	\$0.00	\$5,030.34
Design Signing and Pavement Marking	819	\$316.05	\$474.61	\$65.19	\$0.00	\$855.85
Coordinate Utilities	746	\$1,464.94	\$2,199.90	\$302.14	\$0.00	\$3,966.98
Manage Construction Start	791	\$170.04	\$255.35	\$35.07	\$49.00	\$509.46
						\$0.00
		\$33,432.97	\$50,206.31	\$6,895.55	\$581.50	\$91,116.33

Fixed Fee 8.25%

Overhead Rate 150.17%



ECS Midwest, LLC

Proposal for Subsurface Exploration and
Geotechnical Engineering

Proposed High Cliff Multi Modal Trail

Woodlands West Segment
Kernan Avenue – Fire Lane 6 Road
Menasha, Calumet County, Wisconsin

ECS Proposal Number 59:7087-GP

June 5, 2025





June 5, 2025

Mr. Rich Glen
JT Engineering, Inc.
1077 Centennial Centre Blvd.
Hobart, WI 54155
Email: richg@jt-engineering.com

ECS Proposal No. 59:7087-GP

Reference: Proposal for Subsurface Exploration and Geotechnical Engineering
Proposed High Cliff Multi Modal Trail
Woodlands West Segment
Kernan Avenue – Fire Lane 6 Road
Menasha, Calumet County, Wisconsin

Dear Mr. Glen:

In accordance with your request for proposal on May 30, 2025, ECS Midwest, LLC. (ECS) is pleased to submit the following proposal for performance of a subsurface exploration at the site of the above referenced project. This proposal is intended to formalize an outline of our general scope of services and to provide cost information.

As requested, five (5) standard penetration test borings will be performed for this exploration. Further, two (2) of the borings will be extended to 5 feet and three (3) of the borings will be extended to 20 feet below the existing grade. It is proposed that the fee for the performance of the requested scope of services be determined on a unit price basis. On this basis and in accordance with the attached Geotechnical Fee Schedule, we estimate the total fee will be as follows:

Table with 5 columns: Item, Quantity, Unit Rate, Units, FEE. Rows include DRILLING (Mobilization, Drilling Rig Rental, Standard Penetration Test Borings, Boring Layout and Elevation, Boring Abandonment, Traffic Control Flag Crew, Utility Clearance and Coordination), GEOTECHNICAL (Boring Log Preparation, Laboratory Testing, Geotechnical Report Documentation), and a TOTAL FEE row.

The above fees assume that ECS will provide traffic control. We will notify you in advance if schedule or costs are expected to exceed these estimates. We look forward to working with you on your project. If you have any questions or need additional information, please contact me at 920/886-1406.

CLOSING

If other items are required because of unexpected field conditions or because of a request for additional services, they would be invoiced in accordance with our current Fee Schedule. Before modifying or expanding the extent of our exploration program, you would be informed of our intentions for both your review and authorization. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,

ECS Midwest, LLC



Vyshnavi Dandamoodi
Geotechnical Project Manager
VDandamoodi@ecslimited.com



Matthew Meyer, P.E.
Geotechnical Department Manager
mmeyer@ecslimited.com

[/https://ecslimited365.sharepoint.com/sites/59GreenBay/59 Data/{Proposals}/7000/7087 - JT - Woodlands West Segment High Cliff Multi Modal Trail, Menasha/59.7087 - JT - Woodlands West Segment High Cliff Multi Modal Trail.docx]

June 23, 2025

PROPOSAL

To: Rich Glen
JT Engineering
1077 Centennial Centre Blvd.
Hobart, WI 54155
Telephone: (920) 606-6288
Email: richg@jt-engineering.com

From: Travis A. Stuck, P.W.S.
Davel Engineering & Environmental, Inc.
1164 Province Terrace
Menasha, WI 54952
Telephone: (920) 560-6567
Email: travis@davel.pro

Project: High Cliff Trail – Woodlands West, Village of Harrison
Description: Routine Wetland Delineation

Dear Mr. Glen:

Thank you for the opportunity to provide you with this proposal for the above project located in the Village of Harrison, Calumet County. I am familiar with the project site based on the information provided.

I have summarized below the scope of services, which are in accordance with your request for proposals, and related fees for the professional services to be provided by Davel Engineering & Environmental, Inc.

Scope of Services

Phase & Description

Routine Wetland Delineation

- A. Research of aerial imagery, soils and other related mapping
- B. Field work to document soils, vegetation and hydrology
- C. Flag and survey wetland boundary with sub-meter or survey grade precision GPS if conditions allow
- D. Provide wetland report and map
- E. Submit report to DNR for review and concurrence

Fee Summary

A bill for services rendered will be submitted to the client monthly as the project progresses. The fees outlined below reflect fixed fees. Fees cover all labor and materials necessary to perform the above work.

Professional Services:

Routine Wetland Delineation	\$ 4,065
-----------------------------	-----------------

Out of Scope Work

Unless specifically outlined in the above scope of services, other services that may become necessary are not included in this proposal. For the purpose of clarification of related scope items, the following phases of work are specifically out of scope.

1. Excavation of test pits through fill material
2. Ground water monitoring
3. Additional data acquisition for Protective Area determination(s), exemptions, jurisdictional determinations, etc.
4. Survey wetland boundary with conventional survey equipment if the tree or shrub canopy does not allow for the use of GPS to acquire accurate data.

Responsibility of the Owner

1. Allowing access to property
2. Do NOT manipulate the site in any way by cutting weeds, grass or trees, spraying herbicide, draining or grading and filling.

Additional Services

Additional services if requested in writing by the Owner, will be based on an agreed upon fee.

Schedule

I can schedule work on this project as soon as I receive a signed copy of this agreement and the information described above. Work will be done in accordance with your schedule.

General Terms and Conditions

The attached General Terms and Conditions are incorporated into the agreement made by acceptance of this proposal.

If you would like us to proceed with the work, please authorize by signing below and returning a copy to our office.

If you have any questions about this proposal, please let me know. I would be happy to meet with you or your client to go over this proposal, project, or my qualifications in detail.

Sincerely,

Travis A. Stuck, CST, PWS., WI-Professionally Assured Delineator
Environmental Department Coordinator & Senior Scientist

"I hereby accept the terms and conditions of this agreement, specifically including the terms set forth on the following page."

Accepted By: _____ Date: _____
Signature

Print Name and Title

Invoice Delivery Method

- Email
- Mail



July 30, 2025

JT Engineering, Inc.
Attn: Rich Glen
1077 Centennial Centre Blvd.
Hobart, WI 54155

RE: High Cliff Connection – Woodlands West Design
Calumet County

Dear Rich:

We can provide you with 100-year title search reports for 15 parcels in Calumet County:

Our quote is as follows:

15 Title Searches @ \$425.00	= \$6,375.00
15 Updates @ \$75.00	= \$1,125.00
Total Cost:	= \$7,500.00

Copies of acquisition deed(s), open mortgages, tax printouts, mapping and all encumbrances of record will be provided and are included in the above amounts.

Please let me know if need anything else. Thank you for the opportunity. We look forward to working with you.

Thanks,

Jill Molzahn
Searcher / Examiner



EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

Confirm your requested date with the Parks Department as soon as possible to ensure facility availability.

Yes No

2. Will you be selling alcoholic beverages?

All multi-day events and events that plan to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

Yes No

Menasha Police Department – Phone: (920) 967-3500

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

3. Event Coordinator will need to submit a plan for emergency situations.

If you do not have a plan, one will be provided to you to sign and submit with a map. Please see document #1 – Special Event Holders Guide for Emergency Situations

4. Does your event require traffic control or services provided by our Police Department?

Yes No

Public Works Department – (920) 967-3610

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: alee@menashawi.gov

5. Will you be using City streets or other public right of way?

Please submit the \$25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.

Yes No

6. Does your event require street closure?

If your event requires street closure, barricade and signage requests will be discussed at a Special Events Meeting. This information will be noted on the Fee Schedule and Breakdown Worksheet. Special Events requiring street closure need Council approval. It is highly recommended that information regarding your event is not published or advertised until you have received Common Council approval.

Yes No

PLEASE NOTE: If you are requesting a street closure, it is also your responsibility to notify residents and businesses (including Gold Cross, Lamers School Bus and Valley Transit) that are directly affected (we can provide a sample "Notification of Request to Close a City Street"). This will need to be done at least 7 days prior to your appearance at the required Common Council meeting. Event Holder to submit one copy of the completed notification to the Director of Public Works. Complete Document #4 – Notification of Request to Close a City Street

Neenah-Menasha Fire Department - (920) 886-6200

125 E. Columbian Ave., Neenah, WI 54956

Email: jmavroff@nmfire.org

7. Will there be fireworks at your event?

Complete Document #5 - NMFR.Fireworks Display Application

Yes No

8. Will you be putting up a tent?

Some tents require a Certificate of Fireproofing and Inspections by the Fire Department. All tents with stakes require diggers Hotline clearance by calling 811 at least five (5) days prior to the event. Complete Document #6 - NMFR.Tent Permit

Yes No

Clerk's Office - (920) 967-3603

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952

Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages?

Complete form #7 - Clerk.AB-220 Temporary Alcohol Beverage License, form #8 - Clerk.AB-100 Alcohol Beverage Individual Questionnaire and form #9 - Clerk.AB-101 Alcohol Beverage Appointment of Agent.

Yes No

10. Will there be inflatables or carnival rides at your event?

Complete form #10 - Clerk.Carnival Permit Application. Permit needs to be submitted at least 10 days prior to your event.

Yes No

Health Department - (920) 967-3522

100 Main Street, Suite 100 (1st Floor), Menasha, WI 54952

Email: tdrew@menashawi.gov

11. Will you or vendors at your event be selling or serving food?

Please see documents HealthDept.Mobile Restaurant Operators Memo AND HealthDept.Food Safety Guidelines.

Yes No

EVENT INFORMATION – SECTION 2

Permit Fee: A \$50 Special Event Administrative Fee plus a Street Use Application Fee of \$25 (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha.

Event Name Labor Day Parade Total Anticipated Attendance 1000
Sponsoring Organization Fox Valley Area Labor Council
Organization Address P. O. Box 186 Menasha, WI 54952
Event Location Downtown Menasha
Date of Event (list each date if a multi-day event) September 1st, 2025
Event Set-up Time 9am Event Start Time 10am Event End Time 11am

EVENT COORDINATOR – SECTION 3

Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.

- Event Facilitator/Responsible Person Jason Schmitz
Email schmitz_jason@yahoo.com Phone 920-915-5004
- Day of Event Contact Name (person on site) Jason Schmitz
Email schmitz_jason@yahoo.com Phone 920-915-5004
Jim Bemowsky Jimbeam59@gmail.com

EVENT DETAILS – SECTION 4

Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.

What type(s) of activities will be part of your event (please check all that apply):

- Amplified Music
- Amusement Rides, Inflatables, Dunk Tank, and/or Petting Zoo
- Baseball/Softball Tournament
- Fireworks
- Food Trucks
- Parade or Run/Walk Event (On-Street)
- Run/Walk (using trail system-no streets)
- Sell Beer/Wine/Fermented Malt Beverage
- Sell Concessions/Food other than Food Trucks
- Set Up Temporary Tent/Structure
- Vendor Show Number of Vendors? _____
- Other

Describe any Street Use your event will require. (Please attach a detailed map; map MUST include exact location of event, route/street closure if applicable, barricade placement, etc.) #2 – Map.Downtown Menasha OR #3 – Map.Jefferson Park

The parade route will travel west down Main Street in Menasha. It will proceed to Tayco Street, in Menasha, and then turn south, crossing both Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue moving south. At Wisconsin Avenue, in Downtown Neenah, the parade will turn right and head west toward Main Street where the parade will conclude.

FERMENTED MALT/WINE BEVERAGE PERMIT

For Consumption Only! SALE of fermented malt beverages and wine requires a Temporary Class "B" License in addition to this permit
(Allowed only at Barker Farm, Jefferson, Koslo and Curtis Reed Square)

The below named assumes responsibility for exercising control over attendees' behavior at the event. This person or designee must be present for the duration of the event. The Menasha Police Department will contact the permittee if any problem arises. Unruly/illegal group behavior will jeopardize future reservation privileges. This permit allows fermented malt beverages and wine only. No hard liquor or glass containers.

Permittee Name(please print): _____
Last First M.I.

Area that fermented malt beverages and wine will be consumed: _____

Signature: _____

INSURANCE – SECTION 5

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance. See document Sec5.Misc.Insurance Information for specifics. Insurance through HUB International is also offered by our office for one-time events (Document Sec5.Clerk.Insurance Application)

Name of Insurance Company Mayer & Associates. LLC Policy Number _____
Email _____ Phone 920-358-7122

Applicant Signature Jason Schopf Date 6-16-25

PERSON, GROUP, CLUB OR ORGANIZATION TO BE INVOICED – SECTION 6

Please complete this section if the information is different from what you entered in Sections 1 and 2.

Person or Organization Name Fox Valley Area Labor Council, AFL-CIO

Address P. O. Box 186

City Menasha State WI Zip Code 54952

Email fvalc.aflcio@gmail.com Phone 920-727-1790

HOLD HARMLESS AGREEMENT – SECTION 7

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence. I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Applicant Signature Jason Schopf Date 6-16-25

Completed applications can be mailed to or dropped off at: Menasha City Center, 100 Main Street, Suite 200, Menasha, WI 54952 or e-mailed to lwalbrun@menashawi.gov. For any questions regarding this application or the permitting process, contact Lori in Parks and Recreation at (920) 967-3640.

STAFF USE ONLY

Scheduled Board of Public Works Review Date: Aug 4

Scheduled Parks & Recreation Board Review Date: NA

Scheduled Common Council Review Date: Aug 18

Staff Approval: Police Dept. N.T. Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]