

**Consulting Services Contract
City of Waukesha – RA Smith**

Project Name: N/NW Barstow Street and Riverfront Street Streetscape Design Services

This Contract is by and between the City of Waukesha, a Wisconsin municipal corporation, referred to herein as the City; and RA Smith, 16745 W. Bluemound Rd., Brookfield, WI 53005-5938 referred to herein as the Consultant. Together, the City and Consultant are referred to as the Parties.

Recitals

The City published a Request for Proposals, referred to as the RFP, for consulting services in connection with the following Project:

N/NW Barstow Street and Riverfront Street Streetscape Design Services

The RFP contained a specific Scope of Work to be incorporated into the successful bidder's contract.

The Consultant submitted a proposal in response to the RFP, and was selected by the City to be awarded the contract for the Project.

The Consultant is willing to perform consulting services according to the Scope of Work stated in the RFP and the Consultant's responsive Proposal, as modified by the Parties, and to accept the award of the contract for the Project.

Now, therefore, the City and the Consultant agree and contract as follows:

1. **Scope of Work.** The Consultant shall perform the Work described on Schedule A, according to the terms and conditions of this Contract. Schedule A is incorporated into this Contract by reference.
2. **Standard of Work.** Consultant will perform the Work according to generally-accepted industry practices and the highest standards of the professions of the individual employees performing the Work for Consultant.
3. **Payment.** The City shall pay to Consultant \$39,756.00 for performance of the Work in compliance with the terms and conditions of this Contract. Consultant shall invoice the City, monthly. No more than 90% of the Contract Price shall be payable before Consultant's Work is complete and delivered to the City. All invoices shall be payable net 30 days.
4. **Time.** Consultant shall commence the Work as promptly after execution of this Contract as is possible, and shall complete the Work no later than November 22, 2019, subject only to delays for circumstances beyond Consultant's control, provided Consultant re-commences work promptly in good faith upon the return of normal circumstances.
5. **Ownership of Work Product.** All materials produced in the performance of the Work shall be the sole property of the City, and shall be kept confidential and not disclosed to any third party without the prior written permission of the City.
6. **Changes.** This Contract can only be amended by the written, mutual agreement of the Parties. No change to the scope of the Work, or the total amount to be paid to Consultant, shall be effective unless done by the written mutual agreement of the Parties.
7. **Indemnification.** Consultant shall indemnify, defend, and hold the City and its officials and employees harmless from any and all third-party claims, demands, causes of action, lawsuits, judgments, penalties, and other liabilities of any kind to the extent that they arise out of or in connection with Consultant's performance of the Work, including court costs and actual attorney fees.

8. **Insurance.** Consultant shall maintain insurance of the following kinds and for not less than the following limits, at Consultant's sole expense, at all times during the performance of the Work. Policies shall be occurrence, and not claims-made, policies, except for professional errors and omissions policies. Consultant shall obtain an endorsement making the City an additional insured, and Consultant's insurance shall be primary, not excess, and non-contributory. All policies shall be from insurers licensed to issue such policies in Wisconsin. Upon the execution of this Contract, Consultant shall deliver a certificate of insurance to City showing that all requirements of this section are met.
- a. Commercial general liability, including products-completed operations, \$1,000,000 per occurrence, \$2,000,000 aggregate per project.
 - b. Automobile liability, \$1,000,000 bodily injury, \$1,000,000 property damage.
 - c. Excess liability-umbrella, \$5,000,000.
 - d. Worker compensation, statutory requirements.
 - e. Professional liability-errors and omissions, \$2,000,000, with extended-reporting period endorsement.
9. **Record Keeping.** Consultant shall keep all documents and records generated in the performance of the Work for no less than 7 years after completion of the Work, and shall make them available to the City at the City's request. Consultant acknowledges that such documents and records may be subject to Wisconsin's Open Records Law.
10. **Cooperation by City.** The City shall cooperate with the Consultant in the performance of the Work, and shall respond timely to all reasonable requests for information and access.
11. **Parties Are Independent Contractors.** Nothing in this Contract shall be construed to create any relationship between the Parties other than independent contractors. Unless specifically provided in this Contract, the Parties are not agents for one another, have no authority to bind the other to contracts, and have no vicarious liability for the other's acts or omissions.
12. **Governmental Immunities, Liability Limits, and Notice Requirements Preserved.** Nothing in this Contract shall be construed to be a waiver or modification of the governmental immunities, notice requirements, or limitations of liability imposed by Wis. Stats. §893.80 or any other law.
13. **Permits and Licenses.** Consultant shall be responsible, at Consultant's expense, for obtaining all permits and licenses required for the performance of the Work.
14. **Assignment Prohibited.** This Contract, and the Consultant's responsibility to perform the Work under this Contract, may not be assigned by the Consultant without the City's written consent.
15. **Notices.** All notices required by this Contract, and all other communications between the Parties, shall be addressed as follows:

To the City: Attention: Brandon Schwenn, P.E.
City of Waukesha Engineering Division
130 Delafield Street
Waukesha WI 53188

To Consultant: Attention: Charles N. Stassi
raSmith
16745 W. Bluemound Rd.
Brookfield, WI 53005-5938

16. **Corporate Authorization.** The individuals executing this Contract on behalf of the Consultant warrant and represent that they are duly authorized to bind the Consultant to this Contract. Consultant warrants and represents that the execution of this Contract is not prohibited by the Consultant's articles of incorporation, by-laws, operating agreement, or other internal operating orders, or by any applicable law, regulation or court order. Consultant shall provide proof upon request.
17. **Assistance of Counsel, Voluntary Contract.** The Consultant acknowledges that it has either had the assistance of legal counsel in the negotiation, review and execution of this Contract, or has voluntarily waived the opportunity to do so; that it has read and understood each of this Contract's terms, conditions and provisions, and their effects; and that it has executed this Contract freely and not under conditions of duress.
18. **Adequacy of Consideration.** The Parties acknowledge that the consideration expressed in this Contract is adequate and sufficient to make the obligations contained in this Contract binding upon the Parties.
19. **Costs of Enforcement.** The Parties agree that in the event legal action is necessary to enforce any term or condition of this Contract, then the breaching Party will pay the non-breaching Party's costs incurred in such legal action, including actual attorney fees. If a judgment is taken, then costs of enforcement will be added to the judgment, subject to statutory governmental immunities and liability limits.
20. **Severability.** If any term of this Contract is held unenforceable by a court having jurisdiction, then to the extent the unenforceable term can be severed from the remainder of this Contract without affecting the enforceability of the remainder of this Contract or substantially frustrating its purpose, it will be so severed, and the remainder of this Contract will remain in effect and enforceable.
21. **Survival and Parties Bound.** Unless specifically limited in this Contract, any term, condition or provision of this Contract will survive the execution of this Contract or any stated time periods, to the extent necessary for their performance. This Contract is binding upon, and inures to the benefit of, the Parties' successors, assigns, heirs, executors, trustees and personal representatives.
22. **Governing Law and Jurisdiction.** This Contract will be construed and enforced according to the laws of Wisconsin. If a lawsuit arises out of this Contract, it shall be filed in the state Circuit Court for Waukesha County, Wisconsin. The Parties consent to personal and subject-matter jurisdiction in Wisconsin, and waive all jurisdictional defenses.
23. **Integration, Construction of Contract.** This Contract constitutes the entire agreement of the Parties formed as a result of the City's RFP and the Consultant's responsive proposal. All other agreements and understandings of the parties with respect to the subject matter expressed in this Contract are unenforceable. If there are any conflicts among the terms of this Contract and any documents incorporated into this Contract, including Schedule A, then the terms of this Contract shall control.
24. **Termination.** Either party may terminate this Contract without cause by giving written notice of termination to the other party, with termination to occur no sooner than 20 days after delivery of the notice. Upon termination, Consultant shall be paid for all Work completed as of the date of termination.
25. **Limitation of Liability.** Consultant shall not be liable for incidental or consequential contract damages. There shall be no other limitations of Consultant's liability.
26. **Confidentiality; Public Records.** All documents created pursuant to this Contract, and all documents delivered to the City, are public records and will be subject to disclosure to the public under Wisconsin's Open Records law.

27. Effective Date. This Contract shall be effective as of the latest date of execution shown below.

City of Waukesha

By Shawn N. Reilly, Mayor
Date: _____

Attested by Gina L. Kozlik, City Clerk
Date: _____

To certify that funds are provided for payment:

Richard L. Abbott, Director of Finance
Date: _____

RA Smith

By (print name) _____
Title: _____
Date: _____

By (print name) _____
Title: _____
Date: _____

June 20, 2019

raSmith

CREATIVITY BEYOND ENGINEERING

Streetscape Design Services for:

N/NW Barstow St. & Riverfront St.

262-781-1000
raSmith.com

City of Waukesha Dept. of Public Works
130 Delafield Street
Waukesha, WI 53188

Cover Letter

16745 W. Bluemound Rd.
Brookfield, WI 53005-5938

June 20, 2019

Mr. Brandon Schwenn
City of Waukesha
Department of Public Works
City Hall Annex
130 Delafield Street
Waukesha, WI 53188

RE: Proposal for Consultant Services for **N/NW Barstow Street & Riverfront Street Streetscape Design Services**

Dear Mr. Schwenn:

Thank you for this opportunity to submit a proposal to the City of Waukesha for this important project. The City of Waukesha has a long and rich history. The character of the downtown areas along North Barstow Street and along the Riverfront areas are prime examples of the City's rich history and character. We have walked this area several times to get the feeling of existing conditions and the neighborhood's environment. The Barstow Street corridor is primarily commercial in nature, with pockets of green nodes, and is one of the main entry points into downtown Waukesha for both vehicles and pedestrians. The Riverfront Street area is a connecting thoroughfare to the Fox River Trail, area parking and downtown area.

We have assembled an experienced team of design professionals to assist the City with the process of selecting and building a consensus for amenities that are best suited for the Barstow Street and Riverfront streetscapes. Our team consists of two site development planners, landscape architects, and support staff. We have extensive experience in site development and the design and construction of public projects and interactive spaces. Additionally, our team has the availability to work with you on this streetscape project.

raSmith has experienced transportation and municipal engineers whom we can call upon for technical advice as needed throughout the project. For instance, our multidiscipline team of landscape architects and transportation engineers completed the STH 20 Historic Downtown Streetscape as a cohesive team.

raSmith will be the single consultant for this effort and will be responsible for managing the project, attending meetings, preparing deliverables and conducting presentations. We understand that this project will provide a vision and a realistic plan that gives the City of Waukesha a clear direction for how to move ahead with future site amenity selections and aesthetic improvements in a logical sequence.

Thank you again for this opportunity to provide you with our proposal. We are looking forward to working with the City of Waukesha on this important and exciting project.

Sincerely,
raSmith



Charles N. Stassi
Project Manager & Landscape Architect
(262) 317-3368

Corporate Overview

raSmith is a multi-disciplinary consulting firm comprising civil engineers, structural engineers, land surveyors, development managers, landscape architects and ecologists.

Our services are focused on our public and private sector client needs in design and construction including land development, site planning and design, structural engineering, municipal engineering, transportation and

traffic, surveying, construction services and geographic information systems (GIS). We work on projects nationwide from our nine locations in Wisconsin, Illinois and California.

raSmith was founded in 1978 by the current owner and CEO, Richard A. Smith, M.S., P.E. The firm employs a staff of 215.



Office Locations

Brookfield, Wisconsin

16745 West Bluemound Road
Brookfield, WI 53005-5938
(262) 781-1000

Milwaukee, Wisconsin

221 South 2nd Street
Milwaukee, WI 53204-1412
(262) 781-1000

Appleton, Wisconsin

100 West Lawrence Street, Suite 412
Appleton, WI 54911-5754
(920) 731-3499

Madison, Wisconsin

5250 East Terrace Drive, Suite 108
Madison, WI 53718-8345
(608) 467-3034

Cedarburg, Wisconsin

W62 N588 Washington Avenue, Suite 201
Cedarburg, WI 53012-2074
(262) 781-1000

Mount Pleasant, Wisconsin

1100 Commerce Drive, Suite 108
Mount Pleasant, WI 53406-3700
(262) 781-1000

Naperville (Chicago), Illinois

1245 East Diehl Road, Suite 102
Naperville, IL 60563-4816
(630) 405-5722

Irvine, California

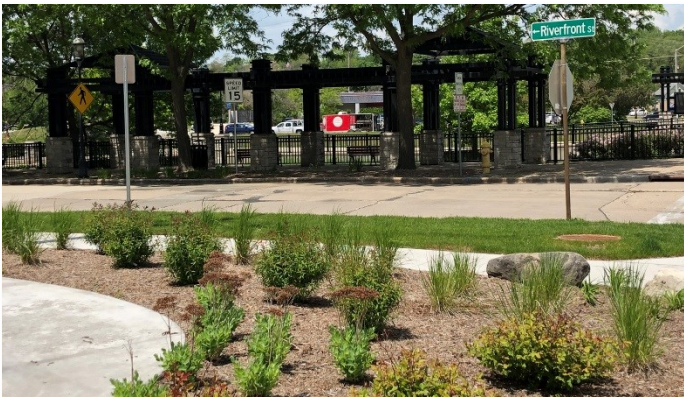
8881 Research Drive
Irvine, CA 92618
(949) 872-2378

Project Approach & Schedule

Project Understanding

We have thoroughly read the RFP and discussed the specifics with the City of Waukesha, and the following are what we understand to be the goals and objectives of the project:

- The City of Waukesha will be considering various decorative streetscape elements.
- The goal of this effort is to develop an overall theme for the streetscape amenities for both Barstow Street and Riverfront Street. Provide streetscape architectural services and recommendations for the N/NW Barstow Street and Riverfront Street corridor to improve the streetscape and visual appeal along with the pedestrian friendliness of the project.
 - The Riverfront Street scope to include the roadway surface treatments to the pavement area, parking areas and walkway areas adjacent to the Riverfront Streetscape area. (The adjacent Riverwalk Park property is not included with this proposal).



- The raSmith design team will work directly with City staff and departments, as outlined in the RFP and the Downtown Waukesha Business Association. We will coordinate efforts with project design consultants outlined in the RFP, potential development of the existing public areas adjacent to project limits, and public to build consensus for a variety of streetscape amenities and elements.
- The streetscape elements may include, but are not limited to, street furniture, planters, brick pavers, public art locations, bicycle racks and customized element location-specific installations. It is anticipated that up to five (5) customized element

installations would be included into the overall streetscape design.

- The raSmith design team will coordinate with the City to utilize Waukesha’s Downtown Integrated Street Master Plan and previous downtown reconstruction projects for a more cohesive, visual streetscape neighborhood.
- It is our understanding that the proposed roadway geometrics for both Barstow Street and Riverfront Street will be designed by others. Design of the proposed geometrics will be in conjunction with the planned streetscaping elements. Others will also perform traffic analysis and signal operations as part of the overall project.
- The deliverables to be provided include:
 - Graphics/exhibits of potential streetscape elements for displaying at public involvement meetings.
 - Preliminary streetscape layout and details of five (5) customized project-specific elements.
 - Final streetscape layout and construction detail drawings and construction specifications of five (5) specific special streetscape elements.
 - Preliminary and final streetscaping element estimates.
 - Preliminary and final streetscaping AutoCAD Civil 3D base file drawings.



Project Approach & Schedule

Project Approach

Our team will follow the framework as described in the tasks/objectives section in the RFP.

Meetings and Presentations

Timeframe: June–November 2019

Our team will collaborate with City staff and stakeholders to develop plans using dynamic color graphics, cross sections and renderings, and image boards to help convey the design alternatives in conjunction with the proposed roadway geometrics. We will attend all meetings as identified in the RFP. Throughout the process, we will communicate with the City via direct meetings, phone and email. As appropriate, we will use online meetings and Skype to facilitate communication.

Site Analysis

Timeframe: June–July 2019

Prior to the kick-off meeting, we will conduct a site analysis and become familiar with the entire corridor by walking, driving and photographing the project area. These photos will be used during the planning process to help convey ideas and to provide a point of reference.

Conceptual Design Alternatives

Timeframe: June–August 2019

Based on the site analysis and input from City staff, other project design consultants and stakeholders, our team will develop draft plans and image boards. We will also provide details and alternatives/options for lighting, pavement treatments, site amenities, furnishings and potential plantings that reflect the nature and image of the neighborhood. The options will include preliminary budget numbers associated with the various elements so City staff can select preferred alternatives.

Final/Preferred Alternatives

Timeframe: September–November 2019

Once City staff has selected the preferred alternative, our team will refine the plan, image boards, details, and budgetary cost estimates to present to City staff and the plan commission. Deliverables will be provided as described and outlined in the RFP.



USH 51 Historic Streetscape Design

OPTION A - DESIGN ELEMENTS
 MEANDERING CONCRETE SIDEWALK
 PLAZA / SEATING AREA
 PLANTING BEDS
 LAWN AREAS

OPTION B - DESIGN ELEMENTS
 DECORATIVE LIGHT POLES
 BRICK PAVER PATHS
 DECORATIVE LOW FENCING
 6" BENCHES
 CONCRETE SIDEWALKS
 GROUNDCOVER / FLOWERS
 LAWN AREAS

PLAN LOCATION KEY

OPTION A

OPTION B

Location
 Portage, Wisconsin

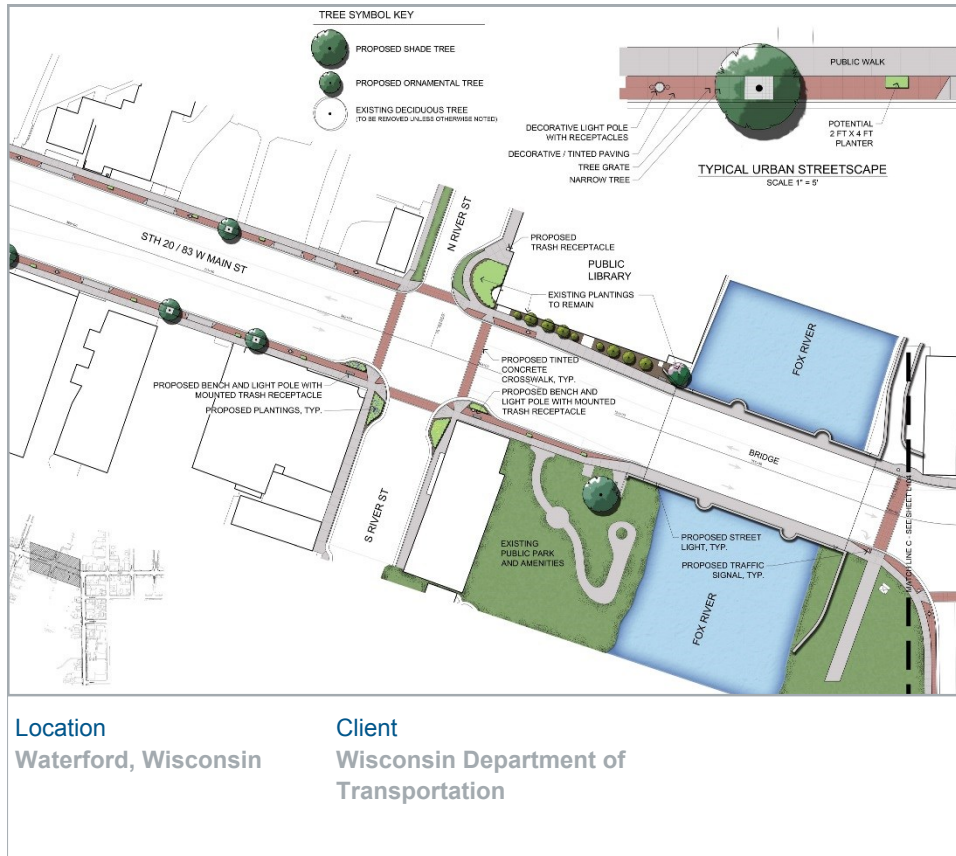
Client
 City of Portage

Contact Information
 Aaron Jahncke, P.E., Dir.
 Public Works/Engineer
 (608) 742-2176, ext. 325

The landscape architects at raSmith collaborated with City of Portage staff and stakeholders to develop plans, image boards, details and alternatives for streetscape, lighting, pavement treatments, site amenities and furnishings, and tree plantings for the historic downtown district.

The goal of the project was to provide several options to enhance the downtown shopping area and to reflect the culture and history of Portage. Through a series of stakeholder meetings and presentations, the raSmith team developed a set of preferred alternatives and cost estimates based on the input from the City stakeholders. The project will be implemented during the Wisconsin Department of Transportation’s reconstruction of WIS 33/16, pending historic grants funding.

STH 20 Historic District Streetscape



raSmith worked closely with the Village of Waterford Planning Committee, Administrator and Economic Development Coordinator to develop various aesthetic treatments and streetscape amenities through the Historic District of the community.

Through a series of meetings and presentations, we established a visual theme for the Village that included selections for tinted, decorative pavement, crosswalks, street trees, benches, planters, bike racks, trash receptacles and bump-outs at intersections for traffic calming. We also developed a series of perspective renderings to show options for the aesthetic treatments for retaining walls and on the Main Street Bridge that included bump-outs/overlooks, textures, parapet walls and pedestrian amenities.

Plans are currently being developed to show connections to parks, a river walk and a municipal parking lot for the business district.

Belle Square Mixed-Use Development & Streetscape Design



Location
La Crosse, Wisconsin

Client
C.D. Smith Construction

Belle Square in downtown La Crosse is an entire square block of redevelopment in the heart of the city. This urban, mixed-use development includes residential living, retail shops, a health clinic and a parking structure, all of which cultivate a vibrant, inviting community and encourage sustainability. The landscape architects at raSmith worked with Weber Holdings (the project's developer), The Kubala Washatko Architects and C.D. Smith Construction on the design of this large-scale project.

The streetscape areas feature specialty paving, outdoor dining spaces and urban-tolerant street trees. Sunken planter areas drain the sidewalks and plazas into a series of interconnected plantings that help treat and slow the stormwater runoff before entering an underground cistern, and then into the city's storm sewer system. Native and naturalized plantings in large, bold groupings create a contemporary urban landscape for this downtown development.

The design includes a large outdoor rooftop area used by residents and businesses for recreation, gardening and relaxation. Amenities include a bocce ball court, open lawn area, raised garden areas, an outdoor kitchen with seating and grills, and a shade structure/pergola. Cisterns capture rainfall for reuse on the rooftop landscape.

The project was completed in 2017.

The Corridor Mixed-Use Development & Streetscape Design



Location
Brookfield, Wisconsin

Client
Irgens Development
Partners, LLC



raSmith provided landscape architectural services for a 66-acre master planned, mixed-use development in the City of Brookfield. This high-visibility development (located along I-94 and bordering Bluemound Road to the north and Calhoun Road to the east in Waukesha County) was considered the top remaining developable area in southeast Wisconsin.

The landscape architects at raSmith designed the monument signs, entry features, plazas, decorative paving and crosswalks, landscaped medians, streetscape elements and the street trees along the public roadways. The team also provided landscape architectural services for the site design of the initial tenants within the development.

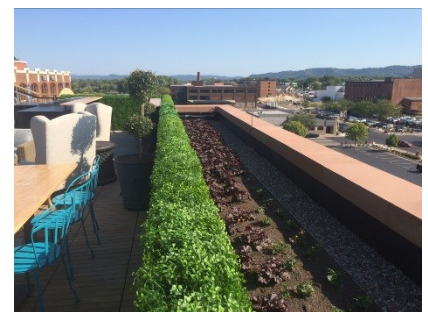
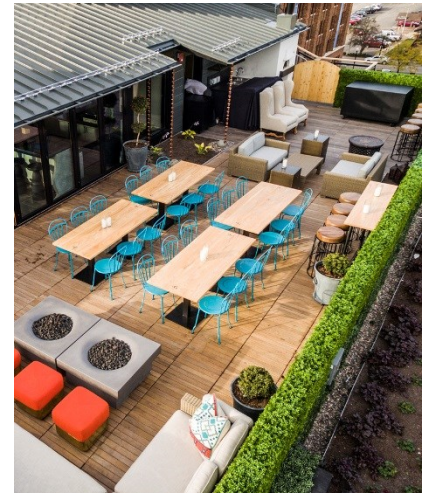
The Corridor offers opportunities for multi-story, Class A office space as well as retail, health and wellness, and multi-purpose uses. The site design incorporates public spaces and pedestrian-scale walkable features.

Charmant Hotel Streetscape Design & Rooftop Gardens



Location
La Crosse, Wisconsin

Client
The Kubala Washatko
Architects
Weber Holdings



The Charmant Hotel is located in downtown La Crosse across from beautiful Riverside Park along the Mississippi River. The site is of historical significance as it is located at the first trading post settlement in the region. The building was a former candy factory and that is now a luxury boutique hotel. raSmith provided landscape architectural and structural engineering services.

raSmith's landscape architects worked closely with the architect and the owner/developer to design a site that respected its history while providing an upscale, contemporary look and function.

The streetscape design was a challenge because of the existing flow and function of the roads and intersection. Several options were explored and the design team met with city staff to develop a street layout that accommodated a valet/drop-off area while still allowing for street parking. Granite street pavers and curbs were used to provide a historic element and aesthetic to the streetscape. The sidewalks were designed using granite cobbles that worked well with the existing brick on the building façade, and old, reclaimed clay pavers were used as an "entry rug" below the canopy at the main entrance. An outdoor dining area was included on the west side of the hotel.

The rooftop garden areas were designed for gatherings and as individual, private outdoor spaces outside of the penthouse rooms. The main gathering area includes an outdoor bar, a fireplace, flat-panel television, seating areas, plantings and tie downs for canopies. The individual garden areas provide views out to the city and to the river and have irrigated planting areas to provide color and texture to the outdoor spaces.

Charles N. Stassi—Project Manager



Education

Landscape Architecture/Urban and Regional Planning, University of Wisconsin-Madison

Professional Advancement

Irrigation Association:
 Certified Design Course
 Irrigation Auditor Course
 Toro University Design and Sales Course

Professional Affiliations

American Society of Landscape Architects
 Irrigation Association

Publications

“Irrigation Benefits Property Owners and the Environment,” Heartland Real Estate Business
 “Landscape Architecture and Irrigation Design: Plan Early to Save Time and Money and Please Clients,” Western Builder, April 2005
 “From the Ground Up,” Midwest Real Estate News, May 2005

Chuck is a creative designer, planner and promoter of the landscape and irrigation industry with 40 years of experience as a landscape architect and more than 27 years of experience as a landscape irrigation designer.

He has provided landscape architectural and irrigation design for numerous commercial, industrial, athletic and residential projects. His extensive portfolio includes such well-known sites such as Miller Park stadium, Wisconsin Center (formerly Midwest Express Center), Aurora St. Luke's Medical Center campus, Froedtert Hospital, Medical College of Wisconsin, Roundy's distribution center, Pabst Farms, Northwestern Mutual Life Insurance, Wisconsin Lutheran College and more.

Chuck has been instrumental in the design of numerous commercial, industrial, athletic and residential projects.

Streetscapes & Transportation

11th Street Streetscape, South Milwaukee
 Port Washington Road/Silver Spring Streetscape, Glendale
 Highway 67, Village of Fontana
 Madison Children's Museum, Madison

Commercial

Northwestern Mutual Life, Downtown Milwaukee
 Wisconsin Center Phases I and II, Milwaukee
 Johnson Wax, Downtown Office Complex, Racine
 Oshkosh Corporation World Headquarters, Oshkosh

Lifestyle Centers & Malls

Brookfield Square Retail Stores, Brookfield
 Prairie Lakes Development, Sun Prairie
 Grafton Commons, Grafton
 Mayfair Mall, Wauwatosa
 Capitol Plaza, Brookfield
 Shopper's World, Brookfield
 Crossroads Commons, Plover
 Kenosha Town Center, Kenosha
 Midtown Center, Milwaukee
 Woodland Prime, Menomonee Falls
 Oak Brook Mall Theatre Addition, Oak Brook, Illinois
 Coddington Mall, Santa Rosa, California
 Ontario Mills Mall, Ontario, California
 Shops at Carol Stream, Carol Stream, Illinois
 South Park Mall, Moline, Illinois

Tom Mortensen, PLA, ASLA—Site Planner/Landscape Architect



Professional Registrations

Professional Landscape Architect, State of Wisconsin, #69
Registered Landscape Architect, State of Arizona, #47459

Professional Affiliations

American Society of Landscape Architects
Wisconsin Park and Rec Association

Presentations

"Collaborative Design Techniques for Stormwater Management," Lecture & Half-Day Workshop, Greater New Orleans Foundation, April 2017
"Water, Site & Landscape—Lessons from Nature," Midwest Renewable Energy Fair, Amherst, 2016
"Nature Ignores Design that Ignores Nature," Multiple Presentation Sites, 2014-2015
"Integrating Native Landscape and Stormwater," American Society of Landscape Architects, Wisconsin Chapter, March 2012
"Integrating Native Landscapes on Retail and Commercial Projects," Schlitz Audubon Society, November 2011

Classes Taught

"Native Landscapes for Stormwater," UWM School for Continuing Education - Water Technology Certification, April 2011–present
"Urban Streetscape Design Principles," Marquette University, 2009

Publications

"What does the Land Say?" *Tribal Business Journal*, May 2016
"(How to Write) RFPs and RFQs," *Parks & Rec Business*, February 2012
"Landscape Architecture and Irrigation Design: Plan Early to Save Time and Money and Please Clients," *Western Builder*, April 7, 2005

Tom Mortensen has more than 30 years of experience in the landscape architecture, planning, design and construction professions. Tom's experience includes expertise in the areas of site planning, urban redevelopment, park and public open space design, memorials and public plazas, retail developments, restoration plans, and native and naturalized planting design.

Tom has given presentations to the Wisconsin State Bar, The Audubon Society, The Wisconsin Chapter of The American Society of Landscape Architects and at the SE2 Conference for the Wisconsin Green Building Alliance on topics pertaining to site design, rainfall integration, native and naturalized landscapes and site development. He also teaches classes at the UWM School of Continuing Education for the Water Technology Certification.

Prior to joining raSmith, he owned and operated his own highly respected design firm which provided landscape architecture, site planning and consultation on municipal projects, park planning, regional and urban planning, as well as residential and commercial design projects throughout the Midwest.

Streetscapes & Transportation

USH 51 Historic Downtown Streetscape, Portage
STH 20/83 Streetscape, Waterford
Kilbourn Boulevard and Streetscape, Milwaukee
Conceptual Downtown Gateway Master Plan, West Bend
Downtown Master Plan, Jefferson
Waukesha County roundabout landscape, multiple sites
Watertown Plank Road Landscape Improvement Plan, Milwaukee County
Appleton River Trail, Appleton
Barker Road (CTH Y) Roundabout at North Avenue (CTH M) Intersection, Waukesha County
STH 60, bypass rural roundabout landscape, Richfield, Wisconsin
STH 26, bypass rural roundabout landscape, Watertown, Wisconsin
STH 116 Winneconne Bridge aesthetic treatments, Winneconne

Public Spaces & Plazas

Belle Square Mixed-Use Development, La Crosse
The Charmant Hotel, La Crosse
Marling Lumber Property Redevelopment, Madison
Grafton Lumberyard Plaza, Grafton, WI
Coakley Brothers Historic Renovation and Stormwater Management, Milwaukee

Luke Haas, PLA—Landscape Architect



Education

B.S. Landscape Architecture, University of Wisconsin-Madison, 2005

Professional Registrations

Professional Landscape Architect, State of Wisconsin, #668

Registered Landscape Architect, State of Pennsylvania, #3139

Registered Landscape Architect, State of Texas, #3041

Luke has more than 10 years of experience in the landscape architecture field. As a licensed landscape architect, he has worked on a variety of projects throughout his career including courtyards and plazas, streetscapes, comprehensive plans for commercial and multi-family residential developments and community parks.

Luke is able to conduct site inventory/analysis and create conceptual and final detailed landscape plans, color Photoshop renderings and 3D Sketchup design models. He has knowledge regarding zoning and development standards for cities, villages and towns, and has conducted research and submitted applications for permits in connection with project approvals. Luke has also created project proposals and budgets along with construction budgets, including costs of materials and labor.

Luke has multiple years of experience managing the design and construction of projects, including the management of outside consultants, contractors/subcontractors, and has completed site visits both during construction and after project completion for as-built inspections. He also has shown he can effectively communicate with clients regarding design preferences, contracts and budgets.

Streetscapes & Transportation

USH 51 Historic Downtown Streetscape, Portage

Urban Landscape Design Guide, Code Update & Brochure, Milwaukee

The Fortress Streetscape, Milwaukee

Belle Square Mixed-Use Development & Streetscape Design, La Crosse

Charmant Hotel Streetscape, La Crosse

Brix Lofts & Florida Street Rehabilitation Plans, Milwaukee

The Corridor: Streetscape/Entry Features, Brookfield

Public Spaces & Plazas

The Corridor: Midbox Retail, Brookfield

The Corridor: Small Shoppes Retail, Brookfield

Mayfair Reserve Multi-Family Residential, Wauwatosa

Coakley Brothers Interiors, Milwaukee

South 26th Street Apartments, Milwaukee

Centennial Plaza, West Allis

Cover Letter

16745 W. Bluemound Rd.
Brookfield, WI 53005-5938

June 20, 2019

Mr. Brandon Schwenn
City of Waukesha
Department of Public Works
City Hall Annex
130 Delafield Street
Waukesha, WI 53188

RE: Cost Proposal for Consultant Services for **N/NW Barstow Street & Riverfront Street Streetscape Design Services**

Dear Mr. Schwenn:

raSmith appreciates the opportunity to submit our cost proposal to the City of Waukesha. We look forward to working with City staff, stakeholders and citizens to develop a streetscape design for Barstow Street and Riverfront Street.

Please do not hesitate to contact us with any questions regarding our proposal. We look forward to hearing back soon from the City about this important and exciting project.

Sincerely,
raSmith



Charles N. Stassi
Project Manager & Landscape Architect
(262) 317-3368

Cost Proposal

Provided below are costs for this project, including the costs for each service and a breakdown of labor costs,

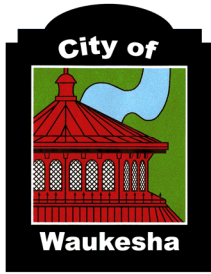
	Senior Landscape Architect	Landscape Architect	Landscape Technician		Comments
Task Description	\$153 / hr.	\$136 / hr.	\$109 / hr.		
SITE ANALYSIS / OBSERVATION					
Kick-off Meeting (M)	1	1			
Document & Plan Review		4			Review existing plans and documents provided by the City
Site Analysis	2	8			Visit site, analyze current conditions and compare to the project vision.
PUBLIC INVOLVMENT / VISIONING SESSIONS					
Public Engagement Methods		5	4		Creatively work with the public using different information gathering methods and social media outlets.
One (1) Presentation to City Staff (M)	1	1			
Two (2) Public Input Meeting (M)	3	3			
Review Input, Meet with City Staff (M)		1.5			
CONCEPTUAL PLANS					
Five (5) Concept Amenity Plans	2	32	48		Use dynamic color graphics and 3D renderings to convey design concepts.
Five (5) Budgetary Estimates	2	4	6		Preliminary cost estimates.
Review Concepts with City Staff (M)		1			
FINAL CONCEPTUAL PLAN					
Final Concept Plan	1	16	40		Use dynamic color graphics and 3D renderings to convey design concept.
Review Concept with City Staff (M)		1.5			
Final Revisions / Final Plan & Graphics		5	24		
Conceptual Budgetary Estimate		3			Preliminary cost estimate.
One (1) Presentation to City Staff (M)	1	1			
FINAL STREETScape DESIGN & CONSTRUCTION DOCUMENTS					
Final Streetscape Design	3	24	40		Utilize the City's AutoCAD Civil 3D 2018 template.
Construction Documents	2	8	24		
Final Budgetary Cost Estimate		4			
	18	123	186	0	
	\$2,754.00	\$16,728.00	\$20,274.00	\$0.00	
TOTAL FEE				\$39,756.00	
NOTES:					
Public involvement / visioning sessions will run concurrently with conceptual plan production.					
All travel time will be billed at 50% hourly rates and is included in fees.					
Unless specified elsewhere in this proposal, no additional services beyond those described in the proposal are included at this time.					
Additional meetings, presentations and / or appearances above and beyond those listed above are not included in this proposal.					

COST PROPOSAL

N/NW Barstow Street & Riverfront Street Streetscape Design Services

TOTAL COST for Streetscape Design Services

\$39,756.00



**CITY OF WAUKESHA
DEPARTMENT OF PUBLIC WORKS**



REQUEST FOR PROPOSALS

DESIGN ENGINEERING SERVICES

FOR

**N/NW Barstow Street & Riverfront Street
Streetscape Design Services**

Proposals must be submitted no later than
12:00 Noon local time on **June 10, 2019**

For further information regarding this RFP,

Contact:

Brandon Schwenn, P.E.

(262) 524-3585

Late proposals will be rejected.

Issued: May 17, 2019

GENERAL INFORMATION

The City of Waukesha is requesting proposals from qualified firms to conduct streetscape landscape architect services and public involvement services for an upcoming reconstruction project on N/NW Barstow Street from Wisconsin Avenue to E. North Street, and Riverfront Street from Madison Street to N. Barstow Street. The project includes preliminary streetscape recommendations/alternatives and final streetscape design to be incorporated into the planned roadway reconstruction, and public involvement services to present the streetscape concepts and new roadway design/layout via public outreach. Results of the streetscape plan, and public outreach will be used to assist the City in the planning and delivering final reconstruction plans for the N/NW Barstow St. & Riverfront St. Utility and Street Reconstruction Project.

Firms interested in this project shall submit their Project Proposals to the City of Waukesha Department of Public Works by Noon on **June 10, 2019**.

DELIVERABLES SCHEDULE:

Exhibits for Public Involvement Meeting 1	August 16, 2019
Preliminary Streetscape Design with estimates:	September 20, 2019
Final Streetscape Design & Construction Documents:	November 22, 2019

PROJECT DESCRIPTION AND SCOPE:

N/NW Barstow Street is a major arterial roadway on the east border of downtown Waukesha. The majority of land use along N/NW Barstow St is commercial in nature. This section of Barstow Street is one of the main entry points into Downtown Waukesha and is very important both for vehicles and pedestrians. It also provides a major access point to the Fox Riverwalk and Frame Park. As such, a main goal should be a well-designed roadway that accommodates pedestrians, bicycles, as well as vehicles providing strong and clear connections to downtown, Riverwalk and other landmarks. The section of N/NW Barstow Street included in this project is between Wisconsin Avenue and E. North Street, and includes a 4-lane bridge (B-67-039) over the Fox River. The roadway currently consists of a poor condition 40'-48' wide urban cross section with sidewalks on both sides of the street throughout the project limits. The existing right-of-way for N/NW Barstow Street varies from 60 to 70 feet wide. It is anticipated that no ROW will be acquired for the roadway reconstruction project.

Riverfront Street is a minor low speed roadway along the Fox River adjacent to the core of downtown Waukesha. Riverfront Street is bordered by the Fox River Trail on the north side, and commercial businesses on the south side. There is perpendicular and parallel parking throughout the entire length of Riverfront St. and multiple pedestrian crossings are located along this corridor. Riverfront St. is intended to be a connection point to the Fox River Trail, vehicular parking, and downtown destinations. Also existing along this corridor is a former bus depot covered structure that shall be addressed with any planned streetscape elements. The final streetscape design along Riverfront Street shall be able to accommodate public gatherings or events in a central location along the corridor. This may include events such as the Waukesha Farmer's Market, and Friday Night Live.

Preliminary and Final Streetscape Design

- Provide streetscape architectural services and recommendations along the N/NW Barstow Street and Riverfront Street corridors to improve the streetscape/visual appeal, and pedestrian friendliness of the project segment.
 - The Riverfront Street scope includes the roadway pavement area, parking areas, and directly adjacent walk areas. Streetscaping elements along the Riverwalk will not be included in this proposal.

- The design / layout of Riverfront street should add/maintain the current number of parking spaces
- Include 2 alternatives to the existing bus depot structure area located along Riverfront Street. These alternatives may involve improving or removal of the existing structure.
- Include 1 alternative pavement treatment for use along Riverfront Street. This may include utilizing this treatment along the whole length of Riverfront Street, or in specific areas for pedestrian crossings, or multi-purpose gathering spaces.
- Streetscape elements may include street furniture, planters, plantings, brick pavers, public art locations, bike racks, and customized location specific installations. It is anticipated that up to 5 customized element installations would be included into the overall streetscape design.
- Identify areas to include pedestrian/vehicular wayfinding elements, and gateway features. These types of elements shall be compatible with the current Downtown Waukesha branding and signing.
- Work with the City staff to incorporate streetscape and architectural elements in conjunction with the proposed roadway geometrics.
- Utilize the City's Downtown Integrated Street Master Plan, Central City Master Plan, and previous Downtown reconstruction projects to provide a cohesive visual streetscaped neighborhood.
- Development of preliminary plans, and final plans and specifications for inclusion into the final N/NW Barstow Street and Riverfront St. roadway reconstruction project.
 - Preliminary and Final plans shall utilize the City's modified AutoCAD Civil 3D 2018 template.
- Preliminary and final design estimates in conjunction with the plans and specifications provided.
- Coordination with the City of Waukesha Parks, Recreation, and Forestry Department, and Community Development Department on final streetscape elements provided.
- There are other publicly owned areas adjacent to the project limits that could be incorporated into the final streetscape corridor. Consultant can recommend utilizing adjacent public locations to enhance the overall corridor streetscape design.

Public Involvement:

- Assist City Staff in the presentation of streetscape elements and proposed roadway layouts for N/NW Barstow St. and Riverfront St. at 2 Public Involvement Meetings. City to complete meeting invite mailings and final printing of graphics/exhibits.
 - The first public involvement meeting shall be of the public input variety. Consultant to provide examples, images or graphics of potential streetscape features/elements that could enhance existing Downtown Integrated Street Master Plan.
 - The second public involvement meeting to present the final streetscaping plan in conjunction with the proposed roadway reconstruction design. Exhibits/details of the streetscape elements being utilized in the final plan shall be developed, as well as, details of the 5 customized elements along the corridor.
- Coordination with City staff and elected public officials for presentation techniques and public outreach.
- The public involvement meetings shall be for affected residents, downtown business and property owners, Common Council members and the general public.

Deliverables

- Graphics/exhibits of potential streetscape elements for displaying at public involvement meeting 1.
- Preliminary streetscaping layout and details of 5 customized project specific included elements.
- Final streetscaping layout and construction detail drawings and construction specifications of 5 project specific special streetscape elements.
- Preliminary and Final streetscaping element estimates.
- Preliminary and Final streetscaping AutoCAD Civil 3D base file drawings.

ADDITIONAL PROJECT ELEMENTS INCLUDE:

- Provide at a minimum the following meetings with the City of Waukesha:
 - Initial kickoff meeting
 - Bi-weekly conference calls
 - Two public involvement meetings
 - Draft plan review meeting

ITEMS AVAILABLE FROM THE CITY INCLUDE:

- The City's modified AutoCAD Civil 3D 2018 template
- Scanned images of design and/or as-built plans, may be available.
- City GIS data.
- Electronic Civil 3D Roadway design files for the reconstruction project, including project survey data (Updated as design level progresses)
- Electronic copy or link to the current edition of the City's Standard Construction Specifications.
- Electronic copies of the Central City Master Plan (2012) and Integrated Street Master Plan (2013)
- Electronic copies of specifications for current streetscape elements

AGENCY AND UTILITY INVOLVMENT:

The Department of Public Works anticipates that the following organizations (but not restricted to) will have some involvement in this project:

- City of Waukesha Community Development Department
- City of Waukesha Parks, Recreation, and Forestry Department
- City of Waukesha Board of Public Works
- City of Waukesha Common Council
- Wisconsin DNR
- Any other permitting agencies
- Downtown Waukesha Business Association
- Coordination with other project design consultants
- Coordination with potential developments adjacent to project limits

PROPOSAL FORMAT:

Statements, References and Resumes:

The Proposal shall include the following items:

1. Consultant's Statement of Project Understanding and Approach
2. References
3. Resumes and Qualifications.
4. Pricing
Cost Proposal: **In a separate envelope**, provide the number of hours, by position and by task, for the proposed services outlined. This shall include a separate tabular breakdown showing labor rates by position, mark-up, overhead and profit, and a total lump sum price for the project. The total Lump Sum fee will reflect all Consultant's assumptions made regardless of overhead, overtime, Holidays or hours required to complete the required design objective.

EVALUATION CRITERIA:

The City of Waukesha will use a qualification and cost based selection process to select a Consultant for this project. You are asked to submit a written proposal addressing the following items:

- Your understanding of the project and any specific concerns that you may have (6-page maximum).
- Address staff availability.
- Project Schedule showing dates from project beginning to presentation of final report.
- Describe projects of a similar nature completed by the firm in the last three years.
- Project examples that incorporate streetscape elements including, but not limited to, creative landscape, planters, benches, wayfinding, public art, and pedestrian facilities.
- Proposed Project Manager for the project, including his/her experience with similar projects.
- Experience of other staff expected to significantly contribute to this project.
- Complete the attached cost proposal form.

The criteria that the City will be using to evaluate the submitted Proposals are stated below:

- A. Experience and Credentials of Engineering and Design project team
- B. Understanding of Project Objectives
- C. Cost

SELECTION AND AWARD PROCESS:

Firms will be ranked based on their proposals as listed above. The Department of Public Works will choose a selection committee of staff members to review and rank the written proposals. After the Consultant has been recommended by the selection committee, the following steps will be taken for approval:

- Department of Public Works recommendation to Board of Public Works
- Board of Public Works recommends to the Common Council (6/20/2019)
- Common Council approval of Consultant (7/2/2019)
- A Contract will be prepared using the Standard City of Waukesha Contract.

SUBMISSION OF PROPOSAL:

Six complete printed copies and a digital copy of the proposal must be received by 12:00 p.m. (Noon) local time on **June 10, 2019** at the address below:

City of Waukesha Department of Public Works
City Hall Annex
130 Delafield Street
Waukesha, WI 53188

Packages containing the proposal should be sealed and clearly marked in the following manner - with the additional notation of “Cost Proposal” on the appropriate separate envelope:

Proposal for Consultant Services for **N/NW Barstow Street & Riverfront Street
Streetscape Design Services**

Facsimile transmittal will not be accepted.

The City of Waukesha reserves the right to make all decisions relative to the selection of a Consultant for this project that will be in the best interest of the City of Waukesha.

If your firm opts not to submit a proposal, please respond via email indicating as such.

If you have any questions regarding this proposal please contact Brandon Schwenn, PE at 262-524-3585 or bschwenn@waukesha-wi.gov.

Notice

Confidentiality of Proposals, Contracts, and Supporting Materials

Wisconsin’s Open Records Law requires that all records kept by the City be available for inspection by the public, with only very limited exceptions. This includes bids, proposals, supporting materials such as plans and specifications, contracts, and other documents submitted in response to the City’s Requests for Proposals.

Please be aware that the materials you submit in response to the City’s RFP will be public record, and will be available to the public, including other bidders. Marking them “confidential” will have no effect. If you must submit materials that you feel are trade secrets and must be kept confidential, then you must obtain the City Attorney’s written approval of the materials as confidential trade secrets before submission. That approval may be denied, according to the requirements of the Open Records Law.

COST PROPOSAL

N/NW Barstow Street & Riverfront Street Streetscape Design Services

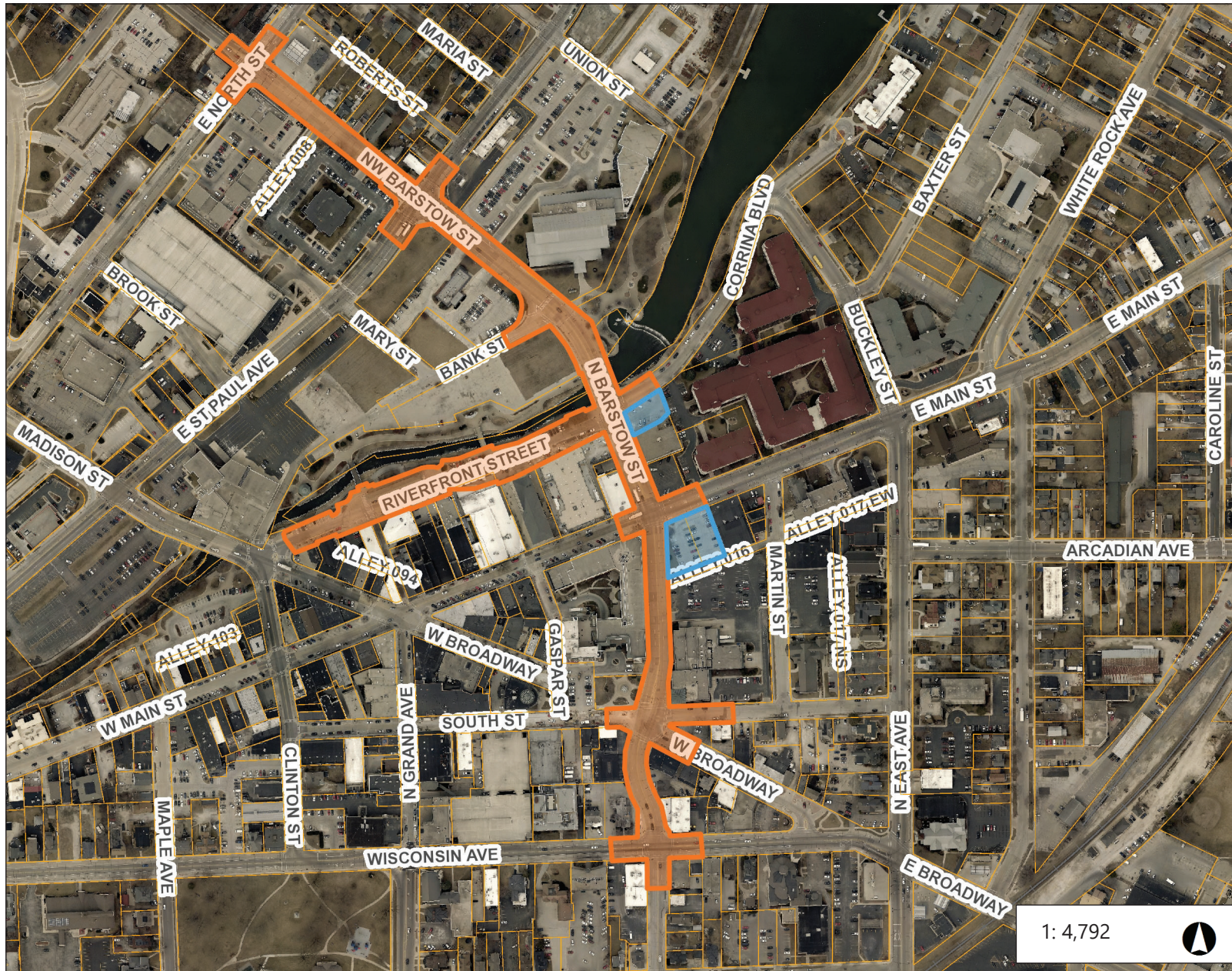
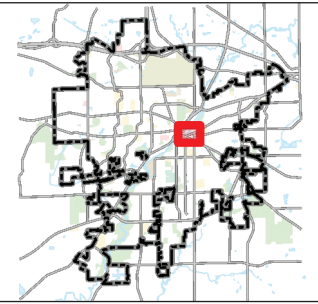
TOTAL COST for Streetscape Design Services

\$ _____

**Attachment A –
Project Limits**



City of Waukesha Property Map



Legend

- Parcels
- City Limits
- Railroads
- Project Limits
- City Owned Property

1: 4,792



0.2 0 0.08 0.2 Miles

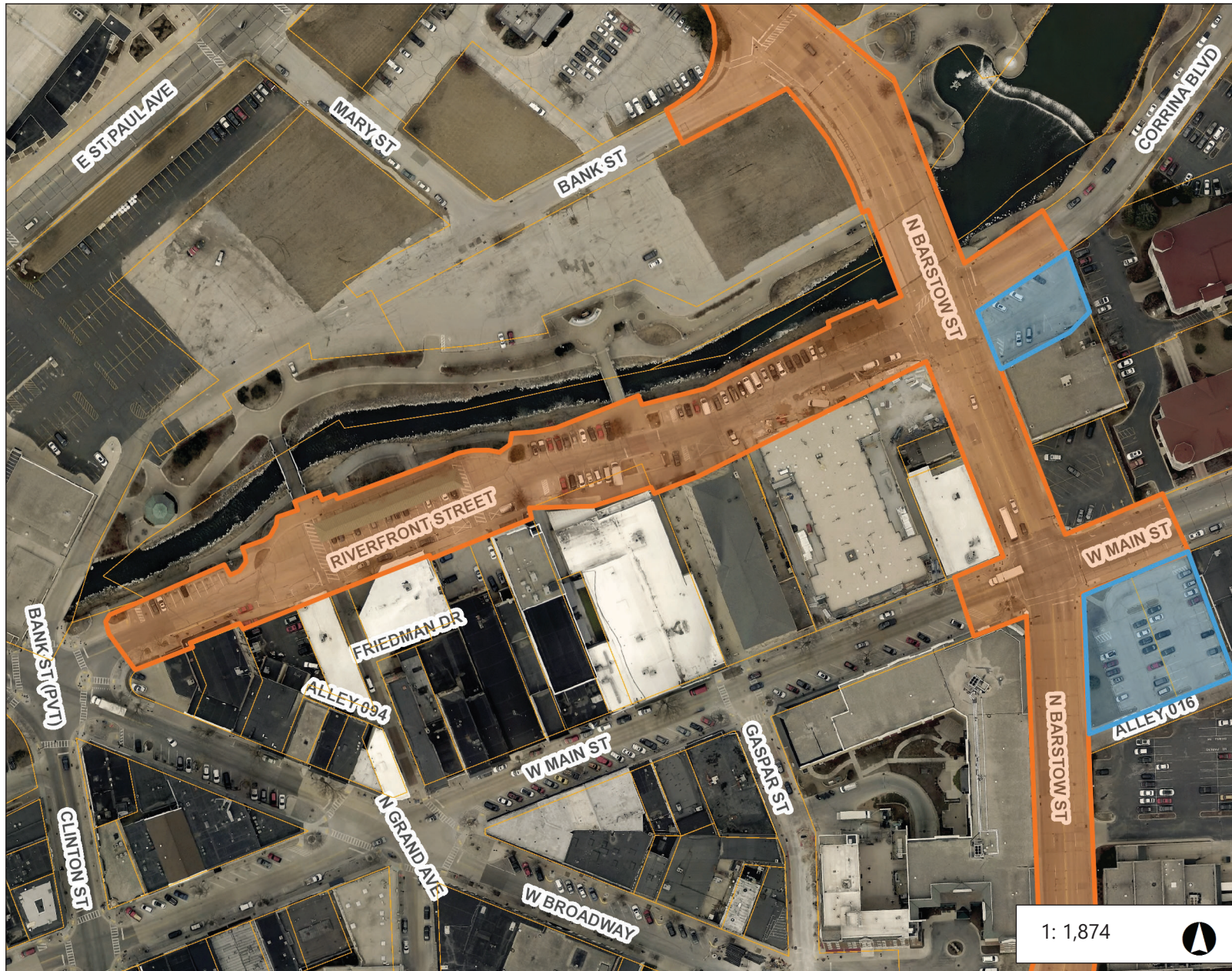
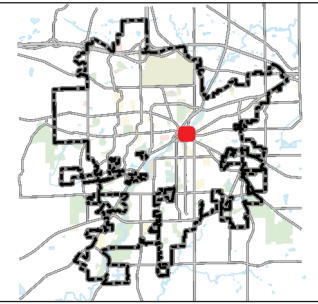
Print Date: 5/17/2019
City of Waukesha GIS

This map is a user generated static output from an Internet mapping site and is for reference only. The data found on this site is considered to be correct, but should not be used for engineering or survey applications without verifying the information from officially recorded sources.






Notes:



City of Waukesha Property Map



Legend

-  Parcels
-  City Limits
-  Railroads
-  Project Limits
-  City Owned Property

1:1,874



Notes:

0.1 0 0.03 0.1 Miles

Print Date: 5/17/2019
City of Waukesha GIS

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