The Avenue
275 West Wisconsin Avenue
Suite 300
Milwaukee, WI 53203
414 / 259 1500
www.graef-usa.com

GRAEF

collaborāte / formulāte / innovāte

February 14, 2023

Ms. Traci Gengler, PE
Principal Engineer/Engineering Department
City of West Allis
7525 W. Greenfield Ave.
West Allis, WI 53214

Subject: City Parking Lot Green Infrastructure
Tax Key 4400439001 and Tax Key 4400447000
GRAEF Proposal

Dear Traci:

GRAEF is excited about the opportunity to propose on the City Parking Lots Green Infrastructure Project. GRAEF has had a long-standing relationship with the City of West Allis, and we look forward to the opportunity to continue that relationship and trust with this project. Our goal, for this project, is simple. First and foremost, provide a great project experience for the City of West Allis. Secondly, provide a quality, cost effective product the City desires.

Our agreement will be a "City of West Allis Work Order" under our "City of West Allis Agreement For Professional Services" executed on January 6, 2023.

Project Background

The City owns two parking lots between 75th and 76th Street, north of Greenfield Avenue. The lots need rehabilitation or reconstruction. The availability of MMSD Green Infrastructure grant money makes this project a great fit for reconstructing the lots to provide water quality and help meet the MMSD goals of reducing runoff and managing peak flows.

Project Approach

To keep this project effective and efficient, we will manage this project similar to past successful projects with the City of West Allis. The design, meetings, bidding, and construction will follow an approach that the City is used to and make it easier to predict schedule and costs.

We will kick off the project with an overall team meeting with the City of West Allis to discuss the project, ask any questions related to the utilities, and make sure we are on the same page to continue to provide a quality project experience with the City. We have based our design schedule on the anticipation that bidding will take place in early summer in order to begin construction this season.

We plan to collect all the data, files, and documents from the City following our approval to proceed. We will schedule our survey crew to obtain the site topo survey as soon as possible when weather allows.

We will study and familiarize ourselves with the MMSD grant documents, so we are clear on what documentation is required to obtain grant funding. Following our initial kickoff meeting with the City, we will anticipate being ready to submit preliminary design drawings to the City within 6 weeks.

Project Permits

City approval is anticipated to be at the staff level, without the need for Plan Commission review.

We will fill out the City "Stormwater Management Checklist." Per the checklist, we will provide a brief stormwater management plan as required in accordance with Section 11.19 (9) (a) of West Allis Municipal Code. MMSD Chapter 13 and NR 151 performance standards do not apply.

Storm sewer is anticipated to require a permit from Wisconsin Department of Safety and Professional Services.

The project disturbance area will be less than one acre, so neither a DNR Notice of Intent permit nor a MMSD Chapter 13 permit are required.

Following the permit submittals, we will coordinate any final adjustments and items that are needed from the City of West Allis to complete the plans and be ready to successfully bid this project. For traffic control, we are not anticipating any plans. We will instruct the contractor to manage traffic per current Manual on Uniform Traffic Control Devices (MUTCD) standards.

Quality Assurance

We will utilize GRAEF's Quality Assurance/Quality Control Process. Prior to any submittals, documents will be reviewed by a qualified engineer. Internal and external reviews will maintain follow-up of comments so they can be tracked and referred to.

Project Schedule:

February 15, 2023: GRAEF provides proposal. Following are anticipated timelines for sequential tasks after Award and Notice to Proceed:
4 weeks: GRAEF completes topographic survey.
5 weeks: Preliminary Design.
2 weeks: City Review
4 weeks: Pre-Final Design/Bidding Documents.

2 weeks: City Review
2 weeks: Final Bid Documents.
4 weeks: Bidding
8 weeks: Construction
TOTAL: 31 weeks.

Project Team & Experience

GRAEF provides municipal and utility engineering services for a variety of municipalities, including, but not limited to: City of Muskego; City of West Allis; City of Wauwatosa; Village of Hales Corners; City of Franklin; Village of Germantown; City of Oak Creek; City of Milwaukee (Milwaukee Water Works); and Milwaukee County. We have also provided MMSD Grant and GI design assistance for many private owners.

Basic Scope of Services (Time and Material Not to Exceed).

Topography Map

- Call Diggers Hotline service for a PLANNING LOCATE ticket to have public underground utilities marked on the ground surface. All utility markings provided by this service will be observed and included on the map. A PLANNING PRINTS ticket will be called in to this service for system mapping of public utilities to supplement any public underground utilities that have not been marked and will also be shown on the map. Additional private utility information will be based on mapping provided by the Client, or by their private locating service.
- Conduct field observations of topographic and utility features of the site, to include:
  - Visible permanent features.
  - Utility markings and appurtenances.
  - Individual trees over 6", vegetated areas will be outlined.
  - Spot elevations and break lines at a density to allow the generation of one-foot contour intervals.
- Establish Coordinates based on the Wisconsin State Plane Coordinate System, North American Datum of 1927 (NAD27), ground, U.S. Survey Foot. Vertical Coordinates will be converted from the National Geodetic Vertical Datum of 1929, (NGVD29) to the City of West Allis Vertical Datum.
- Prepare a Topographic Map of observed permanent topographic and utility features. This mapping will be used for the design process as base mapping for the preparation of construction plans. This map will Include the following information:
  - Date, scale, legend, and north arrow
  - Project name, property owner name and address
  - Description of ground surfaces (concrete, bituminous asphalt, grass, etc.)
  - Description and location of existing improvements including but not limited to, fences, walls, buildings, walks, drives, or any other existing visible site improvements.

- Significant trees will be located; wooded areas will be outlined.
- Spot elevations on an approximate 50-foot grid including all break lines so as to accurately generate 1-foot contour intervals
- Underground utilities marked by the Diggers Hotline PLANNING L OCATE ticket will be shown on the map. Supplemental utilities based on the Diggers Hotline PLANNING PRINTS ticket will also be shown for utilities that have not been marked. In the case of private utilities, the owner shall be responsible for the marking of all private utilities or furnishing mapping of the private utilities.
- As-built measurements of storm and sanitary sewer rim and invert locations and elevations.
- Electric, telephone, and cable TV poles and overhead wires, hydrants and water valves, gas valves, pedestals, transformers, and other utility appurtenances.
- Existing ground contours (1-foot interval)
- Control information including coordinate system, datums, locations, and descriptions.
- All boundary information shall be based on GIS parcel data.

Civil Engineering.

- Attend kickoff meeting with the City of West Allis (at West Allis).
- Provide topographic survey.
- Provide preliminary and final construction drawings/bidding documents:
  - Demolition/Erosion Control Plans
  - Layout Plans
  - Grading Plans
  - Utility Plans
  - Lighting Photometrics and Layout Plans
    - Locate unistrut structure/panel and controls
    - Provide panel schedule, circuiting, control notes and details
  - Landscape Plans
  - Construction Details
- Prepare Storm Water Management Plan and design to meet applicable requirements.
- Attend preliminary and final review meetings with City.
- Provide preliminary and final Estimates of Probable Construction Costs. Utilize format to allow for use as bid items in the project manual.
- Provide technical specifications to be included in a project manual prepared by the City. Specifications will utilize City standards where available.
- Respond to Contractor requests for information (RFI).

GRAEF will perform the work described in this proposal and scope below for an hourly not to exceed fee of $38,000 broken down as follows:

Task	Fee
Survey	$3,700
Civil Engineering	$22,000
Landscape Architecture	$5,500
Site Lighting Design	$6,800
TOTAL	$38,000

GRAEF Basic Scope of Services (Allowance).

- Prepare and submit an RFP to up to three geotechnical firms to provide a geotechnical investigation and report of the project site.
- Contract with the selected geotechnical firm as a subconsultant to GRAEF.

We anticipate this will be approximately $5,000. The selected firm can be asked to provide additional soil sampling to test for contaminates for additional fees.

Additional Services (Time and Material Basis)
GRAEF will provide construction staking and full-time inspection on a time and materials basis. The actual work required will be determined by the contractor schedule.

GRAEF Staff Rates

Employee Name	Billing Rate
Joe Komorowski	$145.68
Jim Hansen	$197.61
Scott Kurtz	$112.50
Alondra Rodriquez	$89.43
Betsy Rothe	$108.78
Inspection T&M	
Technician 1	$80.00
Technician 2	$95.00
Technician 3	$110.00
Survey/Staking T&M	
Professional P7	$210.00
Professional P5	$189.00
Professional P3	$158.00
One person survey crew	$167.00

Two person survey crew	$245.00

Thank you again for the opportunity to submit our proposal for the Parking Lots Green Infrastructure project. If you have any questions on our proposal or need additional information, please feel free to contact me at 414 / 266 9090 or joe.komorowski@graef-usa.com.

Sincerely,

Joe Komorowski, PE
Practice Team Leader – Public Works
Associate.