



Parks & Recreation Commission

DECEMBER 21, 2017 - 4:30 PM

Hauser Room, City of Neenah, 211 Walnut Street

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

| | | |
|-----------------------|--|---|
| MEMBERS | Lee Hillstrom, Kate Hancock-Cooke, Gary Lawell, Peter Kelly, Jim Vedder, Ted Galloway, Judy Zaretske, Amanda Louden, Christopher Kunz. | |
| STAFF | Laurie Olson, Jim Kluge, Trevor Fink and Michael Kading | |
| AGENDA TOPICS | | |
| CALL TO ORDER | | |
| APPEARANCES | Open Forum / Commission Consideration of Appearances | |
| MINUTES | Approval of Meeting Minutes of November 16 | Attached |
| BILL VOUCHERS | Bills for November | Zaretske |
| FINANCIAL Report | Reviewed quarterly in March, June, September, December | Attached |
| MISSION ACTION Report | | Attached |
| BUSINESS ITEMS | 1. Status of Possible Statue Donation 2. Fox River Loop the Lake – Neenah: Amendment #1 Additional Inspection/Construction Services 3. Arrowhead Park: Professional Services Preliminary Design - Activity Building / Board Walk 4. Arrowhead Park: Professional Services Preliminary Design - Millview Drive / Carriage Road 5. Arrowhead Park: Professional Services Preliminary Design - Ecological Restoration Design and Nearshore Habitat Enhancements 6. Announcements & Future Agenda Items | |
| LIAISON Reports | ◇ Plan Commission ◇ Harbor Committee ◇ School Board | ◇ Hancock-Cooke ◇ Galloway ◇ Kunz |
| ADJOURN | | |

ADA Accommodation Notice: the following notice should be included in all printed material produced for City programs. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Park and Recreation Department** or the City's ADA Coordinator at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

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Make
Life
Better!**

**Neenah Parks &
Recreation Department**

Creating Community Through People, Parks & Programs



PARK & RECREATION COMMISSION MINUTES

REGULAR MEETING – November 16, 2017

MEMBERS PRESENT

| | | |
|-----------------|----------------------|------------------|
| X Judy Zaretske | Kate Hancock - Cooke | X Gary Lawell |
| X Peter Kelly | X Jim Vedder | X Ted Galloway |
| X Lee Hillstrom | X Amanda Loudon | Christopher Kunz |

STAFF PRESENT

X Michael T. Kading, Director of Parks & Recreation
X Laurie Olson, Superintendent of Recreation
X Trevor Fink, Superintendent of Parks
X Jim Kluge, Recreation Supervisor

OTHERS PRESENT: Eileen McCoy and Jane Lang

MEETING CALLED TO ORDER BY Commissioner Zaretske at 4:30 P.M.

CORRESPONDENCE

None.

APPEARANCES

Ms. McCoy presented an alternative perspective on the proposed installation of the proposed statue. She requested that the Commission use caution when considering this as it relates to Wisconsin and Neenah history.

Ms. Lang echoed Ms. McCoy's remarks indicating that we cannot assume historical correctness.

MINUTES

MSC Lawell / Vedder to approve the minutes of September 21 and October 12, 2017, all voting aye.

BILL VOUCHERS

Commissioner Zaretske reviewed the vouchers for July and found them to be in order.

MISSION ACTION REPORT

The report was distributed earlier. The following items were discussed:

- Commissioner Galloway commented that we got lucky with the warm fall to have the grass growing at Washington Park and that he has had the opportunity to stop and talk to kids playing basketball (suggested Commissioner business cards). Commissioner Vedder indicated that he was very pleased with how great the park looks as you drive by.
- Recreation Superintendent Olson spoke of the Winter Olympics Celebration that is scheduled for January 13 at Washington Park to celebrate the new ice skating rink and the "Neenah – Celebrate the Season" event happening downtown Neenah the weekend of December 1 – 3.
- Director Kading referred to a memo that was handed out prior to the Commission meeting indicating that the National Resource Damage Assessment Trustee Council has awarded the City of Neenah two grants—one grant for \$200,000 for the development of a float pier along the west shore of Arrowhead Park and the second grant for \$220,000 for nearshore and shoreline aquatic habitat restoration.

The second item is that the WI-DNR has responded to the Exemption Request for the closed Arrowhead Park landfill. The WI-DNR indicated that the City can move forward with the conceptual master plan

and begin zone specific design work that can be submitted for approval. This will ensure that the City only pays for what it designs and intends to build.

BUSINESS FOR CONSIDERATION

1) Reconsideration of Possible Donated Statue:

Commissioner Hillstrom – Read an email from Mayor Kaufert thanking the Commission for considering the possible donation of the statue.

Commissioner Galloway – Requested clarification of the Neenah Arts Board and their role. Art is in the eye of the beholder and cultural experiences are very important. Superintendent of Recreation Olson explained that the Arts Board has not directed to oversee art in public spaces.

Commissioner Vedder – Brought up the example of the proposed tank in Shattuck Park - Commission said no and it did not end up here. Presented information pertaining to the historical perspective of Chief Black Elk and a mountain is named in his honor in the Black Hills of South Dakota.

Commissioner Lawell – Historically inaccurate for the area to have a Plains Indian in our location; Red Bird in High Cliff is a great example of a statue honoring our local Native American culture.

Commissioner Kelly – Offered a different perspective. We have art here (Lincoln, Washington, Jefferson) who have no local significance, but based upon the impact to our great nation we find them here. Could this be the case with this sculpture? Suggest that we approach the local Native American tribes and gain their input.

Commissioner Zaretske – Beautiful presentation of art.

Commissioner Galloway – Endowments should be considered for long term maintenance and care.

Commissioner Hillstrom – Agreed that this item should be tabled to gather more information. Maintenance is an ongoing issue and should not be used as an excuse. This is a difficult and long lasting decision for the Commission

Superintendent Fink – Maintenance will require specialized knowledge and skill.

Commissioner Galloway – Feels that we have inadequate knowledge in specialized maintenance.

Commissioner Lawell – Is electrical part of this? Director Kading indicated that the statue is expected to be lit but needed further clarification as to who is responsible for electrical installation.

MSC Vedder / Louden to table this item to gather further information specifically related to the historical Native American perspective from local Wisconsin Tribes recognizing that the Commission must do its due diligence to protect all interested parties including the donor, the city and Wisconsin Tribes.

Commissioner Kelly - Questioned whether delaying this vote is wise.

Commissioner Zaretske – While I do not have an historical perspective from the Native American Culture, the piece and proposed area look nice, and we should consider the intent of the donor.

Motion Carried – 4 in favor, 1 against and 2 abstentions to table the decision until further information could be gathered.

- 2) **Announcements and Future Agenda Items:**
Memorial Bench Policy

LIAISON REPORTS

PLANS COMMISSION: Hancock-Cooke reported – no report.

HARBOR COMMITTEE: Galloway reported – Seawall Solution is responsible for the removal of the harbor buoys.

SCHOOL BOARD: Kunz reported – no report.

MSC Hillstrom / Galloway to adjourn at 5:48p. Motion Carried.

Recorded for the Commission by Michael T. Kading, CPRP

Parks & Recreation

MISSION ACTION REPORT



December 21, 2017

Provide recreational experiences.

- The **new playground at Castle Oak Park** is open. Concrete sidewalk around the new playground has been completed and the engineered wood fiber surfacing has been installed. Landscaping will be completed next spring.
- Park staff was able to complete the landscaping around the **new playground at Carpenter Preserve**. The rubber playground surfacing is being schedule for installation in the spring.
- The **Grinch Candy Cane Hunt** was held Saturday, December 9 with 48 three-six years in attendance.

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Promote health and wellness.

- New sessions of adult (15+) **Vinyasa Flow Yoga, Gentle Yoga-Pilates Fusion, Zumba®, and Strong by Zumba®** will begin the first week of January. A **201 Mindfulness** class is scheduled to begin at the end of January.
- The **Open Gym Basketball for Adults** will be on break over the holidays and resume the first week in January. On average, 18 adults attend the Monday & Wednesday evenings paying, at the door, \$2.50 each time attending. A gym supervisor sets up teams, based on those in attendance, with teams rotating playing time.

Facilitate community problem solving.

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Protect Environmental Resources.

- Forestry staff has started removing **ash trees** in Memorial Park. Replacement trees are scheduled to be planted in spring.

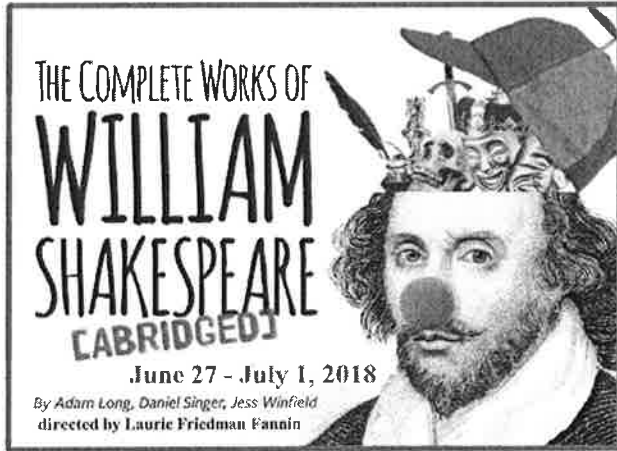
Strengthen community image and sense of place.

- Park staff began **flooded rinks** on 12/13. The goal is to have rinks ready for use by Christmas break.
- NPRD's internal marketing team (Kluge, Vander WYST and Olson) have been evaluating marketing tools currently used and not used. Staff will begin utilizing the City of Neenah's **Twitter and Instagram** accounts. Additionally, they have been meeting with printing companies for potential changes in the activity guides.

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Parks & Programs*

Parks & Recreation MISSION ACTION REPORT

- **Riverside Players** has announced their 62nd season of "Theatre in the Park". Tickets go on sale January 1st. Auditions will be held March 24 & 25.

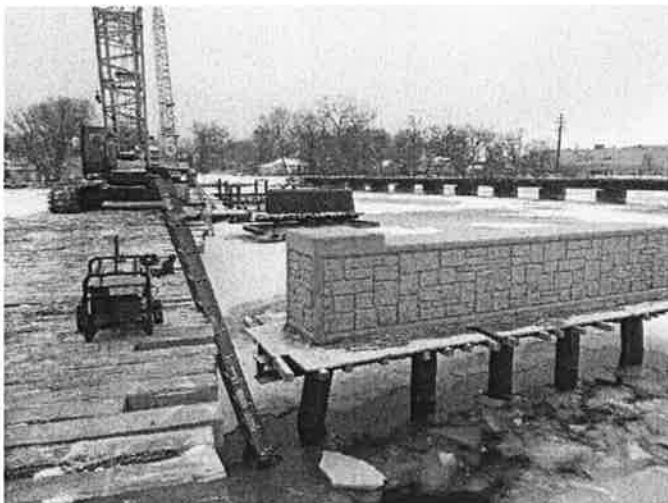


Strengthen safety and security.

- Forestry staff removed **dead elm trees, ash trees, and buckthorn** on the south side of the Carpenter Preserve Playground.
- **Ice Rink Supervisors** have been hired. Orientation sessions were held to review policies, procedures, safety, and acquaint staff with each of the three shelters.

Support economic development.

- **Loop the Little Lake** – Neenah Bridge project is moving along nicely. In the pictures (12/18) below you will see pier number 6 which will support the observation deck and pier #7 which has been poured. The gigs are in place for piers #8 and 9 which will be drilled and driven yet this week. There are piers #10 & 11 to install plus the north abutment. Pier installation is approximately 1 month ahead of schedule. The first steel girders are to arrive Friday 12/22.
- **Summer 2018 applications** are currently being accepted on the City of Neenah's website. Deadline for accepting applicants is February 2nd. College students, home for their winter break, will be interviewed during the next couple weeks.



BUSINESS ITEM #1: Status of Possible Statue Donation

Donor has withdrawn offer to donate statue.

Action Needed: No action needed

BUSINESS ITEM #2: Fox River Loop the Lake – Neenah Amendment #1 Additional Inspection / Construction Services

A revised proposal for services rendered is attached. The need for additional inspection and construction services has been requested to cover the installation. The City and Graef worked out an arrangement for our Public Works Engineers to assist with specific engineering services to lower the overall financial impact. Staff has reviewed, is agreeable and recommends Amendment #1 and further recommends that Contingency Funds be used to cover these costs which are grant reimbursable.

| | |
|--------------------------------------|--------------------|
| Beginning Contingency Balance | \$97,366 |
| Concrete liner/stain | (\$19,500) |
| Deck Board Overage | (\$3,024.75) |
| Add. Inspection/Cons Services | (\$8,300) |
| Current Contingency Balance | \$66,541.25 |

Action Needed: A recommendation to accept Amendment #1 for Additional Inspection / Construction Services from Graef in the amount of \$7,400 NTE (labor) and \$900 (reimbursables) for a total of \$8,300 using contingency funds to cover the increased costs.

ARROWHEAD PARK: As we move into 2018 I am recommending that we begin preparing for 2019 construction work at Arrowhead Park. To date, we have secured \$420,000 in grant funds and \$380,000 in donated funds. The suggested construction components for 2019 include Millview Dr, carriage road, shore/near shoreline aquatic habitat restoration and boardwalk and activity building. Each of these components has been group into like activities so that we can bid out accordingly. Therefore, you will see separate agreements for each activity.

I have included a projected time line of activity for Arrowhead Park that may be helpful in seeing how all of the pieces fit together.

The scope of services includes preliminary design work (appr. 60%) and opinions of probable cost which will be presented to the commission and decision makers before moving into final design stage. This allows the commission and decision makers to have input in the design process.

\$400,000 has been budgeted for design work in 2018

BUSINESS ITEM #3: Arrowhead Park – Preliminary Design for Activity Building / Boardwalk

Having reviewed the agreement for preliminary design / opinion of probable costs for the activity building and board staff recommends accepting the agreement from SEH in the amount of \$49,480.

Action Needed: A recommendation to accept the agreement for Professional Services from SEH for preliminary design and opinion of probable costs of the activity building and boardwalk in the amount of \$49,480.

BUSINESS ITEM #4: Arrowhead Park - Preliminary Design Millview Drive and Carriage Road.

Having reviewed the agreement for preliminary design / opinion of probable costs of Millview Drive and Park Carriage Road staff recommends accepting the agreement from SEH in the amount of \$75,000.

Action Needed: A recommendation to accept the agreement for Professional Services from SEH for preliminary design and opinion of probable costs of Millview Drive and Park Carriage Road in the amount of \$75,000.

BUSINESS ITEM #5: Arrowhead Park – Preliminary Design Ecological Restoration Design and Nearshore Habitat Enhancements

Having reviewed the agreement for preliminary design / opinion of probable costs of Ecological Restoration Design and Nearshore Habitat Enhancements staff recommends accepting the agreement from Stantec in the amount of \$32, 165.

Action Needed: A recommendation to accept the agreement for Professional Services from SEH for preliminary design and opinion of probable costs of Ecological Restoration Design and Nearshore Habitat Enhancements the amount of \$32,165.

BUSINESS ITEM #6: Announcements & Future Agenda Items



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December 18, 2017

Mr. Mike Kading
Director of Parks and Recreation
City of Neenah
211 Walnut St.
Neenah, WI 54956

Subject: Fox River "Loop the Lake" Bridge Crossings
Amendment #1
Additional Inspection and Construction Services

Dear Mike:

Per your request, Graef-USA Inc. (GRAEF) is pleased to provide this proposal to amend our services to the City of Neenah (Client). An executed copy of this proposal will amend our Agreement dated March 6, 2017.

This proposal is for professional services for Fox River Multi-Modal Bridge Crossing – Neenah Site - Detailed Design (Project). This proposal is subject to GRAEF's Standard Terms and Conditions, which were attached to our original proposal.

It is our understanding that the nature of the Project is the balance of the detailed design, construction document preparation and limited construction oversight for the installation of a multi-modal bridge crossing of the Fox River, Neenah Channel. The location of the crossing is behind the Plexus Global Headquarters building in downtown Neenah from the south shore to the north shore of the River at River Street immediately downstream of the existing railroad trestle.

The subject of this amendment is the additional inspection, primarily for piling installation in the month of November, as well as piling layout verification throughout the project duration. Our current contract has a very limited Construction Administration level of effort. It primarily includes: attending the Pre-Construction Conference and three (3) site visits by our structural engineer; two (2) site visits by our landscape architect; two (2) site visits by our electrical engineer; weekly ½ day site visits by a civil engineer (80 hours); and 2 hours per week for management by the Project Manager, review/responding to RFI's and shop drawings, and processing payment applications and any change orders. The construction phase was also anticipated to last 5-months.

At the Pre-construction conference, it was apparent that additional oversight/inspection and field survey verification of the piling installation would be necessary, as well as confirmation of proper girder placement. The schedule for the rebid contract is also



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extended to 7-1/2 months (November to Mid-June). Based on the Contractor's submitted schedule, piling work on the Neenah Bridge is slated to last 68 days from 10/27/17 to 1/31/17 (14 weeks).

Per the prior discussions between yourself, Gerry Kaiser, and I; the City Public Works staff will be assuming responsibility for all inspection of the piling as of December 1, 2017 including any needed observation of pre-boring, pile driving, and concrete pours. GRAEF will provide piling installation inspection from the start of the work on October 30 through November 30, and provide piling layout verification and girder alignment verification from October 30 until completion of those activities. GRAEF will also provide initial instruction to City staff on piling inspection tasks and be available as a resource for questions during the City inspection period. Thus, our estimate would be approximately two (2) 4-hr days of on-site inspection per week for 5 weeks (40 hrs), then two (2) 2-hr days of piling/girder layout verification for the remaining 9 weeks (36 hrs).

For this Project, GRAEF proposes to provide the following additional Basic Services:

- Provide on-site inspection during piling installation operations from October 30 through November 30. Inspection to include:
 - Observe and verify pre-boring installation methods.
 - Observe and verify pile driving installation methods.
 - Observe and verify bearing requirements are met.
 - Observe and verify embedment depths are met.
- Provide piling layout verification until completion of piling installation.
- Provide girder alignment verification during girder installation.

GRAEF will endeavor to perform the proposed additional Basic Services per the following schedule:

- During pile installation operations scheduled between 10/27/17 and 1/31/17 on the Neenah Bridge, per the Contractor's original submitted schedule.

At your written request, GRAEF will provide a scope and fee for further Additional Services.

For this Project, it is our understanding Client will provide the following additional services, items and/or information:

- Pre-boring inspection beginning December 1, 2017
- Pile driving installation inspection beginning December 1, 2017.
- Abutment, piling, and pier concrete pour inspection beginning December 1, 2017.



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For all additional Basic Services, Client agrees to compensate GRAEF as follows:

Construction Inspection: \$7,400 NTE (labor)
(plus reimbursables for mileage/travel estimated at \$900.)

To accept this proposal for additional Basic Services, please sign and date both enclosed copies and return one to us. Upon receipt of an executed copy, GRAEF will commence work on the additional Basic Services for the Project.

Graef-USA Inc. looks forward to providing additional services to the City of Neenah.

Sincerely,

Graef-USA Inc.

Accepted by: City of Neenah

Patrick J. Skalecki, P.E., LEED AP
Principal

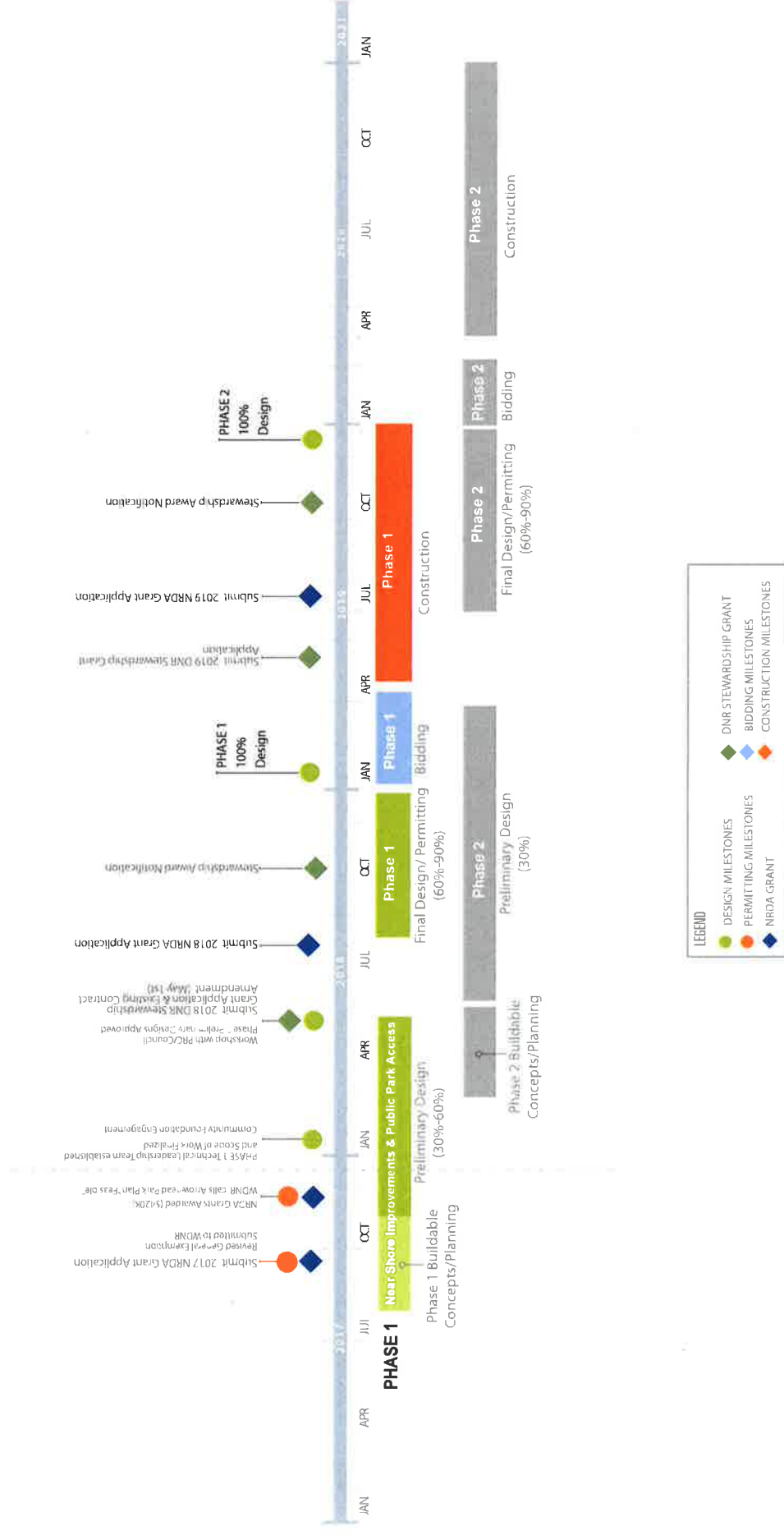
(Signature)

(Name Printed)

(Title)

Date: _____

Arrowhead Park Draft Project Timeline: PLANNING, DESIGN, FINANCING, CONSTRUCTION



DATE: 12/15/2017



Building a Better World
for All of Us™

December 18, 2017

RE: Agreement for Professional Services
Activity Building and Boardwalk
Preliminary Design
SEH No. NEENA 142941

Michael Kading
Director of Parks and Recreation
City of Neenah
211 Walnut Street
Neenah, WI 54956

Dear Mr. Kading:

Thank you for the opportunity to continue to provide professional engineering services for the City of Neenah with this proposal for preliminary engineering of the floating boardwalk/fishing pier and Activity Center. This preliminary design is being completed according to the overall project timeline which calls for Phase 1 construction in 2019. (See attachment Arrowhead Park Project Timeline)

The City of Neenah is entering the next phase of design on two of the site amenity features identified in the master plan. The master plan calls for a boat activities building to be constructed near the loop the lake connection on the North East corner of the site as well as a floating fishing pier adjacent to the Neenah Slough on the North West edge of the site.

Due to their proximity to the lake shore and the fact that they are to be constructed on top of a capped PCB landfill, special permitting and approvals are required prior to constructing these facilities. Our proposal addresses that application and approval process as well as develops Preliminary designs of the proposed features.

In order to continue the vision for Arrowhead Park, it is important that the design of these two highly visible and dynamic amenities be properly designed and detailed to function as intended and to fit contextually into the park and its surroundings.

In the scope of services defined below SEH will describe the process we will use to deliver the preliminary design documents and begin the permitting process.

Scope of Work

Task 1 Meetings

- Kickoff Meeting with City and SEH staff (Frank/Dane)
- Concept Design Meeting with City and SEH staff (Frank/Dane)
- Preliminary Design Plan Review Meeting City and SEH staff (Frank/Dane)

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058

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- Parks and Recreation Committee Meeting (Frank/Dane)
- SEH will attend additional project meetings as an extra service.

Task 2 Preliminary Design of the Activities Building

This phase of work will further develop the program of the boat activities building which was established with the City of Neenah and stakeholders back in February 2017. The scope of this work will include further refinement of floor plans, elevations, site plan, landscape plan and details, structural details, material selections, cost per square foot estimate of probable costs for the entire feature and a 3-Dimensional, rendering of the Activities Building for committee and council review and comment. It is our intention to propose Two (2) alternate designs for consideration with a recommendation by the design team as to the preferred option.

Deliverables

- Floor Plans (2 options)
- Elevations (2 options)
- Architectural Sections
- Structural Details
- Site Layout Plan
- Trail Re-alignment Plan
- Material samples

Task 3 Preliminary Design of the Floating Fishing Pier

This phase of work will further develop the program of the floating fishing pier which was established with the City of Neenah and stakeholders back in March 2017. The scope of this work will include further refinement of boardwalk construction details, handrail design, ADA accessibility, site and waterfront shoreline connection plan, landscape plan and details, structural details, material selections, cost per square foot estimate of probable costs for the entire feature and a 3-Dimensional rendering of the floating fishing pier for committee and council review and comment. SEH will also engage Radtke contractors regarding constructability of the shoreline floating dock feature. This discussion should yield the appropriate path forward when detailing, permitting and constructing this in-water feature.

Deliverables

- Boardwalk Layout Plan
- Boardwalk Sections
- Structural Details
- Material selections

Services Not Included

The items below are not included in the scope of services for this project. If any of these items are determined necessary, written approval will be obtained from the City prior to initiating the added services. All additional work will be considered additional services under this contract.

1. Soil Borings
2. Construction Administration and Observation Services

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3. Platting services, boundary survey, street R/W legal descriptions or property searches
4. Grant application or administration process.
5. Legal and Accounting Services
6. Any Expenses or Plan/Permit Fees.
7. Additional meetings not identified in scope of work

Project Cost

The total estimated cost for the proposed scope of services is \$49,480 as detailed below.

Task 1 Estimated Cost - \$ 4,800
Task 2 Estimated Cost - \$ 25,380
Task 3 Estimated Cost - \$ 19,300

Schedule

SEH will begin work as soon we receive authorization by the City. Below you will find a tentative schedule that can be useful in determining project milestones.

Description

Project Award
Alternatives Finalized
Presentation to Committee/Council

Milestones 2018

January
February/March
March/April

We appreciate the opportunity to be of service to the City of Neenah, and we are looking forward to continuing our trusted relationship. If you have any questions, please contact me at 920.585.3593 or e-mail adane@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Andrew Dane, AICP
Senior Community Development Specialist



Trevor M. Frank, AIA,
Principal



Building a Better World
for All of Us®

December 18, 2017

RE: City of Neenah
Millview Drive and Carriage Road
Preliminary Design
SEH No. 414328 14.00

Michael Kading
Director of Parks and Recreation
Parks and Recreation Department
211 Walnut Street
Neenah, WI 54956

Dear Mr. Kading:

Short Elliott Hendrickson Inc (SEH®) is pleased to provide you this proposal for preliminary engineering of Millview Drive and the Carriage Road at Arrowhead Park. The preliminary engineering is being completed according to the overall project timeline which calls for Phase 1 construction in 2019. (See attachment Arrowhead Park Project Timeline)

The City of Neenah is entering the next phase of design of access roadways identified in the Arrowhead Park master plan. Adequate access is critical to continue the vision for Arrowhead Park. The master plan calls improvements to Millview Drive and associated railroad crossing, and construction of the Carriage Road to enhance access to the Loop the Lake Trail, Little Lake Buttes Des Morts.

Following is an outline of the proposed scope of work:

Scope of Work

Task 1 Meetings

- Kickoff Meeting with City and SEH staff (Saxby/Dane)
- Concept Design Meeting with City and SEH staff (Saxby/Dane)
- Preliminary Design Plan Review Meeting City and SEH staff (Saxby/Dane)
- Parks and Recreation Committee Meeting (Saxby/Dane)
- SEH will attend additional project meetings as an extra service.

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Task 2: Millview Drive Preliminary Design

This task of work includes preliminary roadway design including utility coordination, geotechnical investigation, and pavement design. Included in the task is preliminary design of railroad crossing and continued coordination with the Railroad.

Deliverables

- Preliminary Roadway Design
 - Typical Sections
 - Horizontal and Vertical Alignment
 - Pavement Design
 - Stormwater Design
 - Roll Plot
- Railroad Crossing Preliminary Design
 - Diagnostic Field Visit
 - Design Review and Coordination
 - Coordination with Railroad
- Opinion of Probable Cost

Task 3: Carriage Road Preliminary Design

This task of work includes preliminary roadway design including utility coordination, geotechnical investigation, and pavement design.

Deliverables

- Preliminary Design Plan Set
 - Typical Sections
 - Horizontal and Vertical Alignment
 - Pavement Design
 - Stormwater Design
 - Roll Plot
- Opinion of Probable Cost

Task 4: Grant Writing

This task will include grant writing research, discussion with granting agencies and City, and preparation of up to four (4) grant proposals including but not limited to WDNR Stewardship program(s), NRDA round two funding, and Fund for Lake Michigan.

Deliverables

- Four grant applications submitted to funding agencies on behalf of City.

Not included

The items below are not included in the scope of services for this project. If any of these items are determined to be necessary, written approval will be obtained from the City and it shall be considered extra work.

1. Survey

2. Permit applications
3. Permit fees
4. Lighting fixture selection
5. OCR Petition
6. Construction Administration and Observation Services
7. Platting services, boundary survey, street R/W legal descriptions or property searches
8. Legal and Accounting Services
9. Any Expenses or Plan/Permit Fees

Project Cost

SEH can begin work on the proposed tasks within two weeks of receiving your authorization to proceed. All work will be completed by April 30, 2018. The total estimated cost for the proposed scope of services is \$75,000 as detailed below.

Task 1 Estimated Cost - \$ 5,000
Task 2 Estimated Cost - \$ 35,000
Task 3 Estimated Cost - \$ 27,000
Task 4 Estimated Cost - \$ 8,000

Schedule

SEH will begin work as soon we receive authorization by the City. Below you will find a tentative schedule that can be useful in determining project milestones.

Description

Project Award
Alternatives Finalized
Presentation to Committee/Council

Milestones 2018

January
February/March
March/April

SEH appreciates the opportunity to work with you on this project, and look forward to providing you with professional services going forward. Please contact me at 920.380.2815 or adane@sehinc.com if you have any questions relating to our proposed scope of services or the associated schedule and costs.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Andrew Dane
Client Service Manager



Jeff Saxby, PE
Project Manager

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058

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Stantec Consulting Services Inc.
1165 Scheuring Road
De Pere, Wisconsin 54115
Phone: 920-592-8400
Fax: 920-592-8444

December 18, 2017

Jeff Saxby, P.E.

SEH

425 W. Water Street, Suite 300

Appleton, WI 54911

**Reference: Proposal 645826 for Ecological Restoration Design and Permitting Services
Nearshore Habitat Enhancements – Arrowhead Park
Neenah, Wisconsin**

Dear Jeff:

Stantec Consulting Services Inc. (Stantec) is pleased to present this proposal for nearshore habitat restoration design and permitting services at Arrowhead Park on behalf of the City of Neenah (City). We appreciate the opportunity to continue working with the City and Short Elliott Hendrickson Inc. (SEH) on this important project. This proposal includes the Scope of Services, cost estimate, assumptions, project schedule, and extra services.

PROJECT UNDERSTANDING

The City recently received funding from the Fox River Natural Resources Damage Assessment (NRDA) grant program to restore Little Lake Butte des Morts (LLBDM) nearshore and shoreline habitat at Arrowhead Park and Herb & Dolly Smith Park (the Site). The NRDA Trustee Council (Council) approved funding for this project in November 2017. As part of this grant, the City has proposed to design, permit, and install habitat improvements in LLBDM adjacent to the Site.

Stantec assisted the City with securing NRDA funds for this project. Funding is based on concepts developed by Stantec to improve fish and wildlife habitat along approximately 3,200 linear feet of existing rip-rap and broken concrete shoreline. Habitat improvements will incorporate a combination of native vegetation and woody debris in conjunction with recreational and public access improvement design elements that were funded separately by NRDA.

SCOPE OF SERVICES

The following scope of service is based on nearshore habitat concept design elements proposed in the NRDA grant application.

TASK 1 - MEETINGS

Stantec proposes to participate in a series of project meetings to facilitate the design and permitting of this project with representatives from the City, NRDA Trustees, U.S. Fish, and Wildlife Service (USFWS), U.S. Army Corps of Engineers (USACE), Wisconsin Department of Natural Resources (WDNR), Winnebago County Land and Water Conservation Office, and SEH. Stantec will prepare and distribute meeting minutes. The following meetings are proposed:

1. Kickoff Meeting with the City and SEH
2. Concept Design Meeting with the City, SEH, Trustees, FWS, USACE, WDNR and the County
3. Pre-application Meeting (60% design) with the City, SEH, FWS, USACE, WDNR and the County
4. City Parks and Recreation Committee Meeting with SEH

Assumptions

- Stantec will attend additional project meetings as an extra service.



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TASK 2 - DESIGN ENGINEERING

Task 2a - Baseline data and conceptual design

Stantec shall obtain and review existing available watershed data and gather site-specific information to support the project design. The proposed structures and placement locations will be based on concepts presented in the NRDA grant application. The following will be completed for this task:

1. Obtain existing bathymetric data (if available from Brennan or WDNR)
2. Obtain historic LLBDM water level and seiche data
3. Obtain topographic survey data and base maps from the City.
4. Review historic and current aerial photographs
5. Prepare a revised conceptual design plan for the project based on baseline data.

Assumptions

- Archaeological/architectural/historic, rare species, and wetland delineation services are not anticipated for this project.
- Bathymetric surveys, water quality sampling, and sediment sampling are not anticipated for this project.
- Base map will be provided as a .dwg file and include 1-foot contour topographic map, utilities, and associated infrastructure.
- Address one round of Conceptual Design comments. Comments will be incorporated into the 60% - Preliminary Design drawings

Deliverables

- Base map and conceptual design layout drawings in PDF format (electronic copy).

Task 2b - 60% Preliminary Design

Stantec will interpret the field data and perform calculations to develop design plans for the Site. Our designs will focus on enhancing aquatic habitat types using low maintenance methods. The structure designs and placement locations will be based on concepts presented in the NRDA and GLRI grant applications. We will work with the City and the Council to ensure key issues are considered, including how to access the site, anticipated habitats, site grading, schedule, costs, permitability, and optimum structure placement.

Stantec will develop 60% Preliminary Design Construction Documents based on the results of Task 2. The 60% Preliminary Design Construction Documents will include the following:

1. Preliminary "Minimal" Plan Set – PDF format (11"x17" at Standard Engineer's Scale)
2. Preliminary Engineer's Estimate of Project Quantities – Table in the Preliminary Plan Set
3. Preliminary Design - Engineer's Opinion of Probable Cost - 8 ½" x 11" Table PDF format
4. Preliminary Design – Technical Memorandum – Engineer's Calculations (Draft)

Assumptions

- Stantec will produce one set of 60% - Preliminary Design Construction Documents.
- "Minimal" Plans are typically used for projects where limited grading is required and project items can be detailed through notes, standard DOT drawings/specifications, manufacture's specifications, or simple details. We assume construction will be awarded to a "Pre-Qualified" Contractor. If it is determined that "Minimal" Plans cannot be used for this project the scope and fee will need to be revised.
- All proposed work and structure locations will be included in an inventory table to include coordinates and elevations (if applicable).



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- Stantec standard drafting and detail symbols and line-types will be used.
- Standard specifications from the City/WDNR/Winnebago County/WisDOT/others will be used where appropriate (e.g. – silt fence, construction entrance, etc.). If additional technical specifications are needed to depict the work shown in the drawings, they will be described in writing in the Construction Documents.
- Draft Technical Memorandum to include a description of existing conditions, topography/bathymetry, proposed structure placement, water surface evaluation, grading (if required), native plant community, erosion control, water control, material handling, and list of necessary permits. Appendix to include related engineering calculations, manufacture's specifications, etc.
- Address one round of 60% Preliminary Design review comments.
- The 60% Preliminary Design Construction Documents will not be revised. All review comments will be incorporated into the 100% - Final Design Construction Documents.
- Calculations to be performed include: Shoreline - wave (wind and boat), ice shear and; wood structures buoyancy/anchoring effectiveness.
- Analysis does not include HEC-RAS hydraulic channel modeling, Flood Insurance Rate Maps (FIRM) maps revisions (CLOMR, LOMR), or climate modeling.
- Final design and permitting services will be completed as a contract amendment.

Deliverables

- 60% Preliminary Design Construction Documents (Plans, Specifications, Engineer's Quantity Takeoff, Revegetation Plan, Erosion Control Plan, Engineer's Opinion of Probable Cost) in PDF format (electronic copy).
- 60% Preliminary Design Technical Memorandum in PDF format (electronic copy).

PROJECT PARTNERSHIPS

On behalf of the City, Stantec will contact potential partners with various local companies who have in the past been involved with different aspects of this project. Potential partners include:

- American Transmission Company (ATC) – provide used wooden transmission structures for osprey nesting platform and provide aluminum nesting platforms
- M.J. Electric, LLC (MJ)– install osprey platform
- J.F. Brennan Company, Inc. (Brennan) – provide LLBDM bathymetric data

FEE ESTIMATE

Stantec will complete the tasks outlined in the scope of services presented above on a **time and materials basis for a total estimated fee of \$32,165** as shown per task in the table below. These estimates include labor, equipment and materials, and reimbursable expenses. The final fees and expenses invoiced will be based on the level of effort required to complete the work. Stantec will maintain coordination with you throughout the project and will notify you if these cost estimates will be exceeded. Task budgets are estimates and we reserve the right to reallocate budget between tasks but will not exceed the total contract without approval.

| TASK | ESTIMATED COST |
|-----------------------------|------------------|
| TASK 1 - MEETINGS | \$ 5,375 |
| TASK 2 - DESIGN ENGINEERING | \$ 26,790 |
| TOTAL | \$ 32,165 |



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Stantec will complete other tasks, extra services, and/or attend meetings in addition to the outlined scope of services, as authorized by the Client, on a time and materials basis at the following hourly billing rates*:

| | |
|----------------------------|----------------------------------|
| Associate/Senior Scientist | \$133 - 153 / Hour |
| Staff Scientist | \$ 95 - 125 / Hour |
| Technician/Administrative | \$ 73 - 88 / Hour |
| Reimbursable Expenses | Cost + 10% |
| Mileage | Current IRS Mileage Rate** + 10% |

* Hourly billing rates are subject to annual adjustments.

**Due to unstable fuel costs, this rate is subject to application of a surcharge pending IRS rate revisions.

If there are changes to the scope of services that would cause the estimated fees to be exceeded, Stantec will contact the Client for approval to proceed. Stantec will furnish extra services upon request and under separate terms as described below.

PROJECT SCHEDULE

Stantec will initiate this project following acceptance and receipt of a signed Agreement. The Scope of Services presented above is anticipated to be completed by September 2018. We will continue to work closely with you and project team members to prepare the deliverables in a timely manner and will work to meet your project's schedule.

CONTRACT TERMS AND CONDITIONS

The above-stated fee and proposed scope of services are valid for 30 days from the date of this proposal. Specified hourly rates are subject to annual adjustments. Invoices for the services performed will be submitted either upon completion of such services or on a monthly basis.

Please remit payments for invoices to:
Stantec Consulting Services Inc.
13980 Collections Center Drive
Chicago, IL 60693
United States

Upon review and acceptance of this proposal, please sign and return the attached Authorization to Proceed Document.

Please send Purchase Order, or executed Authorization to Proceed, to:
Stantec Consulting Services Inc.
1165 Scheuring Road
De Pere, Wisconsin 54115



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If you have any questions, or require any additional information, please contact me. Stantec looks forward to working with you on this project.

Regards,

STANTEC CONSULTING SERVICES INC.



Jon Guntow, PWS, PSS
Associate Senior Scientist
Phone: 920-278-2310
Jon.Guntow@stantec.com

Attachments:

Terms and Conditions
Stantec Standard Rate Table