AMENDED AGENDA
PUBLIC WORKS COMMITTEE MEETING
Wednesday, February 12th, 2025 at 5:30 p.m.
Allouez Village Hall, 1900 Libal Street

1. CALL TO ORDER/ ROLL CALL
2. MODIFY/ADOPT AGENDA
3. APPROVAL OF JANUARY 15TH, 2025 MINUTES
4. ANNOUNCEMENTS
   a. Notice of Bid Advertisement for Street Resurfacing Project, AL-2025-04
5. PUBLIC APPEARANCES

NEW BUSINESS:

6. DISCUSSION/ACTION RE: FUTURE PUBLIC WORKS COMMITTEE MEETING SCHEDULE
7. DISCUSSION/ACTION RE: 2025 SEWER LINING PROJECT BID RESULTS
8. DISCUSSION/ACTION RE: 2025 STORM LATERAL SPECIAL ASSESSMENTS
   a. Schedule
   b. Engineering Report
9. **DISCUSSION/ACTION RE: RESERVOIR IMPROVEMENT PROJECT - ENGINEERING SERVICES**

~~***DISCUSSION/REPORT:***~~

~~9. DISCUSSION RE: 2025 STORM LATERAL SPECIAL ASSESSMENTS~~
   ~~a. Preliminary Resolution of Intent to Levy Special Assessments~~
   ~~b. Engineering Report~~
   ~~c. Notice of Special Assessment Hearing~~
   ~~d. Letter to Resident~~

10. FUTURE AGENDA ITEMS
11. ADJOURNMENT

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above noticed meeting to gather information; no action will be taken by any governmental body at the above noticed meeting other than the governmental body specifically referred to above in this notice.

PUBLIC WORKS COMMITTEE MEETING Minutes
Wednesday, January 15th, 2025 at 5:30 p.m.
Allouez Village Hall, 1900 Libal Street

CALL TO ORDER/ ROLL CALL
Chairperson Genrich called the meeting to order at 5:30 p.m.

Present: Genrich, Lefebvre, Leiterman
Also present: Gehin, March
Excused: Collison and Beyler

MODIFY/ADOPT AGENDA
Leiterman/Lefebvre moved to adopt the agenda as presented. Motion carried.

APPROVAL OF DECEMBER 11, 2024 MINUTES
Lefebvre/Leiterman moved to approve the December 11th, 2024 minutes as presented. Motion carried.

ANNOUNCEMENTS
a. Repair of HWY 172 Bridge the week of 02/17/2025

PUBLIC APPEARANCES
- None

UPDATED 5-YR CAPITAL IMPROVEMENT PLAN
a. 2025 Street Resurfacing Project
S. Gehin:
- On an annual basis the Village resurfaces a handful of streets to preserve and prolong the life of existing asphalt pavement.
- This year's proposed street resurfacing project includes the following streets:
    - E. Ledgeview Street – Webster Avenue to S. Clay Street
    - Gwynn Street – Clay Street to Libal Street
    - Normandy Lane – Hoffman Road to the Cul-de-sac
    - East River Drive – Hoffman Road to Broadview Drive
    - Braebourne Court – Du Charme Lane to the Cul-de-sac
- Similar to past projects, an alternate street will be bid in the event the Village receives favorable bid prices.
    - Bid Alternate No. 1 – W. Mission Road – West of Du Charme Lane (200 feet)
- The 5-yr Capital Improvement Plan (CIP) has been updated to reflect this year's proposed Street Resurfacing Project and has been attached to the staff report.
- In addition to asphalt paving, the project includes:
    - Spot repair of defective curb and sidewalk
    - Spot repairs to manholes, inlets and sewer
    - Landscape restoration
- The estimated cost of the street resurfacing project is approximately $700,000.
- The funding for the street resurfacing project is supported primarily by the Public Work's paving and repair budgets ($500,000).

Discussion:

What is the plan and anticipated timeframe for the paving of Broadview Drive?

Leiterman/Lefebvre moved to recommend to the Village Board to proceed with the bidding of the resurfacing project as presented in the updated 5-yr Capital Improvement Plan. Motion carried.

FINAL ASSESSMENT OF 2024 LIBAL STREET STORM SEWER

S. Gehin:

- The final storm lateral special assessments for the Libal Street Project have been determined and are included in agenda packet.
- The final storm lateral assessments are less than the estimated assessment as presented in the Engineering Report and previously provided to affected property owners.
- Per State Statue, if project cost is less than the estimated special assessments, the Village without notice, shall reduce special assessment charges.
- Village Board approval of the Final Resolution to Levy Special Assessments establishes the final cost based on the construction cost.
- With adoption of the Final Resolution, the Village Board is authorizing staff to carry out special assessments and work to invoice residents in the spring of this year.

Discussion:

Why are some special assessment charges $888.67 and $1,777.33?

Lefebvre/Leiterman moved to recommend to the Village Board to approve the Final Resolution to Levy the Libal St. Storm Lateral Special Assessments. Motion carried.

FEDERAL HIGHWAY SAFE STREETS AND ROADS FOR ALL GRANT

S. Gehin:

- In 2023, Brown County was awarded a Federal Highway "Safe Streets and Roads for All Grant" to hire a consultant to write a Road Safety Plan for local roadways.
- The purpose of the county-wide plan is to identify location specific safety challenges impacting the local road system.
- The grant funding is an 80/20 match program with the federal government responsible for 80% of the cost and local municipalities providing 20%.
- The Village's estimated cost to participate (if all choose to participate) is $1,946.42.
- Participation is required to be eligible for future Federal Highway Safety Improvement Program funding.

Leiterman/ Genrich moved to recommend to the Village Board to participate in the Safe Streets and Roads for All Grant in the estimated amount of $1,946.42. Motion carried.

WATER DEPARTMENT MILESTONE DATES FOR CORRECTION OF SANITARY SURVEY DEFICIENCIES

S. Gehin:

- In November of 2022 the DNR conducted a sanitary survey of the Village's water system.
- The purpose of the survey is to review the Village operation, maintenance and repair of the public water system (PWS) to ensure the delivery of safe drinking water.
- The report identified a number of deficiencies that required correction and timeline for repair.

- All the deficiencies have since been addressed with exception of the following:
    - Vande Hei (AZ-2) Rectangular Reservoir
        - Overflow Discharge (Adjust to 12- to 24-Inch above Ground Surface)
        - Roof Access Hatches (No less than 24-Inch Height)
        - Roof Slope (1.5% Min. Roof Slope)
        - Hairline Crack in South Wall (Clean and Seal)
    - Vande Hei (AZ-2) Circular Reservoir
        - Overflow Discharge (Adjust to 12- to 24-Inch above Ground Surface)
    - Dauphin Street Reservoir
        - Overflow Discharge (Adjust to 12- to 24-Inch above Ground Surface)
- The DNR provided a deadline of 12/31/2024 for correction of the above deficiencies.
- The deficiencies above do not represent an immediate risk to the drinking water quality. In general, the above noted features are no longer code complaint and require correction.
- The Village has begun the planning, securing of resources (funds and engineering) and facilitating of a Reservoir Roof Replacement and Overflow Improvement project.
- To ensure adequate time is allotted for the Roof Replacement and Overflow Improvement Project the Village requested an extension to December 31st of 2026.
- The DNR has agreed to extend the deadline for correction of the above deficiencies to December 15th, 2025.
- In the coming days staff will be reaching out to consulting firms to obtain additional proposals for the engineering, plan preparation, permitting and inspection of work.

Discussion:

Will the DNR deadline allow enough time to complete the work?

FUTURE AGENDA ITEMS

- None

ADJOURNMENT

Lefebvre/Leiterman moved to adjourn at 6:13p.m. Motion carried.

Minutes submitted by Jim March and Sean Gehin

ADVERTISEMENT FOR BIDS

AL-2025-04 STREET RESURFACING PROJECT
VILLAGE OF ALLOUEZ
Brown County, Wisconsin

Notice is hereby given by the Village Board, Village of Allouez, Brown County, Wisconsin, that it will receive sealed bids for AL-2025-04 Street Resurfacing Project until 10:30 a.m., on Tuesday, February 18th, 2025, at the Allouez Village Hall, 1900 Libal Street, Green Bay, WI, at which time and place all bids will be publicly opened and read aloud.

Base and Alternate Bids are requested for the Hot Mix Asphalt resurfacing of the following streets:

BASE BID

E. Ledgeview St. (Webster Ave. to Clay St.)
Gwynn St. (Clay St. to Libal St.)
Normandy Ln. (Hoffman Rd. to the Cul-De-Sac)
East River Dr. (Hoffman Rd. to Broadview Dr.)
Braebourne Ct. (Du Charme Ln. to the Cul-De-Sac)

ALTERNATE BID

W. Mission St. (west of Du Charme Ln.)

OWNER – The Village of Allouez and the Department of Public Works acting through its Village Board, hereby gives notice that sealed bids will be received in the Village Hall Office for the above-mentioned project.

BIDS – All bids shall be addressed to Sean Gehin P.E., Director of Public Works, Village of Allouez, at 1900 Libal Street, Green Bay, Wisconsin 54301. Bids shall be sealed and shall have the name and address of the bidder and the contract for which the bid is being submitted on the outside of the envelope. All bidders shall bid in accordance with and upon the Bid Forms included in the contract documents.

EXAMINATION OF DOCUMENTS – The contract documents are on file for inspection at the Village of Allouez, 1900 Libal Street, Green Bay, Wisconsin 54301.

PROCUREMENT OF CONTRACT DOCUMENTS – Complete digital project bidding documents are available at www.questcdn.com. Bidders shall download the digital plan documents for $25.00 by inputting Quest Project #9504883 on the website Project Search. The Quest link can also be found on the Village's website under **Department/ Public Works/ Engineering and Construction Projects.** Please contact QuestCDN.com at (952)-233-1632 or info@questcdn.com for assistance in free membership registration, downloading and working with this digital project information.

BID SECURITY – No bid shall be received unless accompanied by a certified check or satisfactory bid bond payable to the Village of Allouez in the amount not less than 5% of the maximum bid as guarantee that, if the bid is accepted, the bidder will execute and file the contract, performance/payment bonds and insurance certification, as required by the contract documents, within ten (10) days after the Notice of Award.

BID REJECTION – The OWNER reserves the right to reject any and all bids, waive any information in bidding or to accept the bid or bids which best serves the interests of the Village of Allouez.

WITHDRAWAL OF BIDS – No bid shall be withdrawn for a period of 60-days after the scheduled opening without the consent of the OWNER.

PROOF OF RESPONSIBILITY – A proof of responsibility (pre-qualification) for all contracts must be filed with the Village of Allouez, Director of Public Works, 1900 Libal street, Green Bay Wisconsin 54301 no later than 2-working days prior to the date of the bid opening, and shall show sufficient ability, equipment and experience to properly perform the contract. The Village of Allouez decision as to qualifications shall be final.

GOVERNING LAWS & REGULATIONS – The contract letting shall be subject to the provisions of Sections 66.0901, 66.0903 and 779.16 of the Wisconsin statutes.

James F. Rafter	Jim March	Carrie Zittlow
Village President	Village Administrator	Village Clerk-Treasurer

VILLAGE OF ALLOUEZ

Allouez Village Hall ◦ 1900 Libal Street ◦ Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 ◦ Fax No.: (920) 448-2850

Department of Public Works

02/11/2025

PUBLIC WORKS COMMITTEE SCHEDULE

The Public Works Committee meetings are currently the second Wednesday of the month at 5:30 p.m. Staff is proposing to move the meeting to the first Tuesday of the month at 5:30 p.m. for the following reasons:

- Will make it easier for members of the public, committee and the Village Board to attend both meetings. Improving the dialogue between committee and board members.
- Will expediate discussion and action of agenda items.

Change to the Committee schedule does not require an amendment to any ordinance.

Sean J. Gehin, P.E.
Director of Public Works

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Department of Public Works

Date: 02/04/2025

2025 SANITARY SEWER LINING PROJECT BID RESULTS

Bids for this year's sanitary sewer lining project were opened Tuesday the 28th of January. Three bids were received with the resulting bid tabulation attached. Visu-Sewer, LLC is the low bidder in the amount of $181,530.50. The estimated cost of the lining project was $230,000.

The sewer lining project includes:

- E. Ledgeview St. (350-Ft) – Webster Ave. to Clay St.
- Gwynn St. (780 Ft) – Clay St. to Delahaut St.
- Longview Ave. (620 Ft) – Ulmcrest Ct. to East River Dr.
- St. Francis Dr. (2100 Ft) – Langlade Rd to Webster Ave.
- Crescent Dr. (150 Ft) – St. Francis Dr. towards Arrowhead Dr.
- Riverside Dr. - Spot Repair
- Libal St. Mall (500 Ft) – Public Sewer in Easement
- Regina St. (375 Ft) – Simonet St. towards Greene Ave.

Bond funding is anticipated to pay for the work. A majority of the sewer lining to be completed concurrently with the Street Reconstruction Project to begin early in June.

Suggested Motion:
Recommendation to the Village Board to accept the low bid submitted by Visu-Sewer, Inc. in the amount of $181,530.50.

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Department of Public Works

Contract AL-2025-03 Sewer Lining Bid Opening

Tuesday, January 28, 2025 at 10:30 am

Tabulation Summary Sheet

Contractor:	**Visu-Sewer**	Insituform Technologies USA	National Power Rodding			
Bid Bond	**X**	X	X			
Signed Proposal	**X**	X	X			
List of Proposed Subcontractors	**X**	X	X			
Total Bid for AL-2025-03:	**$181,530.50**	$227,982.88	$308,353.00			
Supplemental Bid Item (not used to determine low bidder)	**$6,250.00**	$4,863.40	$20,000.00			

Bid Tabulations

VILLAGE OF ALLOUEZ: **2025 Sewer Lining Project**
CONTRACT: **AL-2025-03**
BID OPENING: **Tuesday, January 28, 2025 at 10:30 am**

					Visu-Sewer, LLC		Insituform Technologies USA, LLC		National Power Rodding Corp	
Item No.	**WisDOT Spec Section No.**	**Bid Item Description**	**UNIT**	**QTY**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**
1	-	St Francis Drive 8-inch CIPP Sanitary Sewer	LF	1,159	$33.25	$38,536.75	$39.67	$45,977.53	$58.00	$67,222.00
2	-	St Francis Drive 12-inch CIPP Sanitary Sewer	LF	928	$48.25	$44,776.00	$56.69	$52,608.32	$75.00	$69,600.00
3	-	Cresent Drive 12-inch CIPP Sanitary Sewer	LF	151	$48.25	$7,285.75	$79.49	$12,002.99	$75.00	$11,325.00
4	-	Greene Avenue Sanitary Sewer Easement (Behind Libal Mall) 8-inch CIPP Sanitary Sewer	LF	489	$33.25	$16,259.25	$48.06	$23,501.34	$60.00	$29,340.00
5	-	Regina Street 8-inch CIPP Sanitary Sewer	LF	376	$33.25	$12,502.00	$40.08	$15,070.08	$58.00	$21,808.00
6	-	Longview Avenue 8-inch CIPP Sanitary Sewer	LF	618	$33.25	$20,548.50	$44.50	$27,501.00	$58.00	$35,844.00
7	-	E Ledgeview Street 8-inch CIPP Sanitary Sewer	LF	353	$33.25	$11,737.25	$41.02	$14,480.06	$58.00	$20,474.00
8	-	Gwynn Street 8-inch CIPP Sanitary Sewer	LF	780	$33.25	$25,935.00	$39.55	$30,849.00	$58.00	$45,240.00
9	-	Riverside Drive Internal Pipe Repair Sleeve +/- 6 LF	Ea	1	$3,950.00	$3,950.00	$5,992.56	$5,992.56	$7,500.00	$7,500.00
						TOTAL: $181,530.50		$227,982.88		$308,353.00

		Supplemental Bid Items			Visu-Sewer, LLC		Insituform Technologies USA, LLC		National Power Rodding Corp	
ITEM	**WisDOT Spec Section No.**	**Bid Item Description**	**UNIT**	**QTY**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**
1	-	Chemical Grout Sewer	Ea	10	$625.00	$6,250.00	$486.34	$4,863.40	$2,000.00	$20,000.00

VILLAGE OF ALLOUEZ

Department of Public Works

Date: 01/28/2025

STORM SEWER LATERAL ASSESSMENTS FOR 2025 STREET RECONSTRUCTION PROJECT

Below is an outline for the implementation of the storm lateral special assessments for the 2025 Street Reconstruction Project (AL-2025-01 & AL-2025-02). Per Village Ordinance (Section 350-1) the installation of new laterals is assessable to the benefited properties.

In summary, the process is as follows:

1. On February 4th the Village Board to adopt the Preliminary Resolution to Levy Special Assessment and establish March 4th for the public hearing.

2. The Public Works Department to prepare draft letter to resident, engineering report, and notice of special assessment hearing.

3. On February 12th the Public Works Committee to review letter to resident, engineering report, and Notice of Public Hearing (March 4th). Assessment financing to be reviewed by the Finance Personnel AD Hoc Committee.

4. The Public Works Department with help from the Village Clerk to mail Letters to include Notice of Public Hearing and Engineering Report to benefited property owners by the 14th of February. Engineering Report is placed on file with the Village Clerk.

5. A Notice of the Special Assessment Hearing is published by the Village Clerk two weeks before the anticipated March 4th Public Hearing date. Target date is February 18th.

6. Public Works Department to host an open house meeting on the week of February 24th, tentatively on the 27th of February from 6 to 8 pm in the Village Hall Board Room. Purpose of the meeting is to provide a brief presentation to provide an update on the project scope and schedule, discuss the lateral assessment process, to review the voluntary private side sanitary sewer program and to answer resident questions.

7. On March 4th the Village Board to hold the Public Hearing and receives resident testimony. After closure of the hearing the Village Board approves the Engineering Report containing estimated cost of the lateral assessments.

8. At a date to be set after January 1, 2026, the Village Board approves the final resolution which establishes the final cost to be assessed based on final construction costs of the project. The final resolution shall be published as a Class I notice (10 days).

9. Invoices are sent to the residents (usually April 2026). Invoice shall also include cost of private side lateral replacement if applicable.

10. Special assessments are due and payable 30 days from the date of the invoice issued by the Village. If paid within 30 days, no interest shall be added. Not paid within 30 days from the date of the invoice issued by the Village shall automatically be placed on the next five real estate tax bills in equal installments. Interest will be added in the amount of 4% per year on the unpaid balance. The balance may be paid in full at any time with interest calculated through the month of payment.

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Department of Public Works

ENGINEERING REPORT ON SPECIAL ASSESSMENTS
INSTALLATION OF:
STORM SEWER LATERALS

HEARING DATE:
March 4th, 2025 at 6:30 P.M.
Allouez Village Hall, 1900 Libal Street

This report is submitted in accordance with the requirements of Wisconsin §66.0703, and the preliminary resolution of the governing body of the Village of Allouez, Wisconsin, dated February 4th, 2025, determining the levy of special assessments on benefitted properties for public improvements described in this report.

Purpose of Project:

The purpose of this project is to provide the residents on the following streets with a dependable lateral to the Village's storm sewer system, in compliance with Village of Allouez Ordinance Chapter 350.

Assessment Area:

1. St. Francis Dr. – Langlade Rd. to S. Webster Ave.
2. Greene Ave. – Libal St. to East River Dr.
3. Regina St. – Simonet St. to Greene Ave.

Improvements:

Installation of new 6" PVC storm sewer laterals from the main line to the village right-of-way line on the above listed street.

Method of Assessment:

The amount assessed for the storm sewer laterals will be on a per street basis and shall be based on the amount equal to the actual cost per foot of pipe installed from the main to the right-of-way (property line). The total footage of 6-inch pipe installed on a street shall be multiplied by the cost per foot then divided equally by the number of property owners receiving a lateral to the right-of-way line. The actual cost is obtained from the official bid document of the low bidder.

Storm Sewer Lateral Cost Example:

Feet Installed	294
Cost Per Foot	$75
Total Cost of Pipe	$22,050
Total Number of Properties:	10
Cost Per Service	$2,205

Establishment of Storm Sewer Lateral Rate:

The costs generated in this report are based on estimates only. The cost assessed to a property owner may not exceed the estimated amount on the engineers estimate spreadsheet and are anticipated to be lower.

Financing of Assessment:

Payment for such work or improvements shall be due and payable 30 days from the date of the invoice issued by the Village. If paid within 30 days, no interest shall be added. Not paid within 30 days from the date of the invoice issued by the Village shall automatically be placed on the next five real estate tax bills in equal installments. Interest will be added in the amount of 4% per year on the unpaid balance. The balance may be paid in full at any time with interest calculated through the month of payment.

Hearing:

All persons interested, or their representatives, may appear at the Special Assessment Hearing to be held on Tuesday, March 4th, 2025 at 6:30 pm in the Village of Allouez Municipal Building, located at 1900 Libal Street.

2025 STREET & UTILITY RECONSTRUCTION PROJECT

STORM LATERAL SPECIAL ASSESSMENT REPORT

ST FRANCIS DRIVE -- LANGLADE RD. TO S. WEBSTER AVE.

ENGINEERING ESTIMATE

	PROPERTY OWNER	PROPERTY ADDRESS	PARCEL NUMBER	NUMBER OF LATERALS	ESTIMATED ASSESSMENT	MAILING ADDRESS
1	Luann Christensen	100 St Francis Drive	AL-1920	1	$2,205.00	same
2	Mary J Charles	105 St Francis Drive	AL-1874	1	$2,205.00	same
3	Caleb S & Emily K Brich	120 St Francis Drive	AL-1917	1	$2,205.00	same
4	Frederick R Neveu	121 St Francis Drive	AL-1876	1	$2,205.00	same
5	Timothy H Rasch	135 St Francis Drive	AL-1879	1	$2,205.00	PO Box 1030 Green Bay WI 54305
6	Matthew B Schmitz	136 St Francis Drive	AL-1913	1	$2,205.00	same
7	Philip Mercier & Christine A Ripp	141 St Francis Drive	AL-1881	1	$2,205.00	same
8	Calvin F J Lied & Yvonne C Lied	234 St Francis Drive	AL-1852	1/2	$1,102.50	same
9	William Edward Brady Dargan	3420 Crescent Drive	AL-1854	1/2	$1,102.50	same
10	Jean L Vanderperren	400 St Francis Drive	AL-1842	1/2	$1,102.50	same
11	Jane B Platten	401 St Francis Drive	AL-1868	1	$2,205.00	same
12	Susan Garot	404 St Francis Drive	AL-1840	1/2	$1,102.50	same
				10	$22,050.00	

Estimated Assessment Calculations:

ESTIMATED FEET OF 6" STORM LATERALS	ESTIMATED COST PER FOOT	TOTAL	NUMBER OF LATERALS	EST. COST/LATERAL
294	$75.00	$22,050.00	10	$2,205.00

2025 STREET & UTILITY RECONSTRUCTION PROJECT

STORM LATERAL SPECIAL ASSESSMENTS

REGINA STREET -- SIMONET ST. TO GREENE AVE.

ENGINEERING ESTIMATE

	PROPERTY OWNER	PROPERTY ADDRESS	PARCEL NUMBER	NUMBER OF LATERALS	ESTIMATED ASSESSMENT	MAILING ADDRESS
1	Jeremy P Eggebrecht	2669 Regina Street	AL-806-R-22	1/2	$1,068.75	same
2	Andrew L Weeks	2670 Regina Street	AL-806-R-20	1/2	$1,068.75	same
3	John F Gillaume	2671 Regina Street	AL-806-R-23	1/2	$1,068.75	same
4	Jessica DeGroot	2672 Regina Street	AL-806-R-18	1/2	$1,068.75	same
5	Wayne L Olm	2678 Regins Street	AL-806-R-17	1/2	$1,068.75	1660 Hoffman Rd APT 208 Green Bay WI 54311
6	David J & Beverly J Coppens	2679 Regina Street	AL-806-R-25	1/2	$1,068.75	same
7	Timothy J & Julie M Heideman	2680 Regina Street	AL-806-R-16	1/2	$1,068.75	same
8	Karissa M Pribyl	2689 Regina Street	AL-806-R-26	1/2	$1,068.75	same
9	Perron Properties LLC	2710 Regina Street	AL-806-R-12-A	1/2	$1,068.75	1721 Talkeetna Rd Neenah WI 54956
10	Timothy D & Britta K Cullen	2711 Regina Street	AL-806-R-28	1/2	$1,068.75	same
11	Craig W & Jane F Zachman	2724 Regina Street	AL-806-R-12	1/2	$1,068.75	same
12	Jake R Huguet	2725 Regina Street	AL-806-R-29	1/2	$1,068.75	same
				6	$12,825.00	

Estimated Assessment Calculations:

ESTIMATED FEET OF 6" STORM LATERALS	ESTIMATED COST PER FOOT	TOTAL	NUMBER OF LATERALS	EST. COST/LATERAL
171	$75.00	$12,825.00	6	$2,137.50

2025 STREET & UTILITY RECONSTRUCTION PROJECT

STORM LATERAL SPECIAL ASSESSMENT REPORT

GREENE AVENUE -- LIBAL ST. TO EAST RIVER DR.

ENGINEERING ESTIMATE

	PROPERTY OWNER	PROPERTY ADDRESS	PARCEL NUMBER	NUMBER OF LATERALS	ESTIMATED ASSESSMENT	MAILING ADDRESS
1	Linda Fahrni	612 Greene Avenue	AL-1045-2	1	$1,975.00	5653 HWY 23 Spring Green WI 53588
2	Phyllis M Ripley	618 Greene Avenue	AL-1045-2-1	1	$1,975.00	same
3	Jeffrey A & Mary G M Miller	737 Greene Avenue	AL-1014-S-4	1	$1,975.00	same
				3	$5,925.00	

Estimated Assessment Calculations:

ESTIMATED FEET OF 6" STORM LATERALS	ESTIMATED COST PER FOOT	TOTAL	NUMBER OF LATERALS	EST. COST/LATERAL
79	$75.00	$5,925.00	3	$1,975.00

VILLAGE OF ALLOUEZ

Allouez Village Hall ◦ 1900 Libal Street ◦ Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 ◦ Fax No.: (920) 448-2850

Department of Public Works

Date: February 11th, 2025

RESERVOIR ROOF REPLACEMENT AND OVERFLOW IMPROVEMENT PROJECT - ENGINEERING SERVICES

The Village of Allouez Public Works Department received two proposals to provide design and construction-related inspection services for the Reservoir Roof Replacement and Overflow Improvement Project. The project to correct the below noted reservoir deficiencies to Wisconsin Administrative Code NR 811 regulations:

- Vande Hei Reservoirs (Rectangular and Circular Reservoirs)
  - Buildup of Roof to Meet Minimum Slope and Membrane Thickness Requirements
  - Modification of Overflows to Provide Free Air-Break
  - Adjustment and Repair Roof Hatches to Meet 24-Inch Height Requirement
  - Repair Hairline Crack in South Wall of Rectangular Reservoir
- Dauphin Street Reservoir
  - Modification of Overflow to Provide Free Air-Break

On February 11th the Village Administrator, Public Works Director and Water Foreman reviewed and scored the proposals. The consultant's qualifications, experience, schedule and project understanding were scored from 0 to 5 with 5 being the highest score possible. A summary of the proposal scoring and cost along with copies of the proposals have been included in the agenda packet.

Both consultants submitted well written proposals and are highly qualified for the work. In the end, the fee for the professional services is likely to be the determining factor for the awarding of the work.

Suggested Motion

Recommendation to the Village Board to award engineering services to Graef in the amount of $48,000.

Sean J. Gehin, P.E.
Director of Public Works

Reservoir Improvement Project - Engineering Proposals

Scoring (1-Lowest Score Possible and 5-Highest Score Possible)

Rating Factors	Dixon Engineering	Graef	Strand
Qualifications	Did Not Submit Proposal	4.67	5
Experience	-	4.67	4.67
Schedule	-	4.67	4.33
RFP scope	-	4.67	5
Score	-	18.67	19

	Dixon Engineering	Graef	Strand
Engineering Fee	Did Not Submit Proposal	$48,000.00	$95,000.00

Reservoir Roof Replacement and Overflow Project Est. Cost	$470,000
Budgeted Engineering Fees (Design, DNR Permitting and Const. Insp)	$67,500

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843
www.strand.com

February 10, 2025

Mr. Sean J. Gehin, P.E.
Director of Public Works
Village of Allouez
1900 Libal Street
Green Bay, WI 54301

Re: Request for Proposal (RFP) – 2025 Reservoir Roof Replacement and Overflow Improvement Project

Dear Mr. Gehin:

On behalf of Strand Associates, Inc.®, thank you for the opportunity to submit our proposal for the Village's Vande Hei Road Reservoirs Built-Up Roofing System Replacement and Dauphin Street Reservoir Overflow Modification project. This proposal describes our *Project Understanding*, *Scope of Services*, *Project Team*, *Project Experience*, and *Fee*. Our proposal addresses design and construction-related services. We understand the Village would prefer to perform most of the bid-related services.

Project Understanding

Vande Hei Reservoirs Rehabilitations

We visited the project site during the Webster Standpipe rehabilitation project and again in Winter 2024 to discuss this project and have a comprehensive understanding of the project components and appropriate improvements. Both reservoirs have flat roofs without the required 0.015 feet-per-foot minimum slope required by NR 811.64(10)(f). Neither tank's roof hatches meet the NR 811.64(7)(b) required 24-inch height. Additionally, neither reservoir overflow has an air gap meeting NR 811.64(4)(d)1.

We have discussed this project with tank rehabilitation contractors and they have indicated that the roofing work and manway replacements can be completed with the reservoirs in service. However, the hairline crack near the manway of the rectangular reservoir wall will likely require the reservoir to be taken out of service for repairs. We generally recommend wall repairs for reservoirs be performed on the interior as opposed to the exterior of the wall. Contractors also indicated that they would likely complete one reservoir roofing project at a time, which will increase the number of visits needed for each tank.

Our proposed schedule and construction contract document requirements will address each of these Wisconsin Department of Natural Resources (WDNR) deficiencies with a construction schedule targeting a project completion in 2025.



Vande Hei overflow structure.



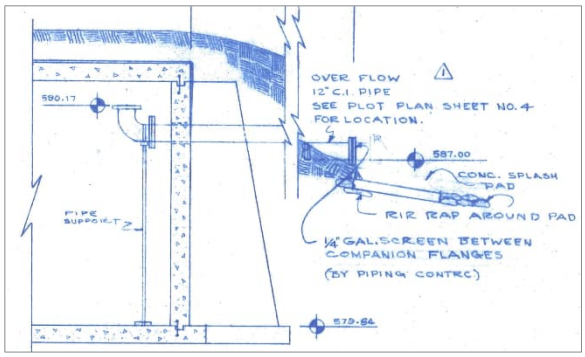
Vande Hei manways.

Well No. 6 / Dauphin Street Reservoir Overflow Modifications

We visited this site with the Village during the Webster Avenue standpipe rehabilitation project. The only modification required is providing a 12-inch air gap, as required by NR 811.64(4)(d)1.

When reviewing the record drawings, it appears that the high-water elevation of the reservoir is set at 590.17 feet. The drawings show this 12-inch-diameter pipe extends beyond the reservoir wall and discharges without a WDNR-required downward facing bend at an invert elevation of 587.00 feet.

Adding a 12-inch-diameter bend on this pipe to meet the downward facing requirement and providing a 12-inch air gap would require a grade elevation of 585.5 feet. The record drawings show the lowest grade in this area is 588.50 feet, which means a simple overflow pipe modification at the end of the overflow pipe discharge is not feasible.



Dauphin Reservoir overflow.

Based on the *2019 Reservoir Inspection Report*, prepared by Water Tower Clean and Coat, it appears this overflow discharge set-up has been modified and is now located within a manhole (as opposed to discharging to grade).

We will review several options for accommodating a new air gap, including:

- Reviewing maximum fill rate of reservoir and determining if the 12-inch overflow pipe can be reduced in size
- Reviewing viability of multiple smaller diameter overflow pipes
- Conducting a topographic survey to determine minimum possible grade discharge location
- Reviewing tank interior overflow structure for potential modifications
- Reviewing potential site storm piping options

With our expertise and great working relationship with WDNR plan review staff, we are confident that we can find a cost-efficient solution that meets NR 811.64 requirements.

Scope of Services

We will provide the Village with the following services:

Preliminary and Final Design

- Attend one in-person project kickoff meeting to introduce project staff, visit both sites, and review project scope of work.
- Review existing Village-provided information, including the most recent WDNR sanitary survey, Vande Hei Road and Dauphin Street reservoirs record drawings, and 5-year WDNR reservoir observation reports.
- Perform a topographic survey of the Dauphin Street reservoir location.
- Prepare draft bid documents using *Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition*, technical specifications, and engineering drawings. Design is anticipated to include the following:
  - Overflow pipe modifications at both Vande Hei reservoirs and the Dauphin Street reservoir
  - Concrete curb repairs and manway replacement at both Vande Hei reservoirs
  - New built-up roofing system on each of the Vande Hei reservoirs
  - Concrete repair of hairline crack on rectangular Vande Hei reservoir
- Attend 50 percent virtual review meeting with the Village to discuss draft bid documents. Incorporate Village comments, as appropriate, into the bid documents.
- Finalize bid documents and submit to the WDNR for review.

Bid-Related Services

- Respond to bidders' questions and prepare addenda, if needed.
- Assist in the award of the construction contract.

Construction-Related Services

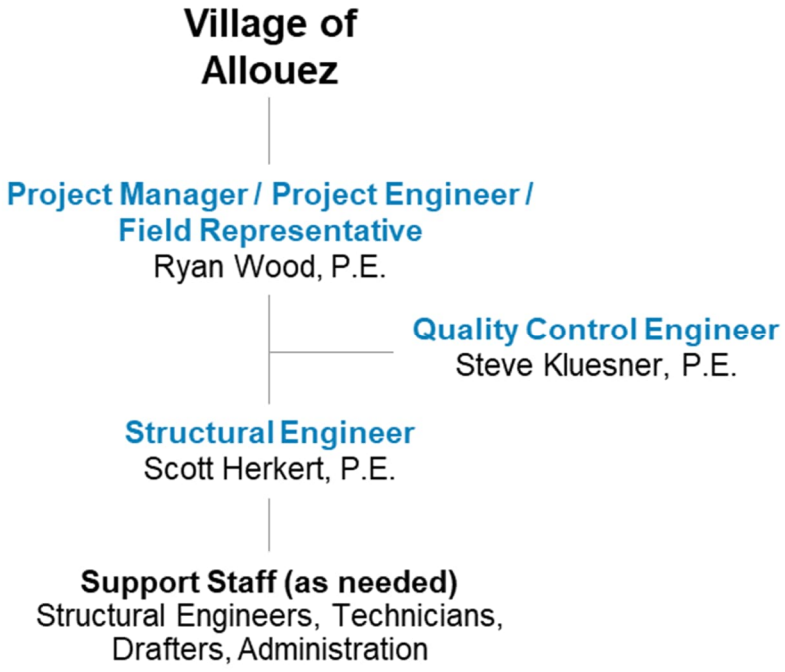
- Conduct construction administration, including reviewing and responding to shop drawings, requests for information, change orders, and pay requests.
- Attend an in-person preconstruction meeting and one virtual construction progress meeting.
- Provide part-time resident project representative (RPR) services for five hold-point visits for each Vande Hei reservoir (ten total visits).
- Provide part-time RPR services for two hold-point visits for the Dauphin Street reservoir (two total visits).
- Assist in project closeout, including a final site visit and preparation of an *Items to be Completed or Corrected List*.
- Prepare 5-year WDNR reservoir observation reports for both Vande Hei reservoirs and submit to the WDNR.

If-Authorized Services

- If confined space entry RPR visits are required for the rectangular Vande Hei reservoir wall crack repair or if modifications to the tank interior overflow pipe system at the Dauphin Street reservoir are required, we will provide up to two confined-space (with two engineering staff) RPR visits (one at each reservoir). These services will not be performed until they are discussed and requested in writing by the Village.
- If the Dauphin Street reservoir work requires the tank to be taken off-line, we will prepare a 5-year WDNR reservoir observation report for the Dauphin Street reservoir. This service will not be performed unless requested in writing by the Village.

Project Team

Our team will provide the experience and knowledge necessary to complete the components of this project. These team members have completed many other projects with similar components as detailed below.



Project Manager, Water Engineer, and Field Representative

Ryan D. Wood, P.E., will serve as the Project Manager, Project Engineer, and Lead Field Representative, and will be the Village's point-of-contact. Ryan is a professional engineer in the State of Wisconsin and has more than 18 years of water supply engineering experience, specializing in design and construction observation/ inspection. Ryan is currently the Project Manager for new tank or tank rehabilitation projects in Oregon and East Troy, Wisconsin; and Rockford and Romeoville, Illinois, and serves as Quality Control Engineer for rehabilitation and new tank projects in Waunakee and Watertown, Wisconsin; Channahon and Joliet, Illinois; and Clinton, Iowa.



Ryan will be the Village's primary point-of-contact throughout the project.

Ryan previously provided design services and conducted construction tank inspection and painting observation services for Appleton, Campbellsport, East Troy, Lake Mills, Janesville, Monona, Middleton, Oak Creek, Oregon, Stoughton, Waukesha, and West Bend, Wisconsin; and Capron, Hebron, Rockford, Channahon, Romeoville, and Willowbrook, Illinois. Those services included providing project management, design, and construction administration; conducting inspections; preparing inspection reports with recommendations; providing cellular reviews; and observing surface preparation and associated coating applications on both steel tanks and concrete reservoirs.

Quality Control Engineer

Steven B. Kluesner, P.E., Senior Associate, will serve as the Quality Control Engineer. Steve is a professional engineer in the State of Wisconsin and will be responsible for quality control measures throughout the project. Steve has been with our firm since 1999 and currently serves as our Water Supply Discipline Coordinator in our Madison and Milwaukee, Wisconsin, offices. Steve has been involved with most of the new water storage tank and tank rehabilitation projects we have completed in Wisconsin over the past 25 years, as either a Project Manager, Quality Control Engineer, or Field Engineer completing tank observation.



Steve has managed and performed QC review services for many similar projects.

Structural Engineer

Scott G. Herkert, P.E., Senior Associate, will serve as the Structural Engineer for this project. Scott has more than 33 years of structural engineering and coating experience, including evaluating existing tankage, equipment, and roofing and roof coating systems for water and wastewater treatment facilities, reservoirs, and administration facilities. As such, Scott will lead the reservoir reroofing portion of the project. Scott's experience includes structural design for dozens of new tank projects, design and inspection services for dozens of water towers, reservoirs, and tanks throughout the Midwest, including dozens of projects in Wisconsin, as well as projects in Dubuque and Cedar Rapids, Iowa; Decatur, Illinois; and Morgantown and Fairmont, West Virginia.



Scott's vast design and field experience facilitates creative solutions to unique problems and issues.

Project Experience

In addition to regularly preparing observation and maintenance reports for tanks and reservoirs, we routinely perform design, bid-related, and construction-related services for reservoir maintenance projects. Descriptions of three projects with components similar to those of Allouez project follow.

Quarry Reservoir Membrane Roof Replacement and Repairs – Middleton, WI

Reference: Mike Meier, Utility Manager, 608-821-8375

The WDNR reviewed the Utility's quarry reservoir during a routine sanitary survey and required the Utility to provide a new roofing system. Similar to Allouez, the reservoir had a flat roof without the required 0.015 feet-per-foot minimum slope. As such, we designed a built-up roofing system to achieve both the slope requirements and membrane protection required by the WDNR. Additionally, the at-grade roof hatches were replaced with new hatches at least 24-inch above grade. The entire project was completed with the tank in service with the contractor responsible for preventing any debris from entering the tank during manway replacements.



Quarry reservoir built-up roofing system and new manway.

Air Stripping Reservoirs and Silverbrook Reservoirs – West Bend, WI

Reference: Travis Thull, Water Utility Manager, 262-335-5040

Since 2001, the West Bend Water Utility has hired us on a recurring basis for its elevated and groundwater storage tank inspections required by the WDNR. The Air Stripping Reservoirs are partially buried concrete reservoirs with a total capacity of 120,000 gallons. We identified recommended maintenance, including a new reservoir roofing system, grading around the reservoir, repairing pipe supports, painting piping, replacing screens, repairing wall and ceiling cracks, and modifying hatches and overflows in accordance with WDNR code standards.

The West Bend Water Utility also has a pair of below-grade concrete reservoirs located on Silverbrook Drive. The two reservoirs are located adjacent to each other and receive water from a common well. The capacity of Reservoir No. 1 is 197,000 gallons and Reservoir No. 2 is 298,000 gallons. We evaluated these reservoirs as part of WDNR inspection criteria. Maintenance recommended for these reservoirs included crack repair in the roof of each reservoir, replacement of ladders and screens, and surface preparation and piping painting.



Air stripping reservoirs.



Silverbrook reservoir piping.

Reservoir Rehabilitation – Rockford, IL

Reference: Matt Baillargeon, Deputy Water Superintendent, 779-348-7355

- **Well Nos. 13 and 30 Reservoir Rehabilitation**
  Well Nos. 13 has a 5 million-gallon (MG) pre-stressed tank with excessive leaking through the side walls. An interior coating system was needed to protect the structural integrity of the prestressed wires and increase the useful life of the tank. A new interior and exterior ladder system was added to provide tank access as the existing ladders had failed. Finally, at the Well No. 13 reservoir, we designed concrete roof repairs both on the interior and exterior, including a new roofing system, new reservoir roof manways, overflow pipe modifications, tank mixer, and an exterior coating system. At Well No. 30, we completed a reservoir roofing system, manway replacement, overflow pipe modifications to provide a 12-inch air gap, and interior concrete wall crack repairs.

- **Well Nos. 18 and 31 Reservoir Rehabilitation**
  Well No. 18 had a 5 MG cast-in-place reservoir with leaking vertical wall and horizontal roof expansion joints that jeopardized the water quality of the tank. The project included replacing the expansion joints, minor concrete repairs within the reservoir, valve replacement, and abrasive blasting and repainting of the piping within the tank.

  The cast-in-place 5 MG Well No. 31 reservoir was experiencing leaking through the walls and floor cracks that were not only causing excessive water loss, but expensive brick failure on the exterior walls. Minor concrete repairs and a tank lining system was installed.



Well No. 31 Reservoir.

Project Schedule

We understand the Village has a desire to complete the project by November 14, 2025. This is an aggressive schedule but should be achievable. The bidding environment has been difficult lately and compressed project schedules have typically been leading to increased bid prices. We recommend including a bid alternative to allow the contractor to conduct the work in spring of 2026, but have the base bid require work to be completed by November 14, 2025. If a much more competitive price is obtained for completing work in spring of 2026, there is a reasonable chance the WDNR will allow the Village to award the *bid alternative*. If not, awarding the base bid and meeting the current WDNR's schedule would be appropriate.

The schedule outlined in the proposal appears appropriate, with the exception that targeting a June advertisement date would give the contractor more leeway in its construction schedule and that will be our target.

Task	Schedule
Engineering Task Order Execution	February 2025 through March 2025
Project Kick-off, Topographic Survey, and Preliminary Design	March 2025 through April 2025
Final Design, WDNR Submittal, and Owner Review Meeting	May 2025 through June 2025
Project Advertisement, Bidding, and Contract Execution	June 2025 through August 2025
Construction	August 2025 through October 2025
Project Closeout	November 2025

Fee

We propose providing the services described for an estimated fee of **$95,000**, generally broken down as follows:

Task	Estimated Hours	Estimated Fee
Preliminary and Final Design	310	$55,000
Bid-Related Assistance	8	$1,500
Construction-Related Services	205	$38,500
Total	**523**	**$95,000**

The proposed fee does not include the *if-authorized* services. The if-authorized confined space entry is $3,000 per visit ($6,000 total). The if-authorized Dauphin Reservoir 5-year WDNR inspection and report is $2,000. If both *if-authorized* services are requested, the total fee would increase to **$103,000**.

This letter is not to be considered an agreement between Strand Associates, Inc.® and the Village of Allouez but, rather, as a general discussion of the type of tasks and magnitude of costs the Village may expect for a project of this nature. If selected, we will prepare a task order and submit it to the Village for review and signature. Once the task order is executed, work on the project will begin.

Thank you for the opportunity to prepare this proposal. We look forward to continuing our relationship with the Village on this important project and providing the necessary level of knowledge, care, and detail needed to make this project a success.

If there are any additional questions pertaining to our proposal, please contact me directly at 608-251-4843 or Ryan.Wood@strand.com.

Sincerely,

STRAND ASSOCIATES, INC.®

Ryan Wood

Ryan D. Wood, P.E., Senior Associate

P250.141/RDW:may

Ryan D. Wood, P.E.
Senior Associate

AREAS OF EXPERTISE

- Water Resources
- Water Storage Tank Design and Inspection
- Water Treatment
- Municipal Engineering Services
- Water Supply

PROFESSIONAL EXPERIENCE

Design and **Construction Management** experience includes managing project and project terms from preliminary design, final design, bidding, services, and construction-related services. Experience includes managing teams of 5 to 20 staff for source water, water treatment, water storage, site improvements, and administrative facility projects with project construction costs ranging from under $100,000 to more than $15,000,000.

Quality Control experience includes technical reviews of source water design and rehabilitation, water treatment and facility projects, and water storage new construction and rehabilitation. Experience also includes quality assurance in reviewing project schedules, opinions of probable construction costs, and assisting junior staff to facilitate quality projects that meets project schedules.

Water System experience includes knowledge of regional aquifer characteristics and bedrock geology, well siting, wellhead protection and computing water system modeling and analysis of water distribution systems using WaterCAD and WaterGems programs. Modeling experience includes model assembly, calibration, and steady-state modeling. Models used to aid engineering decisions regarding current and future water distribution system needs.

Water Treatment experience includes chemical feed and treatment system design and construction observation for arsenic, iron, manganese, radium, and volatile organic compounds. Treatment systems utilized includes absorption, adsorption, air stripping, chemical dosing, and filtration.

Water Quality Remediation Studies and **Reports for Water Systems** experience includes pilot set-up, daily maintenance, sampling, water chemistry testing, and data analysis. Reports include contaminant removal goals, overall treatment process, sampling methods, data analysis, conclusions, and recommendations for full-scale design.

Facility Design and **Construction** includes design, project management, and construction observation experience for well, booster station, treatment plant, utility garage, and administration office facilities.

Hydraulic experience includes submersible turbine, centrifugal, positive-displacement, grinder, and other potable water and sludge waste pumps. Hydraulic experience also includes storm, sanitary, and water main design and construction observation.

Water Storage Tank experience includes preparing contract documents both new storage facilities and rehabilitation of existing storage facilities. Involvement also includes climbing and inspecting elevated and ground-level storage tanks, preparing inspection reports, and preparing and submitting all necessary related agency forms. Experience also includes reviewing proposed cellular modifications and additions on water towers and conducting field observations of corresponding work.

Municipal Engineering Services includes serving as the Village Engineer for Capron, Illinois. Involvement includes capital improvement and maintenance planning, reviewing development projects and other Village related duties. Experience also includes reviewing development and stormwater submittals for other municipalities.

PROFESSIONAL AFFILIATIONS

- American Water Works Association (AWWA)
  - AWWA-Wisconsin Section Senior Trustee, 2025
  - AWWA-Wisconsin Section Trustee, 2022-2024
- 2012 Wisconsin Section AWWA Young Professional of the Year

YEARS OF EXPERIENCE

18

YEARS WITH FIRM

18

EDUCATION

B.S. Civil and Environmental Engineering – University of Wisconsin-Madison, 2006

REGISTRATION

Professional Engineer in Wisconsin and Illinois

Steven B. Kluesner, P.E.
Senior Associate

AREAS OF EXPERTISE

- Water System Master Planning and Modeling
- Ground and Surface Water Treatment Planning and Design
- Water Storage Tank Design and Inspection
- Pumping Station Design
- Water Supply Development, Rehabilitation, and Inspection
- Construction Management

PROFESSIONAL EXPERIENCE

Water System Studies and Master Plans for communities have included distribution system computer analysis, demand analysis, storage capacity analysis, supply capacity analysis, facility and process improvement evaluations, asset management, and pipeline prioritization. Systems have included surface water and groundwater supplies. Energy-efficiency analysis for communities includes review of pumping and related equipment and computer analysis.

Water Storage Facilities experience includes most of the new water storage tank and water storage tank painting projects our firm has completed in Wisconsin over the past 25 years, as either a Project Manager, Project Engineer, Quality Control Engineer, or Field Engineer.

Recent water storage facility inspection and repainting experience includes serving as the Project Manager for project in the following communities:

- Fond du Lac, Wisconsin
- Town of Brookfield, Wisconsin
- Monona, Wisconsin

Currently serving as the Project Manager for new elevated tank projects in the following communities:

- Fitchburg, Wisconsin
- Iowa American Water Company, Clinton, Iowa

Surface Water Treatment Design has included evaluation of existing facility and processes and implementation of recommended improvements and new facility design. Work has included flocculation and sedimentation basins, solids contact basins and clarifiers, chemical feed systems, filtration, filter to waste, backwash, sludge thickening and dewatering, and lime softening design.

Computer Analysis of water distribution systems has included creation and calibration of systems, field flow tests, water main sizing, elevated tank siting, water age modeling, chlorine residual modeling, and energy-efficiency analysis using many different computer-modeling programs. Experience includes steady state and extended period modeling to determine hydraulics and most efficient operation of distribution systems.

Well Design for shallow sand and gravel, deep rock, and collector wells, including well siting studies, site layout, wellhead protection plans, well rehabilitation, and associated system improvements. Recent well projects include:

- Slinger, Wisconsin
- Fitchburg, Wisconsin
- Prairie du Sac, Wisconsin
- Dubuque, Iowa
- Iowa City, Iowa

Pump Design experience includes vertical turbine line shaft well and booster pumps, submersible well pumps, and centrifugal booster pumps in new and existing facilities.

Quality Control (QC) experience includes treatment, supply, storage, pumping, and planning projects. Treatment quality control includes membrane treatment plants, conventional surface water plants, and groundwater treatment for iron and radium. Quality control experience also extends to management of projects and staff.

PROFESSIONAL AFFILIATIONS

- American Water Works Association
  - Member of the Wisconsin Section American Water Works Association Membership Committee

YEARS OF EXPERIENCE

25

YEARS WITH FIRM

25

EDUCATION

B.S. Civil/Environmental Engineering – University of Iowa, Iowa City, 1999

REGISTRATION

Professional Engineer in Wisconsin and Iowa

Scott G. Herkert, P.E.
Senior Associate

AREAS OF EXPERTISE

- Evaluation and Remodeling of Existing Buildings
- Project Management on Various Building Projects
- Water Treatment/Wastewater Treatment Facilities
- Corrosion Control and Coatings Specialist
- Structural Design of New and Existing Industrial Facilities
- Construction Observation

PROFESSIONAL EXPERIENCE

Design experience includes a wide variety of structures, such as fire stations, concrete reservoirs, wastewater facilities more than 40 feet deep, multistory process buildings, administration buildings, police stations, recreational facilities, manufacturing facilities, and shore wall construction. Structural design experience includes municipal office buildings, school facilities, and a healthcare facility.

Water Storage Facilities experience includes design and inspection services for dozens of water towers, reservoirs, and tanks throughout the Midwest, including:

- West Bend, Wisconsin
- Menomonee Falls, Wisconsin
- Dubuque, Iowa
- Cedar Rapids, Iowa
- Decatur, Illinois
- Rockford, Illinois
- Morgantown, West Virginia
- Fairmont, West Virginia
- Marietta, Ohio

Concrete and Masonry Remediation and Repairs experience includes all types of projects, including pump stations, wastewater tanks, tunnels, historic buildings, reservoirs, industrial facilities, and correctional facilities. This work has included full-depth repairs, partial-depth repairs, surface repairs, gunite spray applications, crack injection, mechanical joint sealants, structural member strengthening, and many other repair procedures in accordance with International Concrete Repair Institute (ICRI) or American Concrete Institute (ACI).

Corrosion Control experience includes specifying and field investigations for high-performance coating systems for municipal and industrial applications, including water and wastewater treatment facilities, secondary containment areas, structures, floor coatings, and piping. Oversee company's coatings and corrosion control specifications and field observations for all offices.

Industrial Manufacturing Facilities Design experience includes modifications and upgrades to existing facilities and design of new additions to facilities, including production, warehouse, and office spaces. Design of food manufacturing process areas meeting USDA requirements. Experience includes design and construction observation of several new 60,000-square-foot plus manufacturing facilities. Design of cooling tunnel building (50-feet-wide by 120-feet-long by 75-feet-tall) and two-story food grade powder production high-hygiene facility.

Project Management experience includes design and construction phases of several remodeling/new police departments, remodeling of safety buildings, new fire stations, remodeling historic city hall, city and new village hall with large meeting areas, public works facilities, park facilities, recreation facility, industrial manufacturing facilities, and many system replacements to municipal buildings.

Field Engineering and Observation experience includes a variety of services on wastewater treatment plants and pumping stations and building projects, including manufacturing facilities, fire stations, police departments, municipal office buildings, schools, and recreation facilities. Experience on above facilities includes shop drawing review; resident project representative services; on-site observations; and review of pay requests, change orders, and other construction-related documents.

YEARS OF EXPERIENCE

33

YEARS WITH FIRM

33

EDUCATION

B.S. Civil/Structural Engineering – University of Wisconsin-Platteville, 1991

REGISTRATION

Professional Engineer in Wisconsin and Iowa

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www.graef-usa.com

GRAEF

collaborate / formulate / innovate

February 10, 2025

Mr. Sean Gehin, P.E.
Director of Public Works
Village of Allouez
1900 Libal Street
Green Bay, WI 54301-2453

SUBJECT: 2025 Reservoir Roof Replacement and Overflow Improvement Project
Proposal for Professional Services

Dear Sean:

We are very pleased to provide you with this proposal for professional services. It is our understanding that the nature of the Project is replacement of the roofing systems at the Vande Hei Reservoir site to meet WDNR NR 811 requirements including both the rectangular reservoir and round reservoir, corrective work on the overflow pipe to provide the necessary elbow and air gap, inspection and corrective action as needed for the interior cracking in the wellhouse/reservoir wall, and corrective work on the overflow pipe at the Dauphin Street Reservoir to provide the necessary elbow and air gap.

OUR TEAM

GRAEF is a full-service engineering and architecture firm offering our clients a vast array of disciplines in-house to support projects we work on. This team was specifically assigned to your project due to their experience and local presence. GRAEF has the right team and required experience to assist the Village with the needed work at both reservoir locations. As a fully integrated team of professionals in our local Green Bay Office, we can provide prompt skilled inspection, evaluations, design, and construction oversight. Our direct relative experience on a very similar project in the Village of Howard can be leveraged to make your project smooth and seamless including the needed coordination and final approval by WDNR staff. Our team includes civil/municipal engineers, structural engineers, and architectural design staff that have worked on both water works and traditional building projects with nearly identical roofing system. Our team includes:

Patrick Skalecki, P.E., Project Manager and Principal-in-Charge: Pat leads our Green Bay Office and is our lead civil engineer for municipal projects. He has a highly varied level of experience on typical utility design and construction projects including water piping extensions, elevated storage tanks, and reservoirs.

Jeffrey Rosner, P.E., Principal and Structural Engineer: Jeff is our Facilities Group leader and Sr. Structural Engineer with over 28 years of experience. Jeff has extensive experience in the aquatic facility design industry including large water park concrete pool shell design and rehabilitation. He also has bridge design and inspection experience evaluating existing bridge decks and developing crack repair and deck rehabilitation designs. Jeff has also designed traditional buildings including K12/Higher-Ed, Industrial/Manufacturing, and commercial buildings.

Jay Jensen, Architectural Designer: Jay is a highly skilled and versatile architectural designer with over 33 years of experience. Jay has designed buildings; including similar membrane roofing systems; for commercial, industrial, residential and retail projects. Jay was the

architectural designer for the Village of Howard Evergreen Avenue Reservoir Roof Replacement Project and the De Pere Police Department Roof Replacement Project.

Detailed resumes for each of the noted team members are attached to this proposal.

OUR EXPERIENCE

Our relative project experience is an excellent match to your project. The Village of Howard's Evergreen Avenue Reservoir Roof Repair project is a direct parallel to what you are required to do at the Vande Hei Reservoirs and at the Dauphin Street Reservoir overflow pipe. Our team also completed a tear off and replacement of an EPDM roofing system at the City of De Pere Police Department building. As your reservoirs are structures with a concrete roof, our structural engineering experience on bridge deck inspection and crack sealing also is a direct parallel to the concrete cover system at your reservoirs. Our extensive pool project experience with concrete systems specifically designed for water retention provides us with unique knowledge for inspection and evaluation of cracks and leaking potential similar to what you are seeing in the Vande Hei wellhouse.

Relative project cut sheets are attached to this proposal as well as outlined in the resumes.

SCOPE OF SERVICES

GRAEF has reviewed the RFP Scope of Services and has included the tasks noted and level of effort necessary for successful completion of this project. More specifically for this Project, GRAEF proposes to provide the following Basic Services:

Civil and Overall Project Management

- Attend kickoff meeting with the Village
- Provide detailed supplemental Existing Conditions Survey at the overflow pipe locations at both Vande Hei and Dauphin St. Reservoirs. The Vande Hei Reservoir site will include the overflow pipe to curb line of the rectangular reservoir, and the current vault overflow discharge and ex. storm pipe invert. The Dauphin St. Reservoir survey will include approximately the easter 1/3 of the lot and ex. storm pipe invert.
- Review existing reservoir plans and evaluate existing structures and sites.
- Coordinate directly with DNR regarding modification/repair requirements.
- Prepare preliminary design plans of overflow pipe modifications including drainage path, grading, erosion control, and potential storm sewer structures for overflow discharges.
- Site Layout Plan showing overflow locations and features, including fencing of the Dauphin St site.
- Prepare preliminary Engineer's Opinion of Probable Construction Cost including civil, architectural, and structural elements.
- Attend a preliminary plan review meeting with the Village staff.
- Prepare final design plans including detail sheets; and technical specifications appropriate for the Work and for permitting/approval.
- Develop final Engineer's Opinion of Probable Construction Cost.
- Prepare permit applications, reports and other supporting information and submit to WDNR for permitting.

- Prepare final design plans and technical specifications for bidding the Work.
- Prepare bid proposal form.
- Meet with Village for final design document review.
- Respond to bidding RFI's and prepare needed addenda during bidding.
- Attend pre-construction conference with WDNR.
- Review shop drawings and provide comment
- Review change orders and payment requests
- Perform three (3) site visits during construction.
- Provide record drawings from contractor markups.
- Complete 5-yr reservoir inspection and reporting on WDNR form 3300-248.

Architectural

- Site visit to review existing conditions.
- Review design requirements, criteria, and drawings with Client/Project Owner.
- Review applicable state and local building codes, and Client design standards and preferences required for roofing and roof hatch access.
- Develop building plans, sections, details, and technical specifications for architectural systems based on code requirements and owner input. Includes roofing, roof hatches, and vent pipes.
- Review of architectural shop drawings as applicable to the roofing replacement project.
- Provide clarification on items as necessary during construction.
- Observe the removal of the roofing, and identify with contractor and Owner, areas that require additional roof structure repairs that are not a part of the roofing system.
- Provide six (6) site visits during construction to review/assess the progress of the work.
- Provide a final punch and punch write up near completion of construction.

Structural

- Site visit to review existing conditions
- Assist with preparation of details to provide roof slope required and evaluate roof loading
- One (1) site visit during construction after removal of existing roof membrane and cleaning for review of roof structural condition and any observed cracking to confirm needed repair.
- Complete one (1) site visit during construction of overlay and any crack repair.

SCHEDULE

GRAEF has prepared a detailed schedule with outlined tasks and durations for the Design Phase, Bidding Phase, and Construction Phase. This schedule is somewhat dependent on agency coordination and approvals, but we feel is reasonable based on our prior experience on this project type.

This schedule assumes that the Consultant Contract will be in place and Notice to Proceed issued on or before March 4th, 2025. Based on our prior experience, we anticipate 3 months of construction. Given the work type and temperature conditions for application of some of the materials, we would target a somewhat earlier completion of the work at the end of October, slightly earlier that then RFP anticipated timeline. We feel this is reasonable and can be accomplished by a shorter duration of preliminary design. We have developed a timeline that reflects these considerations.

A detailed schedule is attached to this proposal.

It is our understanding that you will provide the following services, items and/or information:

- Items as noted in the RFP as Village provided.
- Permit and Review fees
- Access to the site for inspections and construction oversight
- Coordination for tank drain down, disinfection, and soak test, as necessary
- Bidding notices and bid document distribution is by the Village.

We have made the following assumptions in preparing this proposal:

- Site disturbance will be less than one acre.
- The plan information and technical specifications can be incorporated into one bidding document. A separate plan set will not be required.
- The project will be let as a Lump Sum Bid.
- Village of Allouez General Conditions and front-end Project Manual Division 0 and 1 forms and documents will be used for bidding.

You agree to compensate GRAEF for all basic services noted above a **lump sum of $48,000.**

Mileage will be billed at the federal rate at the time incurred and is included in the fee noted above. Other Direct Expenses, such as plan review fees, will be billed at cost and are included in the fee quoted above.

We look forward to working with you on this important project. Please call us at 920-405-3814 if you have any questions regarding this proposal.

Sincerely,

Graef-USA Inc.



Patrick J. Skalecki, P.E.
Vice President | Principal | Green Bay Office Leader

Attachments

G:\Mkt\Proposals & SOQs\GB\MUN\Allouez, Village of\Reservoir Roofing and Overflow Project_20_0125



PAT HAS DEVELOPED EXTENSIVE KNOWLEDGE ALONG WITH TECHNICAL AND MANAGERIAL SKILLS IN PUBLIC INFRASTRUCTURE AND SITE ENGINEERING.

Patrick Skalecki PE, LEED AP

VICE PRESIDENT |PRINCIPAL | GREEN BAY OFFICE MANAGER

Over the past 32 years in the engineering industry, Pat's depth of knowledge and experience helps clients evaluate project scope and budget early on in the process. He is skilled in public presentation and delivery needed to build consensus among stakeholders. During design, he uses his abilities in hydraulic modeling, hydrologic studies, municipal utility design, stormwater management and system design, roadway design, complete site development, parking lot design and associated construction engineering to realize the vision of the clients into a successful project.

EDUCATION

B.S., Civil Engineering, 1992, University of Wisconsin-Platteville, Platteville, WI

REGISTRATION

Professional Engineer – IA, ID, IL, IN, MI, MN, WI

CERTIFICATIONS

LEED® Accredited Professional

AFFILIATIONS

American Society of Civil Engineers (ASCE)
American Public Works Association (APWA)

PROJECT EXPERIENCE

Evergreen Avenue Reservoir Roof Repair, Howard, WI – Project Manager: The Reservoir is a drinking water above ground reservoir. The DNR inspected the facility and identified multiple non-compliance conditions including leaking cracks, a minimally sloped roof, and a non-compliant 20-mil membrane. GRAEF was retained to design repairs to bring the reservoir into compliance including a new sloped roof, 80-mil membrance, and overflow pipe elbow with 12-inch air gap. During the entire project, GRAEF's team coordinated directly with DNR staff on the repair design including required review/approval submittals and completed the necessary WDNR post-construction inspections, form submittals, and final approvals to bring the reservoir back on-line.

Howard Elevated Storage Tank, Village of Howard, WI – Project Manager: Design and construction of a 750,000-gallon elevated storage tank serves an expanding area of the Village and provide emergency capacity in a new high-pressure zone. Developed complete plans and specifications for the tank and site construction. Also was responsible for construction inspection, oversight and management of substructure placement, tank erection, and painting.

Cornell Road Elevated Water Storage Tank Repainting, Howard, WI – Project Manager: Partial interior and entire exterior repainting of a 1,000,000-gallon water tower. Included on-site inspection and construction administration.

Evergreen Avenue Elevated Water Storage Tank Repainting, Howard, WI – Project Manager: Partial interior and entire exterior repainting of a 500,000-gallon water tower. Included on-site inspection and construction administration.



WITH A MASTER'S DEGREE IN STRUCTURAL ENGINEERING, JEFF HAS HANDLED NUMEROUS DESIGN PROJECTS OF VARIOUS SIZE AND COMPLEXITY.

Jeffrey Rosner PE, LEED AP

PRINCIPAL | STRUCTURAL ENGINEER

Jeff has an outstanding record of completing a variety of consulting engineering projects. His structural project experience includes the design of new buildings, building additions, and evaluation and repair of existing buildings. Jeff's experience has encompassed a wide range of commercial building designs including numerous educational facilities, retail facilities, recreational facilities, office buildings, and water park/pool facilities. Jeff also provides notable experience in the inspection and design of bridges throughout Wisconsin.

EDUCATION

M.S., Structural Engineering, 1997, Marquette University, Milwaukee, WI

B.S., Civil Engineering, 1995, Marquette University, Milwaukee, WI

REGISTRATION

Professional Engineer – WI, MT, ME, DC

CERTIFICATIONS

LEED® Accredited Professional

PROJECT EXPERIENCE

Evergreen Avenue Reservoir Roof Repair, Howard, WI – Structural Engineer: The Reservoir is a drinking water above ground reservoir. The DNR inspected the facility and identified multiple non-compliance conditions including leaking cracks, a minimally sloped roof, and a non-compliant 20-mil membrane. Vent pipes also did not include the required curbing. GRAEF was retained to design repairs to bring the reservoir into compliance

East High School Stormwater Detention Inspection – Appleton, WI - Structural Engineer: Inspection of below grade precast concrete structure stormwater detention system. The new stormwater detention system was installed below grade in the parking lots to address the City's requirements for increased stormwater detention. During installation of the system, cracks and various deficiencies were observed in the precast structures. GRAEF provided post-installed inspection, recommendation of repairs, and post repair inspection for the precast structures. A follow up inspection was performed 5 years later to review the repairs and recommendations moving forward.

Aquatic Structure Design: Structural design and review of over 500+ projects throughout the country. Services include the structural design of concrete structures at various municipal facilities, waterparks, and theme parks.

Aquatic Structure Shell Inspection – Multiple projects throughout Wisconsin: Pool shell inspection to determine voids and delays in concrete. Testing of concrete to determine strength and durability.

Parking Ramp Structure Analysis, City of Appleton, WI - Structural Engineer: Provided analysis of the city's 4 parking structures including random sounding, chain drag survey, and visual survey along with a final report.



JAY'S EXPERTISE IN ARCHITECTURAL DESIGN OF STRUCTURES BRINGS INVALUABLE INSIGHTS AND COST-SAVING IDEAS TO EVERY PROJECT HE WORKS ON.

EDUCATION

B.S., Architecture, 1988, University of Wisconsin-Milwaukee, Milwaukee, WI

Jay Jensen

ARCHITECTURAL DESIGNER

Jay possesses extensive experience in the architectural design of commercial, industrial, municipal buildings and related structures. He provides design, programming, space planning, construction documents and construction cost estimate services. Jay's specialized expertise includes architectural/engineering Building Information Management (BIM), 3D Modeling, photo realistic computer rendering and animations. Jay has developed numerous project displays to assist clients in visualizing various details associated with large and complex projects.

PROJECT EXPERIENCE

Evergreen Avenue Reservoir Roof Repair, Howard, WI – Architectural Designer: GRAEF's team of structural engineers and architects designed repairs that included removal of the existing soil overburden material, inspection and repair of the cracks from the exterior of the tank, providing a fiber reinforced concrete overlay section, and providing a single ply-fully adhered roof system over the concrete with rigid insulation and an 80-mil thick PVC surface membrane.

De Pere Police Department Roof Replacement, De Pere, WI – Architectural Designer: The Police Department building was experiencing water penetration and leaking of their aged roof. GRAEF provided design and construction administration services for a complete tear off removal of the existing EPDM fully adhered roof and replacement with a new single ply, fully adhered 60-mil EPDM roofing system with rigid insulation, flashings, vapor retarder, sealants, and other necessary provisions.

VFW Park Aquatic Facility and Legion Park Aquatic Facility Design & Construction, City of De Pere, WI – Architectural Designer: Provided master planning services and development of the conceptual design of two replacement aquatic facilities. Significant public involvement was necessary in this highly visible project with significant public interest. Project includes an entirely new facility with bathhouse containing bathrooms/changing rooms, office and guard spaces, first aid, entry lobby, meeting rooms, family changing rooms, and a concessions wing.

American Foods Group, LLC – Green Bay, WI – Information Technology Center Building - Architectural Designer: Programing, Design, Renderings, Virtual 3d Tours, Municipal Approvals, and Construction Documents for new Information Technology Group. Project included complete interior and exterior renovation of an existing office building located on historical site. The new IT Center provides support for all American Foods Group's facilities nationwide. Awarded 2018 – Mayor's Beautification Award – Innovative Design

Colburn Park Pool - Green Bay, WI – Architectural Designer: Architectural design, and renderings for the Colburn Park pool replacement. Project included both pool, building, and associated site work. GRAEF engineers led the GRAEF/Water Tech team with overall project management, master planning, site/civil engineering, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, and landscape architecture for this $6.5 million dollar aquatic center.







EVERGREEN AVENUE RESERVOIR ROOF REPAIR

HOWARD, WI

The Evergreen Avenue reservoir is a drinking water above ground reservoir. The DNR inspected the facility and identified multiple non-compliance conditions. Those non-compliance conditions included leaking cracks, a minimally sloped roof, and a non-compliant 20-mil membrane. Vent pipes also did not include the required curbing. GRAEF was retained to design repairs to bring the reservoir into compliance with NR 811.64 (10) Wis. Adm. Code.

GRAEF's team of structural engineers and architects designed repairs that included removal of the existing soil overburden material, inspection and repair of the cracks from the exterior of the tank, providing a fiber reinforced concrete overlay section with minimum slope of 0.015 ft/ft, extending roofing membrane with flashing 12-inches vertically along the vent pipes, and providing a single ply-fully adhered roof system over the concrete with rigid insulation and an 80-mil thick PVC surface membrane. In addition, the corrections including adding a custom fabricated steel overflow pipe elbow with 24 mesh corrosive resistant material screen with 12-inch minimum air gap, riprap erosion protection, and regrading of the overflow discharge swale.

During the entire project, GRAEF's team coordinated directly with DNR staff on the repair design including required review/approval submittals and completed the necessary WDNR post-construction inspections, form submittals, and final approvals to bring the reservoir back on-line.

GRAEF

ROOF REPLACEMENT

DE PERE POLICE DEPARTMENT | DE PERE, WI







The City of De Pere Police Department building was experiencing water penetration and leaking of their aged roof. GRAEF provided design and construction administration services for a complete tear off removal of the existing EPDM fully adhered roof and replacement with a new single ply, fully adhered 60-mil EPDM roofing system with rigid insulation, flashings, vapor retarder, sealants, and other necessary provisions.

SERVICES

Design and Construction Administration

DATA

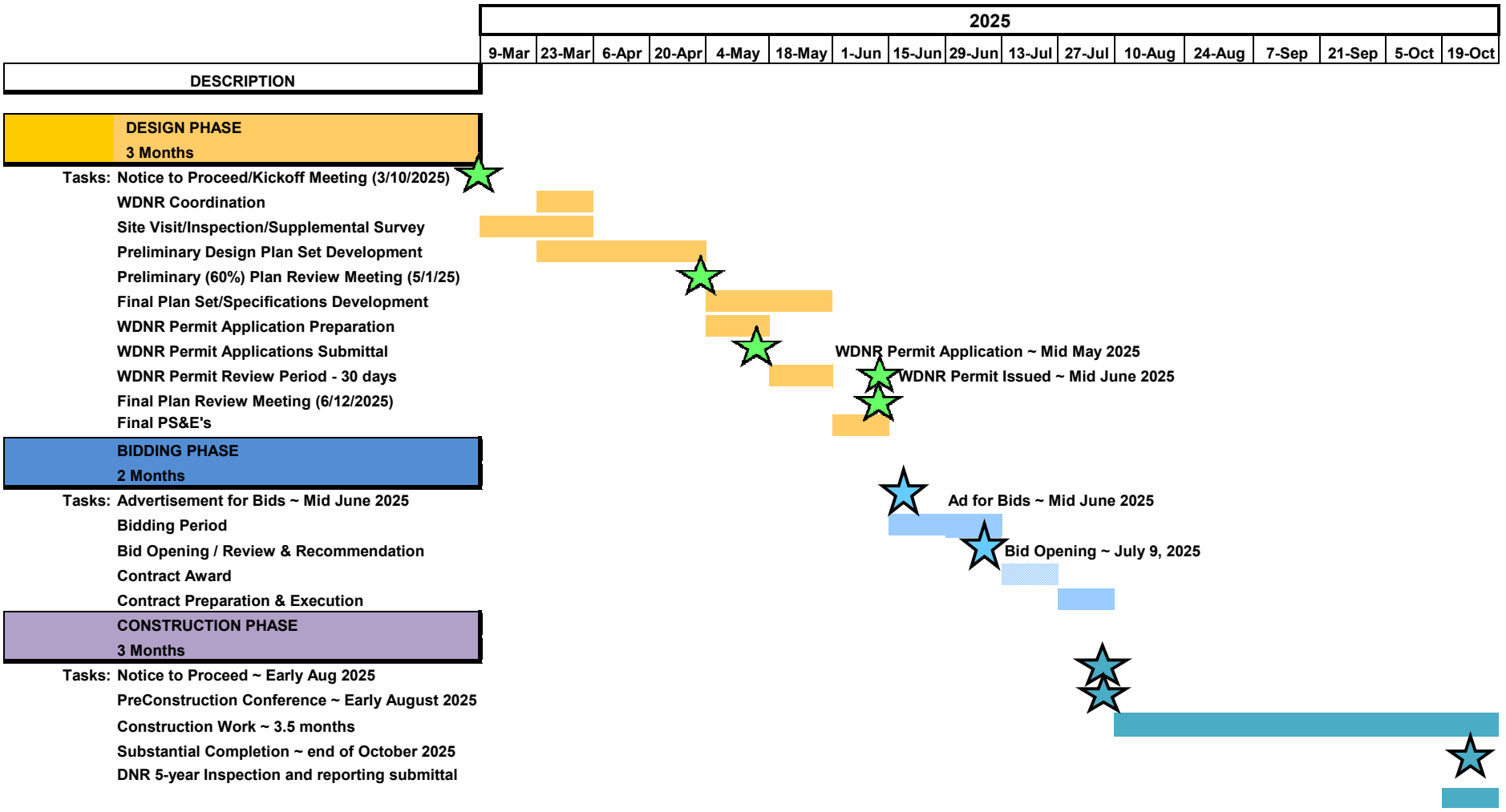
New Single-Ply Roofing System

4,261 Square Feet

GRAEF

PROJECT SCHEDULE

2025 Reservoir Roof Replacement and Overflow Improvement Project
Village of Allouez
Brown County, WI



NOTE: This is a preliminary schedule to be revised based on agency coordination and assumes typical review and notice periods required for anticipated permitting of the project.