

Consulting Services Contract
City of Waukesha – KL Engineering, Inc.
Project Name: New Berlin Connector Bike Trail Phase II Design

This Contract is by and between the City of Waukesha, a Wisconsin municipal corporation, referred to herein as the City; and KL Engineering, Inc., 5400 King James Way, Suite 200, Madison, WI 53711, 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:

New Berlin Connector Bike Trail Phase II Design

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 the hourly wages in the attached proposal for performance of the Work in compliance with the terms and conditions of this Contract, but not to exceed in any event \$53,070.00. Consultant shall invoice the City, monthly. No more than 90% of the total amount due shall be payable before Consultant's Work is complete and accepted by 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 December 31, 2020, 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: Craig Ausen, P.E.
City of Waukesha
130 Delafield Street
Waukesha WI 53188

To Consultant: Attention Lynda Fink, PLA
KL Engineering, Inc.
W175 N11081 Stonewood Drive, Suite 211
Germantown, WI 53022

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: _____

KL Engineering, Inc.

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

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

Schedule A
Scope of Work



PROPOSAL FOR PROFESSIONAL ENGINEERING DESIGN SERVICES

NEW BERLIN CONNECTOR TRAIL PHASE II

SIGNAGE/WAYFINDING DESIGN, CONCEPT DESIGN & CONSTRUCTION DOCUMENTS

AUGUST 28, 2019





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August 28, 2019

Craig Ausen, P.E.
City of Waukesha Engineering Department
130 Delafield Street
Waukesha, WI 53188

Proposal for Professional Engineering Services
New Berlin Connector Trail Phase II



GERMANTOWN OFFICE
W175 N11081 Stonewood Drive
Suite 211
Germantown, WI 53022
262.735.4856 phone
KLENGINEERING.COM

We are excited about the opportunity to assist the City of Waukesha with the completion of the New Berlin Connector Trail Phase II. Our all-encompassing multi-modal experience, strong work with trail easements and MOUs, and diverse project team capabilities are significant benefits KL Engineering offers for this project.

- Waukesha can rely on the KL Engineering team to build consensus on the final alignment and see that idea through to construction. Our team incorporates traffic engineering, multi-modal design, planning, and construction oversight experience. This experience assures a final design that takes into account all stakeholders and will create the strong connection that the City desires. This experience also equates to being able to address all of the project's challenges and still meet the City's timeline.
- The success of this project relies heavily on the cooperation of the "neighbors" and securing easements or developing MOUs for the trail location. Ms. Fink has worked with property owners, railroads, and utilities in the past to develop agreements that are mutually beneficial. Having this familiarity and ease with the process will be critical.
- In addition to the main team, KL Engineering is a turn-key firm and, if the need arises, can easily incorporate structural design and plat services quickly.

We are available immediately to assist you with your project and show you first hand the quality of our services. Lynda Fink will be our primary contact for this project. She can be reached at lfink@klengineering.com or 262.735.4856. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Kim M. Lobdell'.

Kim M. Lobdell, PE
President

A handwritten signature in black ink that reads 'Lynda Fink'.

Lynda Fink, PLA
Project Manager

EXECUTIVE SUMMARY

SCOPE SUMMARY

We are excited for the opportunity to work with the City to design the New Berlin Connector Trail Phase II--- an important local and regional trail connection. To accomplish this trail connection, five main tasks need to be completed. In the pages that follow, we will go into more detail, but we have highlighted below the phases and their deliverables:

Update the Bicycle and Pedestrian Facilities Plan with the final route

This task will consist of data gathering, stakeholder input, and recommendations of a final route for the project. The final deliverable from this task will be an amended Plan for adoption by the City.

Lead Concept Design

This task will consist of more detailed data gathering, continuing property owner negotiations, and development of the preliminary project plans. Final property agreements will need to be completed in this phase. The final deliverables from this task will include 30% plans and an updated cost estimate.

Complete Final Design/ Construction Documents

This task will consist of all permitting, final design detailing, and the completion of construction documents. The deliverables from this task will be issued permits, an updated cost estimate, and full construction plans and specifications for the City to create the package for bidding. The basic signage and marking plan and signage details are included within this task as well.

Implement a Comprehensive Wayfinding System

This task will consist of taking the updated concept mapping for the trail from the Bicycle & Pedestrian Facilities Plan and creating a signing and marking plan that clearly guides users on the New Berlin Trail to the Glacial Drumlin Trail on the network of off-road and on-street facilities. The deliverables for this will include a wayfinding map for brochure and trailhead maps, concept development of sign details, construction details, and a signing and marking plan for inclusion within the construction documents (the basic plan included within the final plan scope).

Manage Construction Oversight

This task will consist of leading the construction oversight with the City providing inspectors for assistance. The deliverable from this task will be the scheduling of the ribbon cutting for the completed trail and the construction binder as detailed in the Scope of Services.

Other Services (not currently required).

Other services KL can assist with include structure design and plat work.

THE PROPOSAL OUTLINE

In addition to the Scope of Services, the proposal also highlights the following aspects of the team:

- Basic information about KL Engineering
- KL's scope of experience with multi-modal projects
- Highlighted past project experience and references
- The project team's resumes & availability
- Our proposed project timeline



SCOPE OF SERVICES



SUMMARY

We understand that the City of Waukesha is looking to complete Phase II of the New Berlin Connector Trail following the successful completion of Phase I construction last fall. Completion of the project is important both locally and regionally. Locally, it provides a well-defined connection between the New Berlin Connector Trail and the Glacial Drumlin Trail. Regionally, it will fill one of the last remaining gaps in a trail network connecting the Milwaukee Lakeshore to the City of Madison.

We believe a successful project outcome is reliant upon accomplishing four main goals for the New Berlin Connector Trail:

- Evaluate and update the proposed route shown in the current Bicycle and Pedestrian Facilities Plan.
- Lead concept and final design with stakeholders and all partnering agencies.
- Implement a comprehensive wayfinding system.
- Manage construction oversight for the trail.

In the pages that follow, we will explain how the experienced KL Team will approach the project to ensure a successful result.

BIKE & PEDESTRIAN FACILITIES PLAN UPDATES

ROUTE BASICS

Planning bicycle networks is as much of an art as it is a science. There are numerous facility development manuals that can, and will be referenced for technical guidance when it comes to route planning, but a successful plan is dependent on understanding the following:

- User psychology - bicyclists, pedestrians, and vehicles
- Real estate limitations
- Minimum and preferred design requirements for roadways, bicycle facilities, and sidewalks
- Traffic volumes of vehicles, pedestrians, bicycles, trains
- Local circulation patterns

KL's Team has the experience necessary – designing multi-modal trails, on-road bicycle facilities, pedestrian routes, roadways, and railroad crossings. We will work with the City and stakeholders to recommend a route that will be best for route users, the traveling public, and the City of Waukesha.

To kick-off this phase of the project, we'll meet with City staff and gather the basic traffic information, past history of the corridor and stakeholder input, base map/ as-built data, and all existing easements and MOUs in the project corridor. Several different factors will be used as evaluation criteria to determine the possible route combinations. These factors include the following:

- Roadway conditions (classification, width, posted speed, traffic volumes, and parking restrictions)

- Connectivity to existing and planned bicycle facilities
- Connectivity to downtown Waukesha
- Intersections along proposed route (control types, railroad crossings)
- Direct and logical route
- Environmental factors
- Necessary improvements along proposed route and associated costs

Within this phase, we will look in detail at the potential on-street routes to get from Carroll University to the Glacial Drumlin Trail. *In a preliminary review, we looked at two main options:*

- **Carroll University Lot – Glacial Drumlin Trail**
Access N. Grand Avenue via trail connection through Carroll University Lot 17. N Grand Avenue south to W College Avenue and then west to Glacial Drumlin Trail at the N Prairie Avenue and W College Avenue intersection (need permission to route trail through Carroll Lot, most direct route with fewer turning and unprotected crossing conflicts).
- **Cutler Street – Glacial Drumlin Trail**
Cutler Street west to N Grand Avenue south to Williamson Street west to Maple Avenue north to Dunbar Avenue west/south to Hamilton Avenue west, to crossing N Prairie Avenue to a new off-road facility running parallel to N Prairie Avenue south to Glacial Drumlin Trail (need to widen existing RR crossing, lower traffic roads and closer to existing downtown routes).

Each route has benefits and disadvantages which we will consider during route development.





THE NEIGHBORS

An important step in determining route feasibility will be meeting with representatives from Carroll University, Eaton Corporation, and Union Pacific Railroad.

As **Carroll University** has already “built” part of the connection with lights, we know that they are supportive of the project, but discussing with them route alternatives and potential modifications that could be made to their adjacent parking lots will also be key in design.

We understand that **Eaton Corporation** has expressed interest to work with the City to get this section of the New Berlin Trail off-road vs. the current narrow delineation in front of their very busy facility due to safety concerns. Based on our site visit, we would agree that the current situation is not the most ideal, but recognize that the connection had to be made somehow in the interim. With the potential land for an easement being co-owned by Eaton and Union Pacific Railroad, it becomes a bit more challenging, but we are excited to help the City cut through that red tape.

Based on the less than welcoming reception the City has received from the **Union Pacific Railroad** in the past, we expect that getting additional improvements to the existing 4’ wide pathway crossing on Cutler Street may not be feasible.

However, we are more than willing to lead that discussion with Union Pacific in hopes that they would consider widening that crossing to allow for two-way bike/ped traffic. As mentioned above, the corridor behind Eaton Corporation also poses significant value for this corridor and we are excited to continue that conversation with Union Pacific Railroad

We have extensive experience in railroad and property owner coordination for trail projects. Ms. Fink is a WisDOT approved acquisition agent and has acquired property from industrial, retail, residential, and railroads for past trail projects. Her past experience working on trail projects requiring railroad crossing modifications gives her a unique understanding of the bureaucratic challenges presented when working with railroads. *That being said, she DOES still get her annual calendar from Union Pacific Railroad (thanks to purchasing their corridor for Milwaukee County’s Oak Leaf Trail...)*

OTHER INPUT

In development of the route, we would also plan to meet with bicycle advocacy groups like Waukesha Bike Alliance and Spring City Spinners. We’d also suggest general public outreach to the existing trail users themselves, since they will provide a better cross section of users of all abilities and can provide input on the pros and cons of current access. Our recommendation would be to hold a single meeting for feedback of proposed alternatives. We would suggest that the

advocacy groups would be invited directly, meeting notice be posted on the trails themselves, and current City outreach methods (website, e-blasts, social media), are utilized for the general public as well.

THE RECOMMENDATION

Following the data collection, stakeholder coordination, and evaluation process, we will present the preferred route alternative to the project team in memo format. The memo will include the recommended route and any required improvements along the route with anticipated costs. A proposed schedule for the required improvements will also be presented in the memo. Following project team concurrence, we will present the preferred alternative to the Parks, Recreation, and Forestry Board for approval. Following final approval, we will create a formal amendment to the Bicycle and Pedestrian Plan for City adoption.

MEETINGS & DELIVERABLES

- Meetings:
 - (3) Property owner “Neighbor” meetings
 - (1) Public outreach meeting (including bicycle advocacy groups)
 - (1) Parks, Recreation, & Forestry Board meeting
 - (2) Project Team meetings/ Site visits
- Deliverables:
 - Public outreach exhibits
 - Alternative memo with preferred route
 - Updated Bicycle & Pedestrian Plan mapping
 - Amendment to Bicycle & Pedestrian Plan (mapping, narrative, cost estimate)

CONCEPT DESIGN

DATA COLLECTION

Following the approval of the preferred alternative, we will begin the project delivery phase of the project. The conceptual design will “flesh out” the route selected in the previous phase. In conceptual design, we will conduct field survey in sensitive locations like railroad crossings, tie-in points, intersection improvement and curb ramp replacement areas to supplement available LIDAR

data. We will also work with the City’s appointed geotechnical investigation firm to perform soil borings as necessary and our wetland delineator to determine the limits of the wetland areas on the north end of the project.

STAKEHOLDERS & AGENCY COORDINATION

In conceptual design, we will coordinate with utilities to assure no “surprise” conflicts are discovered in the field and will conduct the preliminary WisDNR screening for Endangered Resources. Project stakeholder coordination that began in the route evaluation and update phase will continue as needed. Based on the outreach completed in the previous phase, we are not anticipating additional public outreach for this phase, but if desired, can add one to the scope. Based on coordination with the “neighbors”, we will then develop a conceptual alignment that will be amenable to all parties.

Although not included within this proposal, KL Engineering can also assist the City with the real estate aspect of the project as Lynda Fink is a seasoned acquisition agent for trails (including railroads) and Charlie Denu and Tim Held have developed plats throughout the state.





THE DESIGN ITSELF

In developing the conceptual design, we will incorporate standards and guidance in the Wisconsin Bicycle Facility Design Handbook, NACTO Urban Bikeway Design Guide, the MUTCD, and ADA Accessibility Guidelines.

In addition to real estate, there are a few expected design challenges that will need to be addressed in conceptual design

- Crossing private property
- Potential wetland crossing (using fill and keeping under 10,000 SF or bridging with boardwalk)
- Numerous skewed railroad crossings
- On-street bicycle accommodations

KL has formed a team with extensive trail project experience and has found solutions to all of these challenges on previous projects.

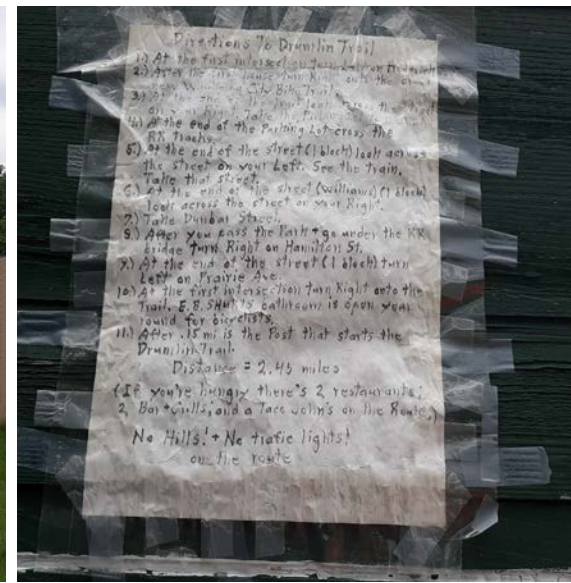
It is understood that the preference is to avoid wetlands as much as possible. Our team has designed asphalt trails within wetlands in fill situations and with boardwalks where fill was not feasible. We will develop alternatives for City consideration highlighting the environmental impact, cost and permitting elements, and proceed with the final design in the development of construction documents. ******For the purposes of this proposal and establishing level of effort,***

we are assuming that the wetland will be able to be filled with impacts less than 10,000 SF and no structural design will be required.

We will then provide the project team with 30% design plans, concept linework for proposed easements, an updated project timeline including the real estate process/approvals, permits required, and cost estimate prior to moving into final design.

MEETINGS & DELIVERABLES

- Meetings:
 - (3) Property owner meetings
 - (1) Project team meeting/site visit
- Deliverables:
 - Wetland crossing alternatives
 - 30% plans
 - Line work for proposed easements
 - Updated project timeline
 - Listing of anticipated permits
 - Cost estimate



FINAL DESIGN & CONSTRUCTION DOCUMENTS

The final design phase will involve formalizing the concept plans into construction plans for bidding. We will develop the plans using the City of Waukesha's AutoCAD Civil 3D 2018 Template. The project delivery for the plans will include all *pdfs as well as the final top surface, path alignment & profile, and standard survey control.

The construction document phase also entails completing any further agency coordination and permitting as needed. Permitting will not be able to be submitted for any areas that are currently on private property until easements are secured, so getting the property interests secured as early as possible will be critical to making the proposed timeline.

Based on the RFP, we are planning to provide the plans, specifications, bid tabulation, and cost estimate to the City in digital format.

The construction documents include all plan sheets noted in the RFP plus wayfinding & marking plan which will incorporate basic trail signage and pavement markings for the route.

The City will then be adding the front-end documents and will directly coordinate the bidding and award.

MEETINGS & DELIVERABLES

- Meetings:
 - (1) Project team meeting
- Deliverables:
 - Digital *pdfs of the final plans, specifications, bid tabulation, permits, and updated cost estimate
 - All CAD files

BIKE & PEDESTRIAN WAYFINDING SYSTEM

It is our understanding that the wayfinding requested for this project will specifically address the New Berlin Trail itself and the connection to the Glacial Drumlin Trail.. More specifically, this task is looking to create a unique trail wayfinding system that can replace basic roadway signage and markings.

With a combination of on-street accommodations and off-street pathways, this is critical for both local and regional trail users alike. Additionally, with a combination of city, county and state trail systems, it is also critical to get continuity in wayfinding to assure that users are able to navigate effectively.

Currently, it appears that wayfinding signage is limited to text itself and is sporadically placed throughout the corridor. Additionally, the wayfinding currently is inconsistent in sign type-- with two different city-wide wayfinding styles and then

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standard “Bicycle Route” signage as well.

Our approach to this task will be to develop multiple wayfinding alternatives that incorporate signage elements of different detail as well as potential for on-road specialty marking as well. We recognize for a system to work, the logo needs to be easy to reproduce, legible from far distances and reflect the destination itself. Additionally, the system as a whole must be intuitive and comprehensive (in location and hierarchy).

The mapping itself will then be able to be reproduced for kiosks at trailheads; published on-line for the City, County, State, and Rails to Trails; and incorporated in a trail brochure that can be distributed at trailheads.

MEETINGS & DELIVERABLES

- Meetings:
 - (1) Project team meeting
 - (1) Parks, Recreation & Forestry Board meeting
- Deliverables:
 - Concept planning: (4) signage/ marking alternatives , (4) educational signage alternatives
 - Construction documents for selected options: (plans, details and special provisions for the wayfinding signs (selected”set”, educational signage (2 subjects) and kiosks)
 - Reproducible wayfinding map (*pdf & GIS)

CONSTRUCTION OVERSIGHT

Based on the RFP, we are planning to provide the leadership for the construction oversight with city staff assisting in inspection. The level of effort submitted with this proposal addresses the items requested, however, we feel it is important to note that we have worked with municipalities in the past to craft the oversight to best fit their needs and staffing when the project is actually constructed.

Ms. Fink will be leading this effort and has led construction oversight on many local park & trail projects. In the beginning of the project, Ms. Fink will work with the City (and contractor) to identify the following:

- Critical inspection efforts
- Preferred communication protocol with the contractor and the project team
- Regular project updates/check-ins (in addition to the bi-weekly)
- Continual outreach to the private property owners that have granted easements
- Public outreach and required traffic control (including trail closures)
- Required timing for pay applications (to align with City approval times)
- Change order processing
- Material submittals and approvals

MEETINGS & DELIVERABLES

- Meetings:
 - Pre-construction meeting
 - Bi-weekly Progress meetings
 - Preliminary & final punchlist review
 - Site visits, as necessary
- Deliverables: Construction oversight binder including:
 - Project correspondence including meeting minutes
 - Material submittals , tickets, and approval logs
 - Pay applications & change orders
 - As-builts along with full set of construction documents



EXPERIENCE & CAPACITY

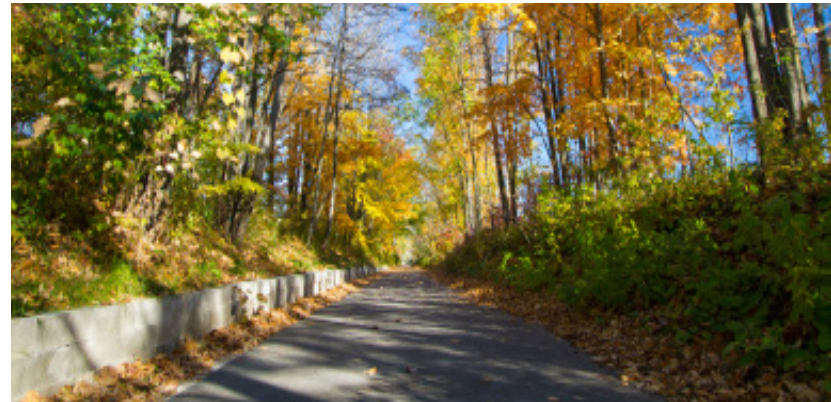
ABOUT KL ENGINEERING

KL Engineering is a woman-owned engineering firm with strong experience that includes services for the design of trails, structures, environmental regulations, lighting and electrical systems, and roadways. In addition to design, KL Engineering is experienced in construction oversight and can assist with property acquisitions.

Our staff is fully equipped to provide turnkey services for your trail project. From design and public involvement through permitting and construction oversight, we have staff to help navigate from concept development to final construction of your envisioned facility.

Maintaining excellent communication, being flexible and responsive, and delivering a quality product on schedule and within budget are trademarks of our organization and how we provide our clients quality results.

***Our experience makes your's
[A] Better Experience.***



COMPANY OVERVIEW

STAFF: 70+

Professional Landscape Architects
Planners
Professional Engineers
Lighting & Electrical Designers
Professional Land Surveyors
Structural Engineers
Stormwater Specialists
Traffic Engineers

SERVICES

Parks, Trails & Recreation
Lighting & Electrical Design
Environmental Services
Structural Engineering
Stormwater Engineering
Survey & Plat
Transportation Engineering
Traffic Engineering
Construction Oversight

OFFICES: 4

Madison
Green Bay
Menomonie
Germantown

FOUNDED: 1991

YOUR KL CONTACT

Lynda Fink, PLA
262.735.4856
lfink@klengineering.com
W175N11081 Stonewood Drive
Suite 211
Germantown, WI 53022

MULTI-USE TRAIL EXPERIENCE

The KL team has a plethora of experience with bike and pedestrian facilities of all types. With our background in fundraising, design, construction, and as past municipal owners, we offer a holistic perspective to your projects. Our municipal background gives us an insider understanding of your budget limitations and maintenance needs.

Successful design of facilities for bicyclists and pedestrians ties in with also understanding roadway and structure design; utility & real estate procedures; environmental impacts & permitting; government procedures; constructability; and long-term maintenance. The KL Team is experienced with all of these aspects and will design your facility to take all into consideration.



The following pages include specific trail projects that the KL team has led. We welcome you to contact the references for any additional information.



GRANT AND FUNDING DEVELOPMENT

Many times trails and open space projects fall short in funding and require public and private grants to build. We recognize that trails often require supplemental funding and are able to help if required for the New Berlin Connector Trail Phase II.

Our team has leveraged public and private dollars with a multitude of park & open space projects, which has then allowed for more extensive open spaces to be constructed in a shorter time-frame. We're currently working with several communities for WisDOT and WisDNR grants for their respective trail projects (Appleton, Greenfield, Forest County). Past City of West Bend projects that we've developed fundraising campaigns for are noted below:

AMOUNT	PROJECT	GRANT
\$1.5M	Eisenbahn State Trail and Train Depot Restoration	WisDOT CMAQ and TE
\$680K	Quaas Creek Park Riverwalk	WisDNR Stewardship/WisDNR Snowmobile/WisDOT CMAQ
\$30.5K	Trails Rehabilitation: Regner and Riverside Parks	WisDNR Stewardship
\$200K	Downtown Riverwalk Expansion	Service Clubs/Private Foundations
\$170.5K	Trails Expansion: Quaas Creek Park Riverwalk and Eisenbahn State Trail	Service Clubs/Private Foundations
\$46.4K	Rivershores Riverwalk	WisDNR Stewardship

TRAIL EXPERIENCE CHART

This chart highlights recent similar projects by KL's Team. Projects noted with an **asterisk (*) in blue** are detailed on the following pages.

	Key Elements & Staff															
	Trail Design	Structure Design	Hydraulics & Floodplains	WisDNR / ACOE Permitting	Wetlands	Railroad Impacts	Construction Oversight	WisDOT Non-Traditional	Utility Corridors	Road Intersection Improve.	Regional Trail	Real Estate	Within Last 5 years	Lynda Fink as PM/PL	Josh Mercier as Design Lead	Other KL Team Members
Jefferson Interurban Trail Jefferson County	+	+	+	+	+			+	+	+	+	+	+	+	+	+
Pewaukee to Brookfield Trail Waukesha County	+	+	+	+	+	+		+		+	+	+	+	+		+
Garver Path City of Madison	+	+	+	+	+			+					+		+	+
Pike River Shared-Use Trail Kenosha County *	+	+	+	+	+			+		+	+		+	+		+
CTH C Shared-Use Trail Kenosha County	+	+	+	+	+			+	+	+		+	+	+		
Waukesha to Brookfield Connector Trail Waukesha County*	+	+	+	+	+	+		+	+	+	+	+	+	+		
Bugline Trail Phase 1-4 Waukesha County*	+		+	+	+		+	+		+	+		+	+		
Glacial Drumlin State Trail Dane County *	+	+	+	+	+	+		+	+	+	+	+	+	+		+
CTH E Shared-Use Trail Kenosha County	+			+	+	+		+		+			+	+		+
Lake Country Trail Underpass Waukesha County	+	+						+	+	+	+	+	+	+		+
Northeast Regional Trail Extension City of Janesville *	+		+	+				+		+	+	+	+	+		+
Powerline Trail (Route of the Badger) City of Greenfield	+			+					+	+	+	+	+	+	+	
Oakleaf Trail Acquisition (3.5 mile Railroad Corridor)						+					+	+		+		+
Beerline Trail Acquisition (1.5 mile abandoned RR corridor acquisition)						+						+		+		
Quaas Creek Park Riverwalk City of West Bend	+	+		+	+		+	+						+		
Eisenbahn State Trail City of West Bend	+			+		+	+	+	+	+	+			+		
Province Terrace Trail City of Menasha	+	+	+	+	+	+	+			+		+	+	+		+
Retzer Nature Center Boardwalk Waukesha County	+	+		+		+							+	+		
Lutz Park Trail & Riverbank Stabilization City of Appleton	+			+			+					+	+	+		+
North Mendota Trail City of Middleton	+	+	+	+	+					+			+		+	+
Ice Age National Scenic Trail (CTH PD) City of Madison	+	+		+						+	+		+			+
STH 67 Shared-Use Pathway City of Oconomowoc	+	+		+						+			+			+

- EXECUTIVE SUMMARY
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- TIMELINE
- SITE VISITS & OTHER INFO

"Lynda demonstrated a high level of professionalism, paid attention to detail, provided well thought-out valued engineering and most importantly her passion and result-driven approach are exemplary. I am proud to say that the touristic Pike Trail in Kenosha County is a clear demonstration of the testament of Lynda's performance and result-driven approach."
~ Clement Abongwa, Highway Commissioner



Pike River Trail Shared-Use Path

Kenosha County, WisDOT ID 3330-00-05

This 1.5-mile trail was built within County right of way along STH 31 and CTH KR. Design challenges included significant wetland crossings, high volume adjacent vehicular traffic, signalization and intersection improvements, numerous structure additions and modifications and extensive WisDOT permitting/ use agreements.

The Pike River Trail is an important connection for the County's bike and pedestrian plan by providing a north-south link to a future northern trail designed by the Village of Mt. Pleasant.

With WisDOT funds and multiple jurisdictions involved, inter-agency coordination was key to making the project vision a reality from inception to construction.

KEY DESIGN ELEMENTS

- Trail Design
- WisDOT Non-Traditional Project
- Boardwalk & Structure Design
- Section 106 & 4(f) Documentation
- Endangered Species Coordination
- Highway Intersection improvements
- WisDOT Permitting
- Interagency Coordination
- State & Local Permitting
- STH Road Shoulder Conversion to Path
- Tied Projects
- Significant Alternative Analysis
- Public Involvement

PROJECT BASICS

Client

Kenosha County

Reference

Clement Abongwa
Highway Commissioner
clement.abongwa@kenoshacounty.org
262.653.1872

Dates

10/2015–06/2017

Construction: 2018 | \$1.2M

Project Team

Lynda Fink, PLA – Project Manager
(while at another firm)

Engineer's Estimated Cost: **\$1.15 million**

As-Bid Cost: **\$1.2 million**

As-Built Construction Cost: **Unknown - different firm**

"The KL Engineering team has outstanding technical expertise in all phases of park and trail project development; from initial design through construction management. Their highly qualified and friendly staff provide innovative ideas that are backed by years of in the field experience." ~ Chris James, Senior Landscape Architect



Glacial Drumlin Trail

Dane County | WisDOT ID 5556-02-00

Lynda worked with Dane County and KL Engineering to design this five-mile connection in the state-wide Glacial Drumlin Trail currently reaching from Waukesha to Dodgeville. During concept design, challenges with previously purchased WisDNR easements, the WisDOT process/deadlines, and the removal of condemnation powers for trail projects were discovered.

The project was modified to 100% locally funded and was truncated to the 1st mile while the County explores alternative easements for the residual part of the project.

The first mile of the project includes the construction of two bridges, boardwalks, a railroad crossing, a parking lot, and asphalt trail. The County is planning on utilizing a combination of bridges, boardwalk, and asphalt trail (with extensive fill) to bridge the wetland areas.

KEY DESIGN ELEMENTS

- Trail Design
- WisDOT Non-Traditional Project
- Boardwalk & Structure Design
- Railroad Crossing Coordination
- Wetlands
- Interagency Coordination
- State & Local Permitting
- Tied Projects
- Significant Alternative Analysis
- Public Involvement
- Real Estate Coordination

PROJECT BASICS

Client

Dane County
Reference
 Chris James
 Senior Landscape Architect
 james@countyofdane.com
 608.224.3763

Dates

08/2017–12/2018

Project Team

Lynda Fink, PLA – Project Manager
 (while at another firm)
 Samantha Herheim, PE –
 KL Engineering WisDOT Management
 Consultant

Engineer's Estimated Cost: \$3,000,000+ (preliminary concept)

As-Bid Cost: NA - in design

As-Built Construction Cost: NA - in design



Waukesha/Pewaukee to Brookfield Trail

Waukesha County | WisDOT ID 2718-14-00/-01

Lynda worked with Waukesha County and WisDOT on preliminary design and environmental documents for a 5.2-mile trail connecting the City of Waukesha to the City of Brookfield.

The County's preliminary design incorporated a 10-foot wide trail, five 14-foot wide railroad bridge rehabilitations, a proposed new railroad crossing at I-94, roadway crossings with ADA updates, signage, and the development of a trailhead in Brookfield. Extensive utility relocations, major grading, retaining walls, and floodplain impact minimization were key components to the southern portion. The northern portion was to be constructed within a County-owned abandoned rail corridor adjacent to residential properties.

During detailed design of the railroad crossing, the concept of an at-grade railroad crossing was eliminated due to safety issues. Alternatives such as an overpass adjacent to I-94 and the Fox River were cost and environmentally prohibitive.

Detailed alternative planning then allowed for a new project to be developed and ultimately funded through WisDOT (Pewaukee to Brookfield Trail).

KEY DESIGN ELEMENTS

- Trail Design
- WisDOT Non-Traditional Project
- Structure Design
- Extensive Public Involvement
- Railroad Coordination
- Wetlands
- Utility
- Interagency Coordination
- State & Local Permitting
- HazMat Coordination
- New Trailhead in Brookfield
- Development of "Natural Corridor" in a Residential Corridor
- Significant Alternative Analysis

PROJECT BASICS

Client

Waukesha County

Reference

Steve Brunner
Park System Manager
sbrunner@waukeshacounty.gov
262.548.7804

Dates

03/2015–01/2016 (original)
04/2019 - ongoing

Project Team

Lynda Fink, PLA – Project Manager

Engineer's Estimated Cost: **\$2.4 million**

As-Bid Cost: **NA - in redesign**

As-Built Construction Cost: **NA - in redesign**



*The City of Janesville enjoyed working with the KL trail team "which not only provided great project leadership for the NE Regional Trail but also served in the capacity of Management Consultant on behalf of DOT. The KL trail team really understands trail design, fundamental project management, and the complex WisDOT Non-Traditional project delivery process."
~ Mike Payne, Janesville City Engineer*

NE Regional Trail Extension

City of Janesville, WisDOT ID 5990-01-24

Lynda worked with the City of Janesville and KL Engineering in the Management Consultant capacity to design this 1.5 mile regional trail extension. The trail alignment followed a future greenway corridor, through the NE Regional Park (largely undeveloped) and connected in with existing roadway multi-modal facilities.

The trail alignment traveled close to existing residences and aggressive public involvement (snapshot of video from a PIM above) was required along with design allowances to try to minimize residential impacts. Challenging topography also required multiple alternative alignments and ultimately drainage improvements.

A single parcel was required for the extension of the greenway. Based on local priorities, the project was fast-tracked and ready for bidding in early 2019.

KEY DESIGN ELEMENTS

- Trail Design
- WisDOT Non-Traditional Project
- Structure Design
- Extensive Public Involvement
- Property Acquisition
- State & Local Permitting
- Roadway Safety Improvements
- Significant Alternative Analysis
- Public Involvement
- Stormwater Improvements

PROJECT BASICS

Client

City of Janesville

Reference

Mike Payne
City Engineer
paynem@ci.janesville.wi.us
608.755.3164

Dates

4/2018–12/2019

Project Team

Lynda Fink, PLA – Project Manager (while at another firm)
Samantha Herheim, PE – KL Engineering WisDOT Management Consultant

Engineer's Estimated Cost: **\$623,000**

As-Bid Cost: **\$535,146**

As-Built Construction Cost: **NA - in construction**



Lynda was instrumental in ensuring that all aspects of the project were completed correctly, on time, and within budget. ...the project has been a huge success, as evidenced by the tremendous amount of use that the trail now receives, and from the many positive comments that we hear from County residents."
 ~ Steven Brunner, Park System



Bugline Trail Phases 1 - 4

Waukesha County | WisDOT ID 2984-74-72/73

Lynda worked with Waukesha County and WisDOT on preliminary design and Phases 1 and 2 of this Rails-to-Trails conversion project included widening the trail while minimizing impacts to adjacent wetlands, slopes, and vegetation.

Lynda also provided construction oversight and reimbursements in accordance with WisDOT Non-Traditional projects. Challenges included limited access for long sections of the trail, minimization of mature tree removal, coordination of contractor work with County work, construction while under public use, public outreach, over-excavations, and extensive environmental regulations.

Phases 3 and 4 were complete trail design & construction oversight utilizing 100% local funds.

Lynda led the design and construction oversight of these projects while at another firm.

KEY DESIGN ELEMENTS

- Trail design
- Retaining walls
- Landscape architecture
- Intersection improvements to meet ADA requirements
- Signage/wayfinding
- Extensive wetlands
- Minimization of tree removal
- Over-excavation and HazMat
- Public outreach
- Local & WisDOT Projects
- Construction staging and oversight

PROJECT BASICS

Client

Waukesha County

Reference

Steve Brunner
 Park System Manager
 sbrunner@waukeshacounty.gov
 262.548.7804

Dates

03/2013–01/2016

Project Team

Lynda Fink, PLA – Project Manager (while at another firm)

Engineer's Estimated Cost: **\$2.5 million**

As-Bid Cost: **\$2.35 million**

As-Built Construction Cost: **\$2.3 million**

REFERENCES

The KL Team pride themselves on working with municipalities from concept development through construction and creating spaces that are unique, accessible, safe, and long-lasting.

In addition to the references shown on the project pages, below are a few others that can share their experiences.

Reference: Tom Flick, Deputy Director PRF

City of Appleton Parks

920.832.3915

Tom.Flick@Appleton.org

Project: Various City of Appleton projects

Team Relationship: Lynda Fink with design & construction

Reference: Brian Tungate, PRF Director

City of Menasha PRF

920.967.6341

btungate.ci.menasha.wi.us

Project: Province Terrace Trail

Team Relationship: Lynda Fink with design & construction

Reference: Jeff Katz, PE City Engineer

City of Greenfield

414.939-8322

Jeffrey.Katz@GreenfieldWI.us

Project: Powerline Trail

Team Relationship: Lynda Fink & Josh Mercier with funding & design

Reference: Brian Udovich, Assistant Highway Commissioner

Jefferson County Highway Department

920.674.7273

BrianU@jeffersoncountyiwi.gov

Project: Jefferson Interurban Trail

Team Relationship: Lynda Fink & Josh Mercier with design



PERSONNEL LISTING



LYNDA FINK, PLA | PROJECT MANAGER & CONSTRUCTION LEADER

Lynda will serve as the Project Manager overseeing all deliverables and lead the construction oversight. Lynda will also be leading all public involvement & stakeholder discussions. Lynda specializes in multi-modal project oversight, from conceptual planning through design and construction. She is also well-versed in acquiring land interests for trail properties. Her 20 years of comprehensive experience includes serving as a Landscape Architect for the City of West Bend, as a Local Program Management Consultant for WisDOT, and as a consultant—in design and construction oversight.

EDUCATION

BS—Landscape Architecture
Secondary Emphasis in Horticulture | UW—Madison

PROFESSIONAL REGISTRATIONS

Professional Landscape Architect (PLA): WI
WisDOT Certified Acquisition Agent

PROFESSIONAL ASSOCIATIONS

Wisconsin Park & Recreation Association (WPRA)
International Right of Way Association (IRWA)

AREAS OF EXPERTISE

- Park & Trail Planning & Design
- ADA Compliance
- Public Outreach & Consensus—building
- Fundraising Campaigns/Concept Renderings
- Multi—government Agency Coordination
- Marketing Campaigns
- Local ACOE/WisDNR Permitting
- Trail Construction Oversight
- Eminent Domain for Trail Projects

REPRESENTATIVE EXPERIENCE

Ms. Fink served as the project manager and landscape architect for the following recent trail projects detailed in the “Experience & Capacity” Section while at another firm:

- Pike River Shared Use Trail, Kenosha County
- Glacial Drumlin Trail, Dane County
- Waukesha/Pewaukee to Brookfield Trail Connector, Waukesha County
- NE Regional Trail Connector, City of Janesville
- Bugline Trail, Waukesha County

SPEAKING ENGAGEMENTS

- **Expanding Your System: The How-To with Land Purchases**, WPRA Annual Conference, 2016
- **Crossing the Chasms: Working with Boardwalks and Bridges**, WPRA Annual Conference, 2016
- **Grant Administration: Dotted the “I”s and crossing the “T”s**, WPRA Annual Conference, 2012
- **Trails, Sidewalks, and Acronyms**, WPRA Annual Conference, 2012
- **WisDOT Grant Non-Traditional Project Implementation**, WisDOT SE Region Training, 2012
- **WisDOT Grant Non-Traditional Project Implementation**, WisDOT Statewide Training, 2011
- **Matching State and Private Funds with Bike/Pedestrian Transportation and Open Space Projects**, WAPA/WASLA Annual Conference, 2010



EDUCATION

BS–Civil Engineering | UW–Madison

PROFESSIONAL REGISTRATIONS

Professional Engineer: WI

JOSH MERCIER, PE | LEAD DESIGNER

Josh will be the lead designer on the project. Josh is well-versed in geometric design of projects including rural and urban trails and roadways. Other strengths include extensive experience of designing in wetlands, hydraulic modeling, utility coordination, project stakeholder coordination, and vast experience of design and plan production in AutoCAD Civil 3D. Josh also brings multi-modal design experience to the project team through a previous position as a Traffic Engineer for the City of Madison.

AREAS OF EXPERTISE

- Multi-modal Design
- Traffic Engineering & Safety Improvements
- Intersection Design
- Geometric Design
- Stormwater Design & Modeling
- Public Outreach & Involvement
- Utility Coordination
- AutoCAD Civil 3D Design & Modeling

RECENT REPRESENTATIVE EXPERIENCE

- Jefferson Interurban Trail | Jefferson County
- Powerline Trail | City of Greenfield
- North Mendota Trail | City of Middleton
- Garver Path | Dane County
- CTH M Trail | Dane County

KEY PROJECT SUMMARIES

- **Garver Path:** Josh is serving as the Lead Designer on the 1-mile long Garver Path Project. This project consists of two bridges over Starkweather Creek, a 500-foot wetland crossing with design alternatives including a combination of wetland fill and asphalt path, traditional boardwalk, concrete deck boardwalk, and traditional bridge solutions. The trail will also share an access road with vehicular traffic and a railroad crossing.
- **Madison Multi-modal Design.** While working for the City of Madison, Josh had a heavy focus on projects with a multi-modal emphasis. This included complicated pedestrian and trail crossings including simple marking and signing to RRFB installations. Other challenges encountered included designing for on-road bicycle accommodations with bike lanes, shared lane arrows (sharrows), green bike boxes, and other AASHTO/MUTCD approved methods. Josh was also involved in design projects along streets designated as Bicycle Boulevards.
- **Jefferson Interurban Trail:** Josh is serving as the Lead Designer (teamed with Lynda) on this 5-mile trail in an existing WeEnergies Corridor. The path has challenges relative to utilities, agricultural access, wetlands, steep running and side slopes, existing substandard structures and the associated WisDOT reporting.



DAVE TOLLEFSON | PLANNER

Dave will assist in the initial route planning, GIS work, evaluating environmental challenges, and completing the local permitting. Dave specializes in environmental documentation, multi-governmental agency coordination, and public involvement. With over 13 years of experience, Dave has extensive experience in GIS mapping and is well versed on interpreting and integrating mapping into planning projects.

EDUCATION

BS–Economics
MS–Urban & Regional Planning

PROFESSIONAL ASSOCIATIONS

Professional American Planning Ass'n

AREAS OF EXPERTISE

- Corridor planning
- Public Outreach & Involvement
- Local Permitting
- Agency Coordination
- Geographic Information Systems (GIS) Analysis
- WisDOT Environmental Processes
- HazMAT Reporting



CHARLIE DENU, PLS | SURVEYOR

Charlie will lead survey on the project. Charlie is an experienced Professional Land Surveyor (PLS) with over 19 years experience in the field. He has extensive experience working on survey and plat projects for both municipalities and WisDOT.

EDUCATION

BS–Secondary Education
AD–Civil Engineering Technology

PROFESSIONAL REGISTRATION

Professional Land Surveyor: WI

AREAS OF EXPERTISE

- Boundary, Topographic & ALTA Surveys
- Plat Preparation
- Legal & Easement Descriptions
- Certified Survey Maps
- Records Research
- GPS, Total Station, Robotics
- Field Staking

KL also has certified drone pilots and capabilities to include aerial photography/videos as part of the project for design development, agency coordination, and public outreach activities.



Heartland Ecological Group, Inc.: Wetland Delineation

Based on the extensive wetlands within the project corridor, a full wetland delineation will be required. KL has worked with Heartland Ecological Group on all of our trails as well as other transportation projects.

Jeff Kraemer will be the project lead and is the founder of Heartland Ecological Group, Inc. He has over 19 years of experience and is the longest standing WisDNR -assured wetland delineator in Wisconsin. Jeff is a recognized expert in the field of wetland ecology and delineation; wetland restoration and mitigation banking; and regulatory policy and permitting associated with wetlands and waterways.

THE RESOURCE TEAM

The following KL staff will be available as resources throughout the project if needed. Their strong experience with these types of projects lends strength to the KL Team.



EDUCATION

BS in Civil Engineering | Michigan Technological University

PROFESSIONAL REGISTRATION

Professional Engineer: WI, MN

CHAD HALVERSON, PE | STRUCTURAL ENGINEER

If needed, Chad can provide structural design on the project. Chad has 23 years experience in a multitude of structure types from bicycle/pedestrian structures and box culverts to local and highway bridges. Chad will be available to design any large culverts or boardwalks end up being required on the northern end of the project.

AREAS OF EXPERTISE

- WisDOT Structures process
- Bike/Pedestrian bridges
- Boardwalks
- Retaining Walls
- Box Culverts
- Concrete slab and pre-stressed bridges

RECENT REPRESENTATIVE EXPERIENCE

- CTH M Trail, Dane County
- Garver Path, Dane County
- NE Connector Trail, Middleton
- Pewaukee to Brookfield Trail, Waukesha County
- Jefferson County Interurban Trail



EDUCATION

BS - Landscape Architecture | UW - Madison

PROFESSIONAL REGISTRATION

Professional Land Surveyor , WI

TIM HELD, PLS | PLAT PREPARER

If needed, Tim can prepare plats, easements, legal descriptions, and other real estate related documents. Tim has 20 years experience in plat and survey work with projects of all sizes. He has extensive experience in land records research and interpretation, as well as boundary reconciliation. Tim is available to assist with any plat or easement documents ultimately required for the “neighbor” properties.

AREAS OF EXPERTISE

- Plat Preparation
- Legal & Easement Descriptions
- Certified Survey Maps
- Records Research
- GPS, Total Station, Robotics
- Boundary, Topographic, & Alta surveys

RECENT REPRESENTATIVE EXPERIENCE

- USDA-NRCS Wetlands Agricultural Conservation Easement Program | Statewide
- CTH M Trail, Dane County
- NE Connector Trail, Middleton
- Pewaukee to Brookfield Trail, Waukesha County
- USH 18/151 | Iowa & Dane Counties

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TEAM AVAILABILITY

Our team has the availability to complete the project as the City has requested. We have outlined our current commitments below:

KEY STAFF & ROLE	CURRENT COMMITMENTS	% AVAILABILITY
LYNDA FINK, PLA Project Manager/Construction Leader	<ul style="list-style-type: none"> Pewaukee to Brookfield Trail Waukesha County Jefferson County Interurban Trail Jefferson County Middleton Pheasant Branch Creek Trail Master Plan City of Middleton Powerline Trail City of Greenfield USH 8 Feasibility Study & Bicycle/ Pedestrian Comprehensive Plan Forest County Potawatomi Community 	60% SEPT 2019 - JANUARY 2020 70% FEBRUARY 2020 - ONWARD
JOSH MERCIER, PE Design Engineer	<ul style="list-style-type: none"> Garver Path Trail Madison Jefferson County Interurban Trail Jefferson County North Mendota Trail Middleton USH 8 Feasibility Study & Bicycle/ Pedestrian Comprehensive Plan Forest County Potawatomi Community 	50% SEPT 2019 70% OCT 2019 - ONWARD
DAVE TOLLEFSON Environmental Planner	<ul style="list-style-type: none"> CTH M Dane County Garver Path Trail Madison Jefferson County Interurban Trail Jefferson County North Mendota Trail Middleton 	70% SEPT 2019 - FEB 2020 90% MAR 2020 - ONWARD
CHARLIE DENU Surveyor	<ul style="list-style-type: none"> Pewaukee to Brookfield Trail Waukesha County Jefferson County Interurban Trail Jefferson County Lower Yahara River Trail Dane County Various bridges Statewide CTH M Dane County USH 12 Dane County 	60% SEPT - NOV 2019 80% DEC 2019 - ONWARD

TIMELINE

NEW BERLIN CONNECTOR TRAIL PHASE II

TASK	DURATION
PROJECT KICK-OFF	SEPTEMBER 23, 2019
BICYCLE & PEDESTRIAN FACILITIES PLAN	SEPT - DEC 2019
DATA COLLECTION & ALTERNATIVES DEVELOPMENT	SEPT- OCT 2019
MEETINGS WITH NEIGHBORS	OCT 2019
PUBLIC OUTREACH MEETING	NOV 2019
ALTERNATIVE MEMO	NOV 2019
PARKS, RECREATION & FORESTRY BOARD MEETING	DEC 2019
COMMON COUNCIL MEETING (ADOPTION OF AMENDMENT)	DEC 2019
CONCEPT PLANNING	OCT - APRIL 2020
DATA COLLECTION - WETLANDS, ENVIRONMENTAL , GEOTECH, SURVEY	OCT 2019 - JAN 2020
MEETING WITH NEIGHBORS/ DEVELOPMENT OF PROPERTY DOCUMENTS	DEC 2019 - MARCH 2020
PRELIMINARY PLANS/ ESTIMATES SUBMITTED	APRIL 2020
BICYCLE & PEDESTRIAN WAYFINDING SYSTEM	APRIL - SEPT 2020
DEVELOPMENT OF CONCEPT SIGNING/ MARKING	APRIL - MAY 2020
MAP FOR PUBLIC BROCHURE/ KIOSKS COMPLETED	JUNE 2020
PARKS, RECREATION & FORESTRY BOARD MEETING TO APPROVE	JULY 2020
DRAFT SIGNAGE/ MARKING CONSTRUCTION DOCUMENTS SUBMITTED	AUG 2020
FINAL SIGNAGE/ MARKING CONSTRUCTION DOCUMENTS	SEPT 2020
FINAL PLANS/ CONSTRUCTION DOCUMENTS	MAY 2020 - JAN 2021
PROJECT TEAM MEETING	MAY 2020
PERMITS SUBMITTED/APPROVED	JULY 2020 - SEPT 2020
DRAFT CONSTRUCTION DOCUMENTS/SPECIAL PROVISIONS/ ESTIMATE	AUG 2020
PROJECT TEAM MEETING	SEPT 2020
FINAL CONSTRUCTION DOCUMENT PACKAGE SUBMITTED	OCT 2020
PROJECT BID & AWARDED	NOV 2020 - JAN 2021
CONSTRUCTION OVERSIGHT	MAY - AUG 2021

Achieving the timeline above is largely dependent on expedited reviews and approvals --- with the property owners, city departments, and boards and permitting agencies.



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SITE VISITS & OTHER INFORMATION

SITE VISITS / MEETINGS

In the scope of services, we've detailed the anticipated meetings per each task-- following the assumptions provided within the RFP and then adding as necessary. We've listed all meetings per task below. Site visits would be planned concurrently with project team meetings.

BICYCLE & PEDESTRIAN FACILITIES PLAN UPDATE

- (3) Property owner "Neighbor" meetings
- (1) Public outreach meeting (including Bicycle advocacy groups)
- (1) Parks, Recreation, & Forestry Board meeting
- (2) Project team meeting/ site visit

CONCEPT PLAN

- (3) Property owner "Neighbor" meetings
- (1) Project team meeting/site visit

FINAL PLANS/ CONSTRUCTION DOCUMENTS

- (1) Project team meeting

WAYFINDING/ SIGNAGE PLAN

- (1) Project team meeting
- (1) Parks, Recreation, & Forestry Board meeting

CONSTRUCTION OVERSIGHT

- Pre-construction meeting
- Bi-weekly Progress meetings
- Preliminary & final punchlist review
- Site visits, as necessary



OTHER INFORMATION

KL Engineering has a strong familiarity with regional and local trails alike. Our team has worked/are working on a multitude of trail systems that are included within the Route of the Badger including, but not limited to, the following:

- Oak Leaf Trail (Milwaukee county)
- Powerline Trail (City of Greenfield)
- Crosstown Connector (City of West Allis)
- Beerline Trail (City of Milwaukee)
- Glacial Drumlin Trail (Dane County)
- Bugline Trail (Waukesha County)
- Lake Country Trail (Waukesha County)
- Pike River Trail (Kenosha County)

With this experience, we've encountered many of the same challenges that face this project.

A combination of trail and on-road facilities is not uncommon for regional trails and we've successfully worked with communities to build both. The need for some real estate interests is sometimes necessary to build the safest route, and we've assisted with fee and easements acquisition as well as the development of MOUs. We've worked with challenging permitting situations (WisDNR, ACOE, WisDOT, Railroads) and fully recognize the red tape involved, successful approaches, and the associated timing.

Our team has worked with Waukesha County Parks and planning on many trail projects through the years and would welcome the opportunity to work with the City on making this local and regional connection as well.



**KL Engineering Cost Proposal:
New Berlin Connector Trail: Phase II**

Base Project

Meetings noted in blue

TASK	Lynda Fink, PLA Project Manager		Josh Mercier, PE Lead Designer		Dave Tollefson Planner/GIS		Charlie Denu, PLS Lead Surveyor		Cad Technician		Surveyor		Wetland delineation	Totals	
	\$130.00		\$105.00		\$110.00		\$105.00		\$77.00		\$70.00			Hours	Cost
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost			
Bicycle & Pedestrian Facilities Plan Update														152	\$17,360.00
<i>Data collection /Kick-off/Site Visit</i>	10	\$1,300.00	18	\$1,890.00										28	\$3,190.00
<i>(3) Property owners (neighbors) meeting</i>	12	\$1,560.00												12	\$1,560.00
<i>Public Outreach meeting (PM & lead designer in attendance)</i>	6	\$780.00	16	\$1,680.00	18	\$1,980.00								40	\$4,440.00
Alternative report	4	\$520.00	24	\$2,520.00	8	\$880.00								36	\$3,920.00
<i>(1) Project Team Meeting/ site visit</i>	6	\$780.00	6	\$630.00										12	\$1,410.00
<i>Presentation to PRF</i>	8	\$1,040.00												8	\$1,040.00
Amendment to bicycle/ Pedestrian Facilities Plan narrative, cost, mapping)	4	\$520.00	8	\$840.00	4	\$440.00								16	\$1,800.00
Concept Plan														159	\$ 18,932.00
Data collection: General			6	\$630.00										6	\$630.00
Data collection: Wetland Delineation	1	\$130.00										\$2,800.00		1	\$2,930.00
Data collection: Survey	1	\$130.00	2	\$210.00			14	\$ 1,470.00			40	\$ 2,800.00		57	\$4,610.00
<i>Project Team Meeting/ Site Visit</i>	4	\$520.00	4	\$420.00										8	\$940.00
Preliminary Environmental Investigations	2	\$260.00			6	\$660.00								8	\$920.00
<i>(3) Property owners (neighbors) meeting</i>	12	\$1,560.00												12	\$1,560.00
Preliminary R/W linework (NOT formal plat)	1	\$130.00	4	\$420.00		\$0.00								5	\$550.00
30% plans, cost estimate, timeline	4	\$520.00	48	\$5,040.00		\$0.00			16	\$1,232.00				68	\$6,792.00
														0	\$0.00
Final Plan/construction documents (not including signage)														168	\$16,568.00
<i>Project Team Meeting</i>	4	\$520.00												4	\$520.00
Permitting (WisDNR WRAPP, WisDNR NR 103)	4	\$520.00		\$0.00	24	\$2,640.00								28	\$3,160.00
Draft Construction documents (plans, specs, estimate, bid tab)	12	\$1,560.00	48	\$5,040.00		\$0.00			60	\$4,620.00				120	\$11,220.00
Final Construction documents & project delivery	4	\$520.00	8	\$840.00		\$0.00			4	\$308.00				16	\$1,668.00
Totals	99	\$12,870.00	192	\$20,160.00	60	\$6,600.00	14	\$ 1,470.00	80	\$6,160.00	40	\$ 2,800.00	\$2,800.00	479	\$52,860.00
															Mileage reimbursable @ \$.58/mile
															\$210.00
															Total, specific rate, not to exceed: \$53,070.00

Wayfinding/signage: See separate fee sheet	
Construction Oversight: see separate fee sheets	
Unit price per meeting	
Project team meeting or site visit (Lynda & Josh)	\$940.00
Project Team, property owner or site visit meeting - PM only	\$520.00
Presentation to PRF Board (depending on scope)	\$520.00 - \$1,040.00

Comments:

- Meeting times listed include preparation, travel, meeting itself and follow-up
- Work associated with the Bicycle & Pedestrian Facilities Plan update assumes the City will provide KL with the GIS files associated with the current plan.
- Survey hours are based on the following:
 - picking up intersection curb ramps, the areas by Carroll University (in-between the RR tracks, the curbed parking lot, the road and the parking lot near the tennis courts).
 - the trail heading north within the forested area east of Eaton's parking lot. No survey of the parking lot is currently included.
 - on-road accommodations from Carroll University to the Glacial Drumlin Trail.
 - no inclusion of survey to be completed for R/W documentation.
 - utilizing city benchmarks for vertical control.
- Wetland delineation is based on delineating the areas as shown on the attached map.
- Construction documents include all plan sheets noted in the RFP plus wayfinding & marking plan which will incorporate basic trail signage and pavement markings for the route.
- Fees:
 - Invoicing will occur monthly and is net 30.
 - Fees are based on specific rate plus expenses, not to exceed amount of \$53,070.00.

NEW BERLIN TRAIL PHASE II WETLAND DELINEATION AREA

