



AGENDA
PUBLIC WORKS COMMITTEE MEETING
Tuesday, October 7th, 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 SEPTEMBER 2ND, 2025 MINUTES
4. ANNOUNCEMENTS
 - a. Fall Clean-up, October 20th thru November 21st
5. PUBLIC APPEARANCES

NEW BUSINESS:

6. DISCUSSION/ACTION RE: LEBRUN ST EXTENSION
7. DISCUSSION/ACTION RE: 2026 PUBLIC WORKS DEPARTMENT BUDGET
8. DISCUSSION/ACTION RE: LIBAL STREET ENGINEERING SERVICES AGREEMENT

REPORTS:

9. REPORT RE: WATER DISTRIBUTION SYSTEM – WATER USAGE
10. REPORT RE: 2025 CONSTRUCTION PROJECT UPDATE
11. FUTURE AGENDA ITEMS
12. 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

Tuesday, September 2nd, 2025 at 5:30 p.m.

Allouez Village Hall, 1900 Libal Street

CALL TO ORDER/ ROLL CALL

Chairperson Leiterman called the meeting to order at 5:32 p.m.

Present: Collison, Genrich, Lefebvre, Leiterman

Excused: Beyler

Also present: Sean Gehin, Jim March

MODIFY/ADOPT AGENDA

Genrich/Collison moved to adopt the agenda as presented. Motion carried.

APPROVAL OF AUGUST 5TH, 2025 MINUTES

Lefebvre/Leiterman moved to approve the August 5, 2025 minutes. Motion carried.

ANNOUNCEMENTS

- None

PUBLIC APPEARANCES

- None

AMENDMENT TO BULK AND BRUSH COLLECTION SCHEDULE

S. Gehin:

- An alternate to the previously presented bulk and brush collection schedule was prepared by staff addressing citizen's concerns received at the August 19, 2025, Village Board Meeting. The alternate schedule includes an added brush collection during the month of August.
- Two schedule options were present to the Public Works Committee for review and consideration:
 - o Proceed with the originally presented schedule or
 - o Proceed with the alternate schedule adding an additional brush collection in the month of August for the week of the 17th
- Alternate collection schedule includes:
 - o Collection of brush for one week in the month of January, April, June, August, and October.
 - o Bulk to be collected for one week in the months of May, August, September, and December.
- The extra week added in the month of August will prevent street repairs from being made during that time.
- A special collection of brush will be completed if warranted by severe weather.

Lefebvre/Genrich moved to suspend the rules. Motion carried.

Joan Brusky, 2568 S Webster Avenue

- Spoke at the August 19th meeting in regard to the amended brush/bulk collection schedule.
- Owns a large property made up of two parcels that contain a lot of brush items.
- Does not own a truck to transport the brush to the Allouez yard waste site.

- Had requested that another week be added to the brush schedule during the summer months.

Lefebvre/Genrich moved to return to regular business. Motion carried.

- This is a two-year pilot program that will be monitored and reviewed beginning after the first six months.
- If the program would not be a success, the Village could return to the current schedule.

Genrich/Collison moved to approve the alternate bulk and brush collection schedule including the addition of the week in August to be recommended to the Village Board. Motion carried 3-1. (Lefebvre voted nay).

LIBAL STREET ENGINEERING SERVICES – LEBRUN STREET to HOFFMAN ROAD (CTH XX)

S. Gehin

- The Village of Allouez has received a Surface Transportation Block Grant (STGB) for the resurfacing of Libal Street from LeBrun Street to Hoffman Road. The estimated construction cost is \$1,424,100 with federal funding of \$1,139,280 (80%) and local share of \$284,820.
- The program funding does not cover design, r/w acquisition and public utility improvements (sanitary sewer and watermain).
- In July a request for Proposal (RFP) was sent to a handful of civil engineering consultants to provide design for the federally funded street improvement project. Those firms included Ayres, JT Engineering, Graef, Mead and Hunt, and raSmith.
- A selection committee reviewed and ranked proposals in order of preference based on qualification criteria, not by price.
- RaSmith received the highest score.
- Public Works Committee made a recommendation to the Village Board to proceed with RaSmith for the scoping and negotiating of an engineering service agreement.
- Once drafted, the engineering agreement will be brought back to the Public Works Committee and the Village Board for review and approval.
- The street project is to be bid and constructed in 2028.

Collison/Lefebvre moved to recommend the selection of raSmith for the Libal Street Engineering Services – LeBrun Street to Hoffman Road (CTH XX). Motion carried.

RECYCLING INTERGOVERNMENTAL COOPERATIVE AGREEMENT

S. Gehin

- The Village applies for a DNR recycling grant on an annual basis. In 2025 the Village received approximately \$98,500 from the program.
- To be eligible for the grant a resolution from the Board is required supporting a collective effort with our neighboring communities to educate residents about the importance of recycling and their responsibility to do so.
- The grant application is due October 1st.

Leiterman/Collison moved to recommend approval of the Resolution 2025-16, Recycling Intergovernmental Cooperative Agreement. Motion carried.

2025 LEAK DETECTION SURVEY

a. Water Usage Update

S. Gehin

- From July 21st through August 6th Waterwise Utility Solutions completed a leak detection survey of the Village's water distribution system.
- In total there were eleven leaks pinpointed of which one was discovered at a watermain valve, two hydrants and eight involved water services. The estimated gallon per minute loss associated with the leaks is 54 GPM. The estimated daily and annual loss of water is roughly 78,000 and 28,000,000 gallons respectively.
- The estimated minimum yearly financial loss if undetected and unfixed is approximately \$125,000.
- The cost to the Village to perform the leak detection survey was approximately \$23,425.70.
- The Village Water Utility is currently addressing and repairing the leaks.
- Monthly water loss from the Village's water distribution system remains above normal levels. Recently discovered leaks and an unusual number of watermain breaks this summer have contributed to the higher-than-normal levels of water loss.
- The impact of the recent and planned repairs to leaks and to watermain breaks will take time to determine. That coupled with the water loss associated with replacement of old watermain under this year's Street Reconstruction Project will hamper our ability to determine now if recent efforts have corrected water loss problem. The Water Department staff is hoping to know more by November billing.

TDS FIBER NETWORK PROJECT

S. Gehin

- The Village was notified by TDS that work to complete the fiber network in Allouez will resume this fall and will continue through the end of next year. The TDS fiber project that started in 2022 was postponed at the end of 2023. At that time, TDS had placed fiber throughout the south half of Allouez and north of Hwy 172 west of Libal Street to approximately Allouez Avenue. Roughly 40 miles of fiber has been placed to date.
- TDS estimates another 40 miles of fiber to be placed.
- A meeting was held with TDS on August 21st and the following were discussed:
 - o Escrow Account Balance – for payment of project expenses
 - o Overall Project Schedule
 - o Project Contacts
 - o Property Owner Notification Expectations
 - o Avoidance of Public Utilities and precautionary measures
 - o Locating services (storm laterals)
 - o Inspection
 - o Landscape Restoration
- The installation of fiber will begin as soon as the middle of September. TDS will be notifying impacted residents ahead of construction.

2025 CONSTRUCTION PROJECT UPDATE

S. Gehin

- The following streets will be completed this year:
 - o Park Drive – St. Francis Drive to Arrowhead Drive
 - o St. Francis Drive – Langlade Road to S. Webster Avenue
 - o Crescent Drive – St. Francis Drive to Arrowhead Drive
 - o Greene Avenue – Libal Street to East River Drive
 - o Regina Street – Simonet Street to Green Avenue

Project Update:

Park Dr. – St. Francis Dr. to Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of June 2nd

Substantial Completion Date – Mid October

Project Status: **Private Side Sanitary Sewer Lateral work to begin early September with concrete work (curb and driveway aprons) to follow. Project is on schedule.**

St. Francis Dr. – Langlade Rd. to S. Webster Ave.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of May 26th

Substantial Completion Date – Mid October

Project Status: **Storm sewer main and lateral installation between Crescent Dr and Webster Ave to begin this week. Private Side Laterals scheduled for early Sept. Project is on schedule.**

Crescent Dr. – St. Francis Dr. to Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of May 26th

Substantial Completion Date – Mid October

Project Status: **Private Side Sanitary Sewer Lateral work to begin early September with concrete work (curb and driveway aprons) to follow. Project is on schedule.**

Greene Ave. – Libal St. to East River Dr.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of June 9th

Substantial Completion Date – Mid October

Project Status: **Contractor to begin road excavation at the East River Drive Intersection. Work between Greenwald and Libal to restart after utility work on Regina is completed. Project is slightly behind schedule due to extra work added.**

Regina St. – Simonet St. to Greene Ave.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – **End of July**

Substantial Completion Date – Mid October

Project Status: **Sanitary sewer lateral and water service installations to continue with storm sewer main to follow. Project is slightly behind schedule due to extra work added.**

***Webster Avenue Crossing – Webster Ave at Greene Ave**

Weather permitting the anticipated project schedule is as follows:

Work completed – Wednesday August 20th

Project Status: **Work completed. Turf restoration to be monitored.**

Sanitary Sewer Lining Project:

The sanitary sewer lining projects have been completed.

East River Dr. Watermain Relay:

Replacement of the East River Dr. watermain from Riviera Rue to Broadview Dr.

East River Dr. – Riviera Rue to Broadview Dr.

Weather permitting the anticipated project schedule is as follows:

Work completed – July 14th

Project Status: **Work completed. Road restoration to be completed under separate contract.**

Street Resurfacing Project:

Weather permitting the anticipated project schedule is as follows:

E. Ledgeview St. – S. Webster Ave. to S. Clay St.

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – **7/14/25**

Substantial Completion Date – Early October

Project Status: **Lower layer of pavement has been placed surface layer and landscaping to follow.**

Gwynn St. – S. Clay St. to Libal St.

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – **7/14/25**

Substantial Completion Date – Early October

Project Status: **Paving scheduled for the week of August 25th and landscaping to follow.**

Normandy Ln. – Hoffman Rd. to the Cul-De-Sac

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – **7/14/25**

Substantial Completion Date – Early October

Project Status: **Minor utility work and concrete work to be completed this week grading, paving and landscaping to follow.**

East River Dr. – Hoffman Rd to Broadview Dr.

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – **7/14/25**

Substantial Completion Date – Early October

Project Status: **Minor utility work to be completed this week grading, paving and landscaping to follow.**

Braebourne Ct. – Du Charme Ln. to the Cul-De-Sac

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – **7/14/25**

Substantial Completion Date – Early October

Project Status: **Paving scheduled for the week of August 25th and landscaping to follow.**

W. Mission St. – West of Du Charme Ln. (200 feet)

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – 7/14/25

Substantial Completion Date – Early October

Project Status: Paving scheduled for the week of August 25th and landscaping to follow.

FUTURE AGENDA ITEMS

- None

ADJOURNMENT

Collison/Lefebvre moved to adjourn at 6:30 p.m. Motion carried.

Minutes submitted by Kim Siudzinski, Deputy Clerk.

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 Draft 2026 Budget

2026 ENGINEERING BUDGET FUND 10-15

The Engineering budget is estimated at \$158,000, an increase of approximately \$30,000 compared to this year's budget amount. Some noteworthy Engineering Budget items include:

- The TDS Project will resume this fall and be completed in 2026. Budget includes TDS Permitting and Inspection Costs. Any expenses (\$60,000) incurred next year to be offset by the permit fees.
- Budget includes partial funding of a Staff Engineer. Expenses to be equally allocated to the engineering, sanitary, water and storm water utility accounts.
- Includes Professional Services at a budgeted expense of \$7,500 for soils reporting, construction material testing and misc. engineering tasks. Any remaining funds from this year to be carried over to next year for the design and preparation of plans for the Taft/Riverside Dr. sidewalk.
- Includes \$10,000 for shared portion of GIS (Ruekert Meilke and ESRI), Autodesk Civil 3D and Adobe Acrobat Pro subscription cost of \$40,000. Remaining cost to be allocated to the sanitary, water and stormwater utility accounts.
- Ongoing effort to update and upgrade GIS Mapping System being funded with ARPA money.

PUBLIC WORKS BUDGET FUND 10-16

Next year's Public Works budget of \$2.4 million is a decrease of approximately \$80,000 compared to this year's budgeted amount. Some noteworthy Public Works Budget items include:

Revenue:

- Next year's estimated State General Transportation Aid funding is \$476,000. An increase of approximately \$36,000 compared to this year's funding levels.
- Recycling Grant funding is anticipated to match this year's funding level - \$98,500.
- ROW Permit Fees. TDS Permit Fees to Generate Revenue Offsetting Village Incurred Expenses (review, permitting and inspection).
- Do not anticipate generating any revenue from the sale of recyclables in 2026.
- Sale of garbage and recycling carts to Village residents is anticipated to generate \$40,000 to offset the purchase of new carts.

Expenditures:

- Mild winters have reduced amount of salt placed on Village streets. Budget includes purchase of Salt in the amount of \$30,000 for the 2026/2027 winter season.
- Street maintenance, repair and paving budgeted amounts are as follows:
 - \$500,000 Street Paving.
 - \$50,000 Street Patching
 - \$25,000 Crack filling
 - \$10,000 for the Spot Repair of Defective Curb and Gutter
 - \$20,000 for the Spot Repair of Defective Sidewalk.
- Cost to clear and repair sidewalk will continue to increase with the construction of new sidewalk. (Libal Street (2024) and Greene Ave. (2025)).
- Anticipate annual street lighting budgeted amount of \$190,000.
- Garbage and Recycling cart expense to be offset by revenue generated by sale of carts (\$70 Each).
- Landfill/MRF disposal cost overall to increase by \$15,000 compared to this year's budget.
 - Garbage - The Brown County landfill tipping fee will increase from \$55.75 to \$57, a CPI increase of approximately 2%. Overall resulting in an annual increase from \$5,000 to dispose of garbage.
 - Recycling - It is anticipated that the Village will pay approximately \$20/ton to dispose of recyclables in 2026 at an estimated cost of \$20,000. A payment of \$10/ton was anticipated this year.

Path Forward

- Bond for larger equipment replacement purchases.
- Continue to bid construction projects early in the year to obtain better unit prices.
- Work to take on more in-house pavement repairs.

SEWAGE TREATMENT FUND 21-16

A rate case completed in June of this year has led to an increase in annual operating revenues (roughly speaking \$250,000). The 2026 forecasted revenue is \$3.5 million. The forecasted operating expenses are \$3.3 million; a \$150,000 increase compared to this year's budget of \$3.15 million.

Some noteworthy Sanitary Sewer Utility Budget items include:

- New Water is proposing a 7% cost increase for the treatment of wastewater (Municipal Users). Weather dependent the Village is estimating to pay approximately \$2.5 million in 2026. An increase of \$150,000 compared to this year's budgeted treatment cost (\$2.35 million).

- Professional Services at a budgeted expense of \$15,000 misc. engineering tasks (Lift Station Evaluation Report, East River Drive Sewer, and Misc., etc.).
- Sanitary Sewer Repair budget of \$60,000. An increase of \$10,000 compared to this year's budget. This is to account for rising material and installation costs.

Path Forward:

- Annual rate increases to keep pace with NEW Water charges with modest rate increases (5%).
- Continued replacement and lining of old sanitary sewer mains and old private sanitary laterals is key to future reductions in infiltration and inflow (I/I) of groundwater.
- Continue the sanitary sewer televising program. Televising will identify areas of I/I and failing sewer.

WATER DEPARTMENT FUND 60-60

A rate case has begun to review annual operating revenues and expenses. The rate case is anticipated to be completed by the end of this year. Any rate increases will go into effect at the beginning of the year. The projected operating cost is \$3.36 million, an increase of \$120,000 compared to this year's budgeted amount of \$3.24 million.

Some noteworthy Water Utility Budget items include:

- Leaks contributing to above average water purchase and water loss have been detected and repaired. And as such the estimated year end water purchase cost is above this year's budgeted amount by \$135,000.
- CBCWA wholesale cost to purchase water will decrease from \$4.42 to \$4.28 per 1000 gals. Next year's projected wholesale water cost is estimated at \$1,603,500. A decrease of \$54,000 from this year's budgeted expense of \$1,657,500.
- Continue with HydroCorp contract services for residential and commercial cross connection inspection. The 2026 budgeted Cross-Connection Inspection cost for residential and commercial inspections is approximately \$21,000 and \$8,000 respectively.
 - Village staff to complete reinspection of residential properties and complete inspection for those reoccurring properties that fail to schedule an inspection.
- Verizon is proposing to install additional antenna to Standpipe. Added equipment will require structural improvements to tank. Cost to review, permit, construct and inspect improvements to be paid by Verizon.
- Roof and overflow repairs to be completed at the Vande Hei and Dauphin reservoirs in 2026. Bond funding was secured this year to pay for project.
- Increase contracted service budgets for the repair of watermain and water services to \$70,000. Funds will be used to repair breaks, leaks and remove lead services.

- Professional services expense next year is estimated at \$40,000. Activity includes leak detection, portion of the audit expense, inventory of water services (mainly privately owned), and the completion of a state mandated risk resilience assessment report.

Path Forward:

- Continued replacement of old cast-iron water main is recommended and included in the capital improvement plan.
- Continue yearly leak detection program to identify leaks and reduce water loss.

STORM WATER UTILITY FUND 61

The 2026 forecasted revenue is \$940,000. The forecasted operating expenses match this year's budgeted amount of \$750,000.

The Stormwater Utility includes the street sweeping program, village storm sewer and water treatment systems.

Some noteworthy Stormwater Utility budget items include:

- The storm sewer repair budget was increased to \$70,000 to keep pace with rising construction costs. An increase of \$10,000 compared to past budgeting efforts.
- 2026 planned Professional Service budget of \$15,000. Tasks include: MS4 Annual Reporting, Private SWMP review and updating of Village wide stormwater plan.
- Pond maintenance expenses will decrease by \$5,000 to \$15,000. Includes maintenance of adjacent prairies and removal of rodents.
- Planning and Engineering of Riverview Pond to continue, with Construction likely beginning in 2027.

EQUIPMENT REPLACEMENT FUND 71

Forecasted revenue of \$680,000 is greater than the estimated operation and maintenance cost is \$580,000. Operation and maintenance cost does not include the cost to replace aged equipment.

- Continue to borrow for larger equipment purchases > \$100,000.

VILLAGE OF ALLOUEZ

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Department of Public Works

10/03/2025

LIBAL STREET RESURFACING PROJECT – ENGINEERING SERVICES

The Village of Allouez has received a Surface Transportation Block Grant (STBG) for the resurfacing of Libal Street from LeBrun Street to Hoffman Road. The estimated construction cost is \$1,424,100 with federal funding of \$1,139,280 (80%) and local share of \$284,820.

The program funding does not cover design, r/w acquisition and public utility improvements (sanitary sewer and watermain).

In July a request for Proposal (RFP) was sent to a handful of civil engineering consultants to provide design for the federally funded street improvement project. Those firms included Ayres, JT Engineering, Graef, Mead and Hunt, and raSmith.

A selection committee consisting of Jim March, Michael Lefebvre and I reviewed and ranked the proposals in order of preference based on qualification criteria, not by price. raSmith Inc's proposal scored the highest amongst the proposals received. The qualification-based selection of raSmith Inc was approved by the Public Works Committee and Village Board on September 2nd, 2025.

raSmith has prepared a draft design engineering services agreement. I have reviewed and have provided comments. A copy of the engineering services agreement, minus the sub-consultant scope of services has been attached for your review.

To keep this project moving forward and on schedule approval of the agreement by the Village Board is necessary on October 21st, 2025. Design of the project will begin this fall with construction anticipated to begin spring of 2028.

Sean J. Gehin, P.E.
DPW

October 2, 2025

DRAFT

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

Re: Proposal for Design Consulting Services
I.D. 4517-07-00
Libal Street
LeBrun Street to Hoffman Road (CTH XX)
Brown County

Dear Mr. Gehin:

Thank you for giving raSmith the opportunity to provide you with a proposal for professional services. We look forward to working with the Village of Allouez on the Libal Street project. We strive to develop a long-term, mutually beneficial relationship with our clients and are committed to understanding your challenges and developing solutions that meet your needs.

Definitions

- A. "VILLAGE" means and includes Village of Allouez and the Village of Allouez Department of Public Works and its authorized representatives.
- B. "PROJECT" means a specific section of highway proposed for improvement by the VILLAGE in this CONTRACT.
- C. "DEPARTMENT" shall mean and include the Wisconsin Department of Transportation (WisDOT) and its authorized representatives.
- D. "FHWA" shall mean the Federal Highway Administration.
- E. "FAA" shall mean the Federal Aviation Administration.
- F. "Services" means the engineering services, labor, equipment, and materials furnished by CONSULTANT in accordance with this CONTRACT.
- G. "MANUAL" means the most recent edition of the DEPARTMENT's Facilities Development Manual and other manual furnished therein.
- H. "Region or NE Region" means the DEPARTMENT's Division of System Development, Northeast Region, Green Bay Office, 944 Vanderperren Way, Green Bay, WI 54304-5344.
- I. "CO" means the DEPARTMENT'S Central Office located in Madison, WI.
- J. "CONSULTANT" means the consultant retained by the VILLAGE to provide engineering services for a PROJECT in the LOCAL PROGRAM.
- K. "Design Contract" means a contract for engineering services for the PROJECT design.



Mr. Sean Gehin, P.E.
Director of Public Works
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Scope of Services

raSmith shall prepare construction plans for the Libal Street project from LeBrun Street to Hoffman Road (CTH XX), Wisconsin Department of Transportation (WisDOT) ID 4517-07-00, to be constructed in 2028. The project will consist of resurfacing the street, replacing non-ADA complaint curb ramps and adding sidewalk from LeBrun Street to Longview Avenue on the east side of the street. Resurfacing limits on the side streets shall be to the radius returns. It is proposed to provide enhanced bicycle accommodations by reconfiguring the street from two travel lanes with parking on each side to two travel lanes with bicycle lanes on the outsides and a parking lane on one side of the street. The storm sewer system from Kenney Street to Longview Avenue will be studied to determine capacity and possibly replacement.

The detailed Scope of Services is as follows:

A. DESIGN REPORTS

1. Request for Exceptions to Design Standards

Not required or part of this contract.

2. Encroachment Report

Prepare an encroachment report only on parcels with real estate interests as directed by the VILLAGE. Submit electronically to the VILLAGE for approval. If no encroachments exist, provide a memo to the VILLAGE explaining that the right of way was evaluated for encroachments and none were identified.

3. Other Reports:

Prepare the following engineering reports/analyses as directed by the VILLAGE and as required by WisDOT funding:

- a. An Abbreviated Pavement Design Report – not requiring a structural design and Life Cycle Cost Analysis (LCCA).
- b. Design Study Report (Perpetuation) per Attachment 10.1 of the MANUAL.
- c. Stormwater Report Spreadsheets are not required per the DEPARTMENT.
- d. Storm Sewer Capacity Analysis Technical Memorandum – The CONSULTANT shall analyze the system capacity and hydraulic grade line of the storm sewer trunkline between Kenney Street and Longview Avenue to check if the trunk line has the required capacity to contain the 10-year design storm event, using NOAA Atlas 14 data. The analysis will evaluate the Hydraulic Grade Line (HGL) to ensure the 10-year design storm event is contained in the pipes and the 25-year design storm event HGL is contained beneath the rims. The CONSULTANT shall document the results and provide recommendations for improvements in a technical memorandum for approval by the VILLAGE
- e. Parking Lane Location Exhibit and Memorandum – The CONSULTANT shall prepare an exhibit to identify which side of Libal Street provides the most appropriate location of the parking lane. The exhibit will consist of a plan sheets showing parking locations on the west side and east side of Libal



Mr. Sean Gehin, P.E.
Director of Public Works
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Street to aid in determining which side allows the most parking and best accommodates adjacent land uses. A brief, one-page memorandum will be prepared documenting the existing parking analysis and providing a recommendation for the new parking lane location.

B. ENVIRONMENTAL DOCUMENTATION

Prepare a Categorical Exclusion Checklist (CEC) Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the DEPARTMENT for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

1. Section 4(f) Evaluation:

Determine if the adjacent catholic school property qualifies as a resource under Section 4(f) of the Federal-Aid Highway Act of 1968, as amended. If required, coordinate with the impacted resource and prepare the required documentation for the temporary occupancy exception to Section 4(f) for evaluation by the DEPARTMENT in accordance with the MANUAL.

2. Historical and Archaeological Surveys and Studies:

- a. For historical surveys and studies, identify the Area of Potential Effect for the PROJECT. Conduct a reconnaissance survey as specified in the MANUAL. Submit the results of the historical reconnaissance and evaluation studies to the region project manager. Obtain recommendations from SHPO, the historian and the Project Manager regarding historical/architectural reconnaissance surveys.
 - i. For archaeological surveys and studies, prepare form DT 1030 and associated exhibits for placement of the project on the archaeological screening list. If additional documentation such as archeological surveys or reports is required, these are considered Extra Services.
 - ii. Document the results of the reconnaissance survey for architecture/history using the "Architecture/History Survey Form".



Mr. Sean Gehin, P.E.
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3. Hazardous Materials/Contamination Assessments

- a. Conduct a Phase 1 investigation for the PROJECT in accordance with the MANUAL.
- b. Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
- c. The VILLAGE and DEPARTMENT acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.

4. Native American Coordination

Prepare a draft e-mail notification and submit to the DEPARTMENT for review and approval prior to e-mailing by the DEPARTMENT.

C. AGENCY COORDINATION

1. Section 401 and 402 Certifications:

Coordinate with Wisconsin Department of Natural Resources (DNR) per the MANUAL including:

- a. Prepare an initial coordination letter regarding the proposed PROJECT.
- b. Submit Notice of Interest information through the DNR website to apply for a Transportation Construction General Permit (TCGP).
- c. Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application. Request a Final Certification for the PROJECT from the DNR.

2. Section 404 Permits:

Not required as part of this contract.

3. United States Fish and Wildlife Service

Coordinate with United States Fish and Wildlife Service (USFWS) by submitting the project information through the USFWS's IPaC website and request an official species list. Submit the appropriate Determination Keys based on the official species list results. Updates to the species list will be made with the final environmental document and with the 90% plans.

D. UTILITY INVOLVEMENTS

1. Railroad Negotiations/Agreements

Railroad Negotiations or Agreements are not required of part of this contract.

2. Utility Coordination

a. Perform all utility coordination in accordance with:

- i. The MANUAL
- ii. The WisDOT "Guide to Utility Coordination"
- iii. The "Utility Coordination Task List for Design Consultant Contracts" as agreed upon September 18, 2025.

- b. Develop a list of known utilities on the PROJECT from Digger's Hotline locates and a list of contact personnel for utility coordination with assistance from the VILLAGE. This list is not warranted to be complete.
- c. Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities and shall keep the VILLAGE informed of all such coordination activities. Provide the DEPARTMENT and VILLAGE with plans and information that will allow it to meet its planned utility coordination schedule.
- d. Conduct one (1) field visit after the PS&E to update the VILLAGE on the status of utility relocations. The CONSULTANT is not responsible for inspection or approval of utility construction and location or for delays resulting from the utility's construction schedule.
- e. Utility Negotiations/Agreements/Conveyances

Utility Negotiations, Agreements, or Conveyances are not included or part of this contract.

E. PUBLIC INVOLVEMENT

1. Public Involvement Meetings:

- a. Conduct or assist the VILLAGE in holding two (2) public involvement meetings (open house format) and explain to the public concepts and probable impacts of this PROJECT. Up to two (2) CONSULTANT representatives shall attend.
- b. Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meetings.
- c. Prepare a summary report after the public involvement meetings.
- d. Discuss with the VILLAGE the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
- e. Make all the necessary arrangements for scheduling the public involvement meetings and provide notices for the VILLAGE'S use.
- f. Provide the VILLAGE with copies of all public involvement correspondence and file notes.
- g. Coordinate meeting schedules with the VILLAGE'S representative.

2. Project Mailings, Newsletters

The CONSULTANT will prepare a spreadsheet invitation list for the PROJECT mailings from GIS information, consisting of all properties bordering the project for use with property owner field notices and public involvement mailing and meeting invitations.

3. Field Notices

Prepare and mail out one (1) field notice to the adjacent property owners before the start of field work on the PROJECT. The VILLAGE will verify the property owner mailing list for this notice to be sent on VILLAGE letterhead.

4. Public Involvement Plan

Complete a Public Involvement Plan at the 30%, 60% and Pre-PS&E milestones per the MANUAL.

F. MEETINGS

1. Attend or hold an Operational Planning/Kick Off Meeting to discuss the organization and processing of the Services under this CONTRACT. Up to two (2) CONSULTANT representatives shall attend.
2. Two (2) virtual meetings shall be held with local officials approximately two weeks prior to the Public Involvement Meetings. Up to two (2) CONSULTANT representatives shall attend.
3. A 30% Plan Review/Curb Ramp Layout Meeting shall be held approximately four (4) weeks after the 30% Submittal with VILLAGE and DEPARTMENT staff. Up to two (2) CONSULTANT representatives shall attend.
4. A 60% Plan Review Meeting shall be held approximately four (4) weeks after the 60% Submittal with VILLAGE and DEPARTMENT staff. Up to two (2) CONSULTANT representatives shall attend.
5. A Final Plan Review Meeting with the VILLAGE and the DEPARTMENT shall be held approximately 45 - 60 days ahead of the P.S. & E. submittal date. Up to two (2) CONSULTANT representatives shall attend.
6. Attend the pre-construction conference as scheduled by the DEPARTMENT. Up to two (2) CONSULTANT representatives shall attend.
7. Monthly virtual project status check-in meetings shall be held via Microsoft Teams with VILLAGE staff. Up to two (2) consultant representatives shall attend.
8. Conduct one (1) coordination meeting with utilities having facilities on the PROJECT. Up to two (2) CONSULTANT representatives shall attend.
9. Attend one (1) meeting with the VILLAGE'S Board/Public Works Committee to discuss the PROJECT'S design and/or public involvement comments. Up to two (2) CONSULTANT representatives shall attend.



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10. Attend an on-site meeting with VILLAGE staff to conduct an existing sidewalk and curb & gutter condition survey. Mark sidewalk for replacement to be part of the topographical survey for the project. Up to two (2) CONSULTANT representatives shall attend.

G. SURVEYS

1. Set horizontal control based on the Wisconsin County Coordinate System, Brown County. Set vertical control based on NAVD 88 datum.
2. Locate the necessary section corners for the right-of-way plat. It is estimated that twelve (12) government corners (Private Claim) need to be located and established and tied to the Wisconsin County Coordinates System, Brown County. Do not apply for reimbursement from the applicable county for these costs.
3. Conduct surveys that provide information necessary for the preparation of plats and acquisition of rights of way, interests, and property.
4. Tie surveys to section corners, quarter section corners, and to street lines or block corners in platted areas. Ties shall be in sufficient detail to permit the preparation of proper legal descriptions of the lands acquired.
5. Submit all survey data (including description, measured, and computed data) to the VILLAGE in the AASHTO SDMS format, in accordance with the MANUAL. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.
6. Complete a topographical and utility survey consisting of approximately 3,800 feet of Libal Street from Lebrun Street to Hoffman Road (CTH XX) at a width of 100 feet centered on the existing street, approximately 75 feet down each side road intersecting Libal Street within the project limits at a width of 100 feet, totaling approximately 1,200 feet in length. Included is one week of additional supplemental field survey time for unknown reasons throughout the project design.
7. Perform Diggers Hotline utility survey within the topographic/DTM survey limits described above. Diggers Hotline planning locate and prints tickets will be submitted to cover the project limits one time. One mobilization will be made for each segment to field survey any marked utilities on or shortly after the clear date. System maps provided by utility owners in response to the prints tickets will be used to input marked utilities in their per plan location within the limits described above. For any member facility owners that did not mark their utility facilities, submit one No-Show Relocate ticket specifying which member facility owners that were notified, failed to mark their facilities on the specified job site. One remobilization will be conducted to locate the utilities marked for the No-Show Relocate.

Existing sanitary, watermain, and storm sewer depths will be obtained by field measurements at manholes and valves (as applicable) from above grade, where possible for structures within the Diggers Hotline survey limits described above, as well as one structure or valve upstream or downstream beyond those limits. Pipe sizes will be taken from available plans or from approximate field measurements taken from above grade. Permit-required confined space entry safety issues prohibit surveyors from entering utility structures. Survey base maps to include VILLAGE – provided storm sewer and sanitary sewer lateral locations for each parcel in plan view.



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8. Final Monumentation of Right of Way & Permanent Easements

Final Monumentation is not part of this contract and is considered Extra Services.

H. SOILS AND SUBSURFACE INVESTIGATIONS

1. Perform nine (9) five-foot-deep borings of the existing pavement structure to determine quantities and qualities of materials available for PROJECT needs.
2. Perform subsurface investigations to analyze PROJECT geotechnical concerns and provide a soils report with full detailed recommendations. The soils shall be classified by pedological means.

I. ROAD PLANS

1. Road plans shall consist of the following:
 - a. Title Sheet
 - b. General Notes
 - c. Project Overview – single sheet schematic drawing
 - d. Typical Cross Sections (Existing and Finished)
 - e. Construction Details
 - f. Curb Ramp Details (up to 50 ramps, per requirements in the MANUAL)
 - g. Sign Removal Plan, Permanent Signing Plan and Marking Plan (one combined plan)
 - h. Detour Plan
 - i. Erosion Control Plan
 - j. Utility Plans*
 - k. Temporary Pedestrian Accommodation Plan**
 - l. Miscellaneous Quantities
 - m. Right-of-Way Plat/TLE Exhibits***
 - n. Resurfacing Plan sheets****
 - o. Earthwork Data
 - p. Cross Sections*****

The following are not included and are considered Extra Services: landscaping plans; structural plans; retaining wall plans; street lighting plans; and alignment plans.

*Plan consists of plan and profile sheets of the storm sewer, sanitary sewer and watermain base existing and proposed improvements. Laterals to individual properties will be shown in plan view only for the storm and sanitary sewers from Village-provided locations. Village inspection forms will be completed with Village field assistance for all existing storm structures. Hand-written inspection forms will be converted to Word documents and include a photo of the structure condition.

**Temporary pedestrian accommodation plans are assumed to utilize staging consisting of closing the sidewalk on one side of the street at a time and utilizing construction details that are applied throughout the accommodation plans. Audible message devices are assumed to not be required as pedestrians are not expected to be moved to another parallel route for accommodation.

***It is assumed that all real estate interests will be shown as TLE exhibits.



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****Plans to show isolated sidewalk and curb and gutter replacement locations, roadway and right of way dimensions, and non-typical pavement cross slopes.

*****Cross sections will be provided at a 10/4 scale and only in new sidewalk and curb extension areas.

2. Construction cost estimates will be provided at the 60% and Draft PS&E milestones. Construction cost estimate documentation will be provided at the Draft PS&E milestone only and updated before the Final PS&E.

J. PLATS

1. Prepare Temporary Limited Easement exhibits in accordance with the MANUAL for up to forty (40) parcels.
2. Provide right of way descriptions for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel. Descriptions shall be by metes and bounds or aliquot part of lots in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners. Submit the legal descriptions on a hard copy and on a CD/DVD or an electronic e-mail file to the VILLAGE.
3. Prepare the descriptions in line item format and provide an electronic copy to the VILLAGE.
4. Field locate and temporarily mark, one time, the new temporary limited easement boundaries for up to a maximum of forty (40) parcels in a manner which will facilitate the appraisal of all affected parcels.
5. After temporary easement determinations are made from sufficient PROJECT design data, the CONSULTANT will submit preliminary Temporary Limited Easement exhibits for the VILLAGE's review. The VILLAGE shall provide one combined set of review comments from all reviewers (Village of Allouez and the DEPARTMENT's region plat coordinator, real estate section, utilities section, PDS section, etc.). CONSULTANT will make revisions one time in response to combined comments and submit final Temporary Limited Easement exhibits.
6. Perform up to forty (40) title searches with ten (10) title updates of the titles to properties or premises through which the Right of Way for the PROJECT is to be acquired.

K. TRAFFIC

1. Prepare a Libal Street Traffic Forecast Report document including Annual Average Daily Traffic (AADT) volumes for the Construction Year, Interim Year (Construction Year +10), and the Design Year (Construction Year +20), truck classifications and percentages, and traffic design values at one count site location (ID 051226). Prepare the forecast report using WisDOT's Local Program Forecasting Tool and historic traffic volume, vehicle classification, and planning level forecast data published by WisDOT. Classification information will be obtained from a nearby count location along Libal Street (ID 051360). Provide the Libal Street Traffic Forecast Report document to the VILLAGE for review. Update the forecast report based on feedback provided by the VILLAGE.
2. Prepare 60% and 90% Transportation Management Plan (TMP), Type 2, in accordance with the MANUAL and submit within the Wisconsin Transportation Management Plan (WisTMP) online system. The TMP



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will assume roadway closure during construction with a signed detour, no work zone or detour route traffic operational analysis, and temporary pedestrian accommodations, including completion of the Temporary Pedestrian Accommodations Design Checklist. A Work Zone Impact Assessment (WZIA) is not required for local program projects and will not be prepared as part of the TMP.

L. SERVICES PROVIDED BY THE VILLAGE

1. The VILLAGE will provide the CONSULTANT the following for the PROJECT:

- a. Existing Roadway As-built Plans
- b. Assistance with the development of the Utility Contact List
- c. The latest 5-year crash reports for the project area
- d. Available storm sewer hydraulic data
- e. Surrounding historical development plans, TIA's, and Traffic Studies
- f. Horizontal locations of storm and sanitary sewer laterals
- g. Storm sewer structure inspection forms in Word document format
- h. Field assistance during the existing storm structure inspection



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Completion Schedule

The following items of work will be completed and submitted to the VILLAGE by the indicated dates, if CONSULTANT has received the Notice to Proceed by October 8, 2025.

Report Title	Date
Operational Planning Meeting	November 2025
Soils Report	December 2025
Pavement Design Report	January 2026
30%/Curb Ramp Layout Plans	February 2026
Section 106 Submittal	March 2026
Public Involvement Meeting #1	April 2026
Environmental Document	May 2026
60% Plans and Draft DSR Submittal	June 2026
Preliminary TLE Exhibits	June 2026
Public Involvement Meeting #2	August 2026
Final DSR Submittal	August 2026
Final TLE Exhibits	September 2026
Plans to Utilities	October 2026
Utility Coordination Meeting	June 2027
Draft PS&E (90%) Submittal	August 1, 2027
Final PS&E	November 1, 2027
Let*	March 14, 2028
Contract Completion Date	June 1, 2028

* For information purposes only, the CONSULTANT does not control DEPARTMENT Letting Dates.

Professional Fees

Services will be billed each month based on the work completed. Usual and customary expenses such as mileage, printing, delivery and postage are not included in the actual cost plus fixed fee and will be billed at cost as a reimbursable expense.

The above services will be provided on actual cost plus fixed fee basis as follows:

raSmith	\$272,267.07*
ECS Midwest, LLC (soils investigations/report)	\$4,830.00
GEI Consultants (hazardous materials investigation/report)	\$9,455.77



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UW – Milwaukee CRM (arch history) \$4,467.00
Knight Barry Title Group (title searches and updates) \$18,250.00
Total fee \$309,269.84

*Actual Cost of \$252,636.79 plus a Fixed Fee of \$19,630.28 for a total of \$272,267.07

raSmith tasks and costs are broken out as follows:

ACTIVITY TASK DESCRIPTION	HOURS	COST*
Manage Project Scope and Schedule	100	\$16,982.69
Manage Project Quality	46	\$8,004.96
Manage Project Stakeholders	104	\$14,636.46
Design Pavement Structure	14	\$1,829.92
Design Drainage	75	\$9,819.88
Design Erosion Control and Landscaping	17	\$1,961.42
Design Geometrics and Details	671	\$82,837.26
Develop Quantities and Estimates	104	\$12,263.77
Develop PSE Documents	38	\$4,930.22
Develop Digital Terrain Model (DTM)	24	\$3,292.41
Establish Project Control	34	\$4,539.73
Conduct and Process Existing Field Survey	100	\$14,890.04
Field Survey Existing Utilities	71	\$9,664.60
Survey Existing and Proposed Right-of-Way	66	\$8,961.36
Develop TLE Exhibits	279	\$38,478.65
Analyze Archaeological and Historical Impact and Tribal Consultation	22	\$3,628.08
Analyze Hazardous Materials Site Impact	1	\$165.67
Analyze Natural Environment Impact	19	\$3,075.75
Environmental Documentation and Agency Coordination	58	\$7,320.34
Analyze Traffic Data / Forecast	11	\$1,372.19
Develop Traffic Control and Staging	45	\$5,726.11
Design Signing and Pavement Marking	26	\$3,074.14
Coordinate Utilities	88	\$11,357.45
Manage Post-PSE Though Let	26	\$3,453.97
TOTALS	2,039	\$272,267.07

*Includes associated expenses.



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Client Responsibilities/Assumptions

Our estimated fees are based on the following set of assumptions and conditions. Deviations from these may result in additional fees:

- A. The terms and conditions set forth herein are valid for 60 days from the date of this proposal and are conditioned upon our completion of all services by June 1, 2028.
- B. Verification of information provided by others is not a part of the Scope of Services; therefore, any problems arising out of the use of such information shall not be the responsibility of raSmith.
- C. Owner shall pay for any and all review and permit fees. Payment of fees to various agencies for plan reviews and other reasons may be necessary throughout the course of this project. Timely remittance of those fees to us is very important, since agencies will not accept review packages without the required fees. The project could be delayed significantly if submittals are not received when needed.
- D. After work has commenced, any revisions requested by the Owner, or necessitated by conditions beyond our control, will be considered Extra Services requiring additional compensation.
- E. We will not be responsible for improper use or extensions of use of documents prepared by us beyond the stated purpose for which the documents were prepared.

Services Not Included

Unless specified elsewhere in this proposal, the following services are not included as part of this project and, therefore, are not reflected in our actual cost plus fixed fee. If requested, these services will be performed on an hourly, time-and-material basis according to the attached Professional Fees Rate Schedule, unless other arrangements are agreed upon.

- A. Additional or extended services beyond those specifically described in the Scope of Services
- B. Resolution of boundary conflicts with adjoining properties
- C. Floodplain permitting
- D. Landscaping design
- E. Building demolition plans, specifications, or asbestos surveys
- F. Construction services or construction staking
- G. Retaining wall design
- H. Final review and site inspection upon completion.
- I. Endangered species investigation
- J. Off-site improvement design.
- K. Real estate negotiation and acquisition services



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raSmith offers an array of supplemental services that are available at your request. Please refer to Attachment A for a complete list of our services.

If you would like to authorize raSmith to proceed with your project, please sign the attached Professional Services Agreement Between Client and Professional, and forward a signed copy of the entire Agreement to us. Once received, we will execute and return a copy for your records.

We look forward to working with you on this project.

Sincerely,
raSmith

A handwritten signature in blue ink, appearing to read 'Doug M. Senso'.

Doug M. Senso, P.E.
Senior Transportation Project Manager

raSmith

A handwritten signature in blue ink, appearing to read 'John A. Elkin'.

John A. Elkin, P.E.
Director of Transportation

Enclosures: Professional Services Agreement
Subconsultant Proposals

bth:K:\1252711\Contract\Original Contract (Date)\EP 251002 Gehin_Libal Street.docx

THIS IS AN AGREEMENT effective as of October 9, 2025 ("Effective Date") between the Village of Allouez ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

Libal Street, LeBrun Street to Hoffman Road (CTH XX), WisDOT ID 4517-07-00 ("Project").

Professional's services under this Agreement are generally identified as follows:

Provide roadway design, surveying and plat for the resurfacing of Libal Street from LeBrun Street to Hoffman Road (CTH XX) in the Village of Allouez in Brown County, WI. ("Services").

Client and Professional further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the Proposal for Design Consulting Services. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 Payment Procedures

- A. **Invoices:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment, other than sums withheld on a disputed invoice, due for Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges.
- B. **Payment:** As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 Basis of Payment

- A. Client shall pay Professional for Services on an actual cost plus fixed fee basis of \$309,269.84 including all labor and direct expenses charged in support of the project. The fee is based on the level-of-effort presented in Proposal for Design Consulting Services. Fees will be invoiced monthly on a percent complete basis.
- B. **Additional Services:** Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 Suspension and Termination

- A. The obligation to continue performance under this Agreement may be suspended:
 - 1. **By Client:** Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
 - 2. **By Professional:** Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
 - b. By Professional:
 - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or

- 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
- c. By Client, for convenience, effective upon Professional's receipt of written notice from Client
- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
- e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
- C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.

5.01 *General Considerations*

A. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

B. Design Without Construction Phase Services

Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.

C. Opinions of Cost

Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.

D. Liability

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$2,000,000.

E. Indemnification

Each party shall indemnify and hold the other harmless including the party's officers, elected officials, directors, employees, and Consultants from and against any and all claims, costs, losses and damages arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the other party or party's officers, elected officials, directors, members, partners, agents, employees, consultants, or others retained by or under contract with respect to this Agreement or to the Project.

No provision contained in this contract is intended to waive or estop the Client or its insurer to rely upon the limitations, defenses, and immunities within Sections 345.05 and 893.80 Wis. Stats. To the extent indemnification is available and enforceable, Client and/or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.

F. Dispute Resolution

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be Brown County, Wisconsin.

G. Governing Law

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

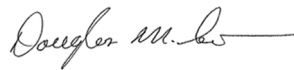
IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Libal Street, LeBrun Street to Hoffman Road (CTH XX), WisDOT ID 4517-07-00

Client: Village of Allouez

Professional: R.A. Smith, Inc.

By: _____

By:  _____

Print name: _____

Print name: Doug Senso, P.E.

Title: _____

Title: Senior Project Manager

Date Signed: _____

Date Signed: 10/09/2025

Firm's Certificate No.: 1R12170

State of: Wisconsin

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

R.A. Smith, Inc.

16745 West Bluemound Road

Brookfield, WI 53005

**raSmith - TRANSPORTATION DIVISION
DESIGN CONTRACT SCOPING CHECKLIST**

Scoping Meeting Date: September 9, 2025

Attendees: Sean Gehin, Allouez DPW

Last Revised Date: September 22, 2025

Mike Cohen, WisDOT Local Program PM

Doug Senso, raSmith PM

Scott Lietzau, raSmith Senior PE

GENERAL PROJECT INFORMATION

raSmith Project #	<u>1252711</u>		
Client(s)	<u>WisDOT NE Region, Village of Allouez</u>		
WisDOT/Client Project ID	<u>4517-07-70 (construction), 4517-07-00 (design & real estate)</u>		
FIIPs Project Title	<u>V Allouez, Libal Street</u>		
FIIPs Project Limits	<u>LeBrun Street to CTH XX</u>		
Actual Limits (if different)			
Roadway Number or Name	<u>Libal Street</u>		
County(ies)	<u>Brown</u>		
Project Length (feet or miles)	<u>3,600'</u>		
Construction Year	<u>2028</u>		
Improvement Type per FDM 11-1 Attachment 10.1	<u>Preservation/Restoration</u>	<u>Resurfacing</u>	<u>Pavement Replacement</u>
	<u>Expansion</u>	<u>Bridge Preventative</u>	<u>Bridge Rehabilitation</u>
	<u>Principal Arterial</u>	<u>Minor Arterial</u>	<u>Collector</u>
			<u>Local</u>
Proposed Roadway Design Classification	<u>U2b</u>		
	<u>For rural roadways see: FDM 11-15 Attachment 1.1</u>		
	<u>For urban roadways see: FDM 11-20 Attachment 1.1</u>		
Current AADT (note year and source)	<u>4,900 (May 2022 per WisDOT traffic map)</u>		
Design Speed	<u>Mainline = 30 mph (15 mph in 2 school zones)</u>		
	<u>Side Road(s) =</u>		
Construction Cost Estimate (current year \$'s)	<u>raSmith =</u>	<u>WisDOT/Client =</u>	<u>\$1,424,100</u>
Funding Sources and Percentages	<u>Federal = 80%</u>	<u>State =</u>	<u>Local = 20%</u>
Community Sensitive Solutions (CSS or CSD) Elements	<u>Not allowed under PSRSXX improvement types unless deemed as environmental mitigation per FDM 11-3-1.5.5.2</u>		
Bicycle Accommodations	<u>Off Road Path (width)</u>	<u>On Road Lane (width)</u>	<u>Shared Lane (width)</u>
			<u>Not Required</u>
			<u>Comments</u>
Mainline		<u>5'</u>	
Side Roads			
Traffic Control Scheme	<u>Road Closed</u>	<u>Road Closed w/ Detour</u>	<u>Staged Construction</u>
			<u>Staged Const. & Detour</u>
			<u>Comments</u>
Mainline		<u>X</u>	
Side Roads			
Description of Improvements/Comments	<u>Resurfacing with curb ramp improvements, limited curb & gutter replacement, spot storm sewer repair, and sidewalk extension on the east side.</u>		
	<u>Mill 2"/pave 2" (per Mike, not a problem if the STIP notes 2.5" to 4")</u>		
	<u>Mike to provide the FIIPs information and SMA</u>		

CONTRACT INFORMATION

Contract Type	<u>Lump Sum</u>	<u>Actual Cost + FF</u>	<u>X</u>	<u>Specific Rate</u>	<u>See FDM 8-10-15 for criteria</u>
DBE Requirement	<u>0% \$'s</u>				
Contract Schedule	<u>Start Date = 10/15/25</u>	<u>End Date = 6/1/28</u>	<u>Months = 32</u>		
Proposed Advanceable PS&E Date	<u>N/A</u>				
Proposed Final PS&E Date	<u>11/1/2027</u>				
Proposed Let Date	<u>3/14/2028 (Village would like to potentially move this to 2/8/28)</u>				
Concept Definition Report (CDR) Available?					
Comments/Other Information	<u>This is a 2 party contract between the Village and raSmith. WisDOT does not review. Contract type and profit percentage are between the Village and raSmith - WisDOT has no comment or input on these.</u>				
Subconsultants					
	<u>Soils</u>	<u>ECS Midwest</u>	<u>Real Estate Acquisition</u>		
	<u>Historical</u>	<u>UWMCPM</u>	<u>Endangered Species</u>		
	<u>Archaeological</u>	<u>UWMCPM</u>	<u>Lighting</u>		
	<u>Hazardous Materials</u>	<u>GEI consultants</u>	<u>ITS</u>		
	<u>Title Searches</u>	<u>Knight Barry Title Group</u>	<u>Structures</u>		
			<u>Others</u>		

DESIGN REPORTS			
	Required	Not Required	Comments
Final Scope Certification Document (FSC)		X	Prepared by WisDOT?
Safety Certification Document (SCD)		X	Prepared by WisDOT?
Bridge or Structure Certification Document (BOSCD)		X	Prepared by WisDOT?
Risk Based Environmental Scoping Template		X	Prepared by WisDOT?
Native American Lands of Interest (NALI) scoping determination		X	Prepared by WisDOT?
Design Criteria Memo		X	Village does not want this
Pavement Design Report, FDM 14-15-20	X		LCCA Required? No Abbreviated report OK if no structural design needed. What is the desired pavement structure for the resurface?
Encroachment Report	X		Attach to DSR - only for parcels with RE interests
Stormwater Report (SWR), FDM 10-30		X	TSS Removal % = 0% Not required per Cohen email of 9/18/25.
Complete Streets Documentation		X	Bike lanes and sidewalk extension to be included in the project.
Design Justifications, FDM 11-1-20		X	Memo req'd on local program projects with controlling criteria justifications
Interchange Access Justification Report (IAJR), FDM 11-30-15		X	Req'd for new or revised access to freeways, see FDM 11-30-15 Attachment 15.1
Roadside Hazard Analysis, FDM 11-45-10.3		X	Perpetuations: generally not req'd; Rehabilitations: for S-2 segments; Modernizations: Yes, Not needed per Mike.
Design Study Report, FDM 11-4-10	X		FDM 11-4 Attachment 10.1 for Perpetuation projects
Location Study Report, FDM 11-4-5		X	Used for Majors projects
Design Technical Memorandums			
Access Control		X	
Traffic Control/Staging		X	
Intersection Analysis/Improvements		X	
Safety Improvements		X	
Parking Lanes Locations	X		Prepare exhibit for analyzing exist parking in relation to number of spots, driveways, intersections, location of schools, etc.
Storm Sewer Analysis	X		Kenny St to Longview Ave determine if exist size handles the 10-yr storm; use parameters from Greene Ave analysis
Existing Sidewalk Survey	X		No memo, raSmith to walk the project with Sean to identify severe areas for Surveying and showing in the plan for replacement
ENVIRONMENTAL/AGENCY COORDINATION			
State Agencies	Required	Not Required	Comments
Environmental Document Type, FDM 20-15	X		CEC
Department of Natural Resources (DNR), FDM 20-55-40	X		Obtain an Initial Review Letter (IRL) and Final Concurrence. Check if Delegated Design Concurrence applies.
Aquatic Connectivity (ACONN), FDM 13-1-12		X	Any applicable drainage structures? DNR IRL may include such structures. FDM gives resources that may assist.
Bureau of Aeronautics (BOA), FDM 20-55-55		X	Req'd if a notice to FAA is required or if project is within an airport approach area
DATCP, FDM 20-55-60		X	Req'd on STH projects acquiring land from a farm operation
SHPO Coordination - Section 106 Process			
Archaeological Screening List	X		raSmith work with UWM on arch screening criteria and submittal to CRT
Historical Screening List		X	
Historical Survey	X		
Archaeological Survey		X	
Historical DOE		X	
Archaeological DOE		X	
Historical Assessment of Effects		X	
Archaeological Assessment of Effects		X	
Federal Agencies			
Natural Resource Conservation Service (NRCS), FDM 20-55-20.3		X	Complete form CPA-106 for linear projects that acquire land from a farm operation
Corps of Engineers (US ACE), FDM 20-55-30		X	PCN (written permit) req'd if 0.1 acre or more impact to a single and complete linear project (a single wetland complex) or work in/over a navigable waterway
FHWA, Section 4(f), FDM 20-45-5	X		Anticipate temporary occupancy for TLE from Catholic School
FHWA, Section 6(f), FDM 20-45-10		X	Req'd for impacts to specially funded properties identified in DNR IRL
Federal Aviation Administration (FAA), FDM 20-55-10		X	A notice to file must always be checked and should be done in scoping to verify level of coordination for contract
US Fish & Wildlife Service, FDM 24-10	X		Min. req'd to obtain Official Species List and perform informal consultation using species determination keys
US Coast Guard, Section 9 / 10, FDM 20-50-5		X	Req'd for work on structures over or work in federally navigable waters
Native American Tribes, FDM 26-1	X		Min. req'd to solicit input from interested tribes via email; always comes from WisDOT but consultant prepares email text
Other Documents			
Wetland Delineation, Report, Tracking Form, FDM 20-50-5		X	Req'd for temp and/or perm impacts to wetlands
Wetland Mitigation		X	Onsite vs bank site use determined by WisDOT
Noise Modeling/Analysis, FDM 23-10-1		X	Req'd for Type I or Retrofit Noise Abatement projects (not common)
Air Quality Analysis, FDM 22-25-1		X	Project must demonstrate conformity by being included on a TIP. Air analyses is not common.
Threatened and Endangered Species Studies		X	Not common. If needed, typically performed by WisDOT during project initiation.
Phase 1 Hazardous Materials Assessment, FDM 21-35	X		Generally req'd for projects involving R/W acquisition or more than minimal excavation.
Phase 2 or 2.5 Hazardous Materials Investigations, FDM 21-35		X	Only req'd if recommended in Phase 1 Hazmat Assessment
Demographics Study		X	Not common and typically associated with higher level environmental documents like EA's and EIS's

Indirect & Cumulative Impacts Analysis, FDM 25-5-17	X	Not common and typically associated with higher level environmental documents like EA's and EIS's
Conceptual Stage Relocation Report	X	Not common and typically associated with higher level environmental documents like EA's and EIS's with displacements.

UTILITY/RAILROAD COORDINATION

	<u>Required</u>	<u>Not Required</u>	<u>Comments</u>
Trans 220 project, FDM Chapter 18	Not Trans 220		Complete Utility Coordination Task List, see links: STH projects task list (verify format with WisDOT) Local Program task list
Develop & Maintain Utility Contact List	X		Initial list typically provided by WisDOT
Prepare release of rights/audit/lump sum agreements		X	by Village's RE consultant
Railroad Coordination		X	Req'd if railroads present on the project or detour route
Testify at Office of Commissioner of Railroads hearing		X	
Verify Utility Relocations after PS&E	X		

PUBLIC INVOLVEMENT

	<u>Required</u>	<u>Not Required</u>	<u>Comments</u>
Public Involvement Plan (PIP), FDM 6-5-10	X		Req'd on all projects, including local program, at 30% and 60%.
Mailing List	X		Village to develop and provide to raSmith for mailings
Develop & Maintain a Project Webpage		X	
Field Work Notices	X		How many? 1
News Releases		X	
Newsletters		X	
Local Officials Meeting (Prior to PIM)	X		Assumes 2 raSmith attendees and meeting invite/agenda/exhibits/minutes
Meeting Type	Virtual		
Public Involvement Meeting (PIM)	X		2 PIMs (1 pre-60% and 1 pre-plat); 2 raSmith attendees at each PIM
Meeting Type	In person		
Meeting Format	Open house with slide show presentation		
Photo Renderings		X	
Maintain Public Involvement Log	X		
Respond to emails, letters, media	X		raSmith prepare responses, village staff to send
Project Advisory Committee (PAC) Meeting(s)		X	
Public Hearing		X	
Other Considerations	Alternative language materials needed? No. Other sensitive groups or facilities on/near the project needing early coordination? No.		

MEETINGS

	<u>Required</u>	<u>Not Required</u>	<u>Comments</u>
Operational Planning Meeting (OPM) / Kickoff Meeting	X		Assumes 2 raSmith attendees and meeting invite/agenda/exhibits/minutes
Soils Investigation Meeting		X	Assumes 2 raSmith attendees and meeting invite/agenda/exhibits/minutes
Utility Coordination Meeting	X		1 meeting about 1-2 months prior to 90%; 2 raSmith attendees
30% Plan Review/Curb Ramp Layout Meeting	X		Will include a review of the curb ramp layouts, cross walk and curb extension locations.
60% (Pre-DSR in NE Region) Plan Review Meeting	X		Assumes 2 raSmith attendees and meeting invite/agenda/exhibits/minutes
Curb Ramp Layout Meeting		X	No separate meeting; will be discussed during 30% Plan Review Meeting.
Staging/50% TMP Meeting		X	Obtain client acceptance of conceptual staging scheme
Draft PS&E Plan Review Meeting	X		Assumes 2 raSmith attendees and meeting invite/agenda/exhibits/minutes
Property Owner Meeting(s)		X	Village of Allouez to address any individual property owner needs.
Monthly Progress Coordination Meetings	X		31 virtual meetings between raSmith PM and village staff
Preconstruction Meeting	X		Assumes 2 raSmith attendees
Other Meetings	X		One Village Board/Public Works meeting prior to 60% submittal; could include a summary of PIM comments.

SURVEY

Basis of Control		Horizontal	Wisconsin County Coordinates, Brown County	
		Vertical	TBD	
Topographical Survey Limits	<u>Lengths (ft)</u>	<u>Width (ft)</u>	<u>Comments</u>	
Mainline	3,600	100	Full topo survey, utility base maps will include storm and sanitary private laterals in 2D with the locations supplied by the Village.	
Side Roads	75'/leg	100	16 side road legs	
Other areas	--	--	Proposed stormwater ponds, realignments, waterway structure surveys, etc.	
Other Survey Services	<u>Required</u>	<u>Not Required</u>	<u>Comments</u>	
Stake Proposed Roadway C/L's and/or R/W for Utilities		X	How many times? 1	
Locate Section Corners (for R/W Plat or to compute Ex. R/W)	X		Number of corners to be located?	

Locate Wetland Delineation
Locate Soil Borings

X Number of locations?
X Number of locations?
X Number of borings?

RIGHT OF WAY PLAT

	<u>Required</u>	<u>Not Required</u>	<u>Comment</u>
Plat	X		Assume TLE exhibits for 40 parcels
Utility Exhibits		X	Approximate number of utility parcels = Local program projects not required to use utility exhibits
Other Plat Services	<u>Required</u>	<u>Not Required</u>	<u>Comment</u>
Title Searches/Reports	X		Assume 40 parcels
Title Updates	X		Assume 25% of total so 10 parcels
Appraisal Staking	X		Assume 40 parcels staked 1 time
Monumentation of Final R/W		X	No FEE expected

GEOTECHNICAL INVESTIGATIONS

	<u>Required</u>	<u>Not Required</u>	<u>Comments</u>
Geotechnical Report	X		
Investigations	<u>Number</u>	<u>Depth</u>	<u>Comments*</u>
Roadway Borings	9	5'	Typically 10 - 12 borings/per mile or every 400', 5' to 10' deep
Bridge Borings	0		Typically 1 boring per substructure unit, depths vary
Box Culvert Borings	0		For 150' long structures, min. 1 boring at each endwall at 15' deep. Add 1 boring for each 100' of structure length.
Retaining/Noise Wall Borings	0		1 boring for every 200' to 300' of wall at 20' deep.
Marsh Probes/Soundings	0		
Monotube Signal Bases	0		1 boring per base at 20' deep.
Overhead Sign Supports/Sign Bridges	0		1 boring per base at 30' deep.
Rock Borings	0		
Others	0		

*Guidance is general. Investigations are site dependent and should be discussed for each location.

ROAD PLANS

	<u>Required</u>	<u>Not Required</u>	<u>Comments</u>
Title Sheet	X		
General Notes	X		
Project Overview	X		
Existing Typical Sections	X		
Proposed Typical Sections	X		
Construction Details	X		Curb extensions (at Longview and Hilltop on opposite side from bike lane); Sean to verify if RRFs should be added
Curb Ramp Details	X		10 int.'s (4 T-int.'s) only one crossing assumed at each side road - approximately 50 curb ramps.
Minor Retaining Wall Layout(s)		X	
Removal Plans		X	Show by each major stage on projects with multiple or complex stages.
Alignment Plan		X	Show alignment data on resurfacing plan sheets.
Project Tie Sheets		X	
Pavement Marking	X		Combine with Sign Removals and Permanent Signing Plans
Sign Removals	X		Combine with Permanent Signing and Pavement Marking Plans
Permanent Signing	X		Combine with Pavement Marking and Sign Removal Plans
Detour	X		
Temporary Pedestrian Accommodations	X		Audible message devices are not required per Mike Cohen if pedestrians aren't moved over a block. Mike expects ped.'s staged by closing one side of the sidewalk. Plans can be similar to those used on Mather Street project.
Traffic Control / Construction Staging		X	Number of stages anticipated? Staged earthwork to be included in Earthwork Summary table.
Storm Sewer	X		Combine with watermain and sanitary sewer plan and profiles into Utility Plans. Storm Sewer plans for spot repairs, trunk line upsizing, and catch basin lead profiles - Village storm structure inspection forms to be completed and typed in Word with photos of the structures. Village will assist with inspection in the field. Draft in private storm laterals - Village to provide locations.
Erosion Control	X		Show on Utility Plan if not too cluttered.
Fencing		X	
CSS / Landscaping / Aesthetics		X	
Lighting		X	Continuous or spot locations?
Temporary Traffic Signals		X	
Traffic Signal(s)		X	Number of intersections? Interconnection required? EVP required? Detection requirements?

Intersection/Roundabout Details		X	Number of intersections?
Paving Details		X	
Rehabilitation / Resurfacing Plan	X		40-scale half size sheets stacked showing non-typical slopes, alignment information, RE Interests, SI's, isolated curb & gutter and sidewalk replacements and roadway and R/w dimensions
Wetland Mitigation		X	
Storm Water Quality Treatments		X	Ponds, infiltration ditches, in-pipe devices, etc.?
Grading / Contour Plan		X	
Sanitary Sewer Plans	X		Combine with watermain and storm sewer plan and profiles into Utility Plans. Draft in private sanitary laterals - Village to provide locations.
Watermain Plans	X		Combine with sanitary sewer and storm sewer plan and profiles into Utility Plans.
Miscellaneous Quantity Sheets	X		For staged projects, list major quantities by stage.
Plan & Profile Sheets		X	
Computer Earthwork Data		X	Separate tables for each major stage for large grading projects
Cross Section Sheets	X		Recommend 10/4 scale; only need sheets for new sidewalk and curb extensions, approximately 8 sheets
Construction Estimates & Documentation	X		At typical milestones 30%, 60%, 90%. Provide biannual estimates typically in April and October as requested by WisDOT.
Civil 3D Elements			
Design Model*	X		Req'd if cross sections are included in the plan
Subgrade Improvement Surface Model		X	Req'd if incorporated into typical section and cross sections
Staged Surface Models		X	Applicable large grading projects
Temporary Roads or Significant Temporary Widening		X	Models req'd if temporary elements require earthwork to construct
Other Grading (Stormwater Ponds/Park & Rides, etc.)		X	Models req'd if these elements require earthwork to construct
Pipe Networks	X		Preferred for storm sewer design

*Refer to FDM 15-5-7, Tables 7.1 & 7.2, for information on frequency of spacing within the models and items to be included in the Design Model (driveways, beam guard, etc.)

STRUCTURE PLANS

	<u>Required</u>	<u>Not Required</u>	<u>Comments</u>
Structure Survey Report (SSR)		X	One SSR req'd for each structure; number of SSR's =
Hydraulic Report		X	Number?
Bridge/Box Culvert Structures		X	Number?
Retaining Wall Structures		X	Number?
Retaining Wall Type Justification Memo		X	Number of types to be evaluated?
Noise Wall Structures		X	Number?

TRAFFIC

	<u>Required</u>	<u>Not Required</u>	<u>Comment</u>
Traffic Counts		X	Count type...TMC, classification, other? Time period...AM & PM, 12-hr, wknds? No. of intersertions? Specific users...peds/bikes/heavy vehicles?
Traffic Projections	X		By raSmith (for plan title sheet, PDR, DSR, etc.)
Crash Analysis		X	Analysis type...historical or predictive? Crash diagrams?
Traffic Report		X	
Traffic Analysis (HCM-based)		X	Number of intersections? Number of time periods? Number of analysis years?
Traffic Microsimulation Modeling		X	
Intersection Control Evaluation (ICE) Report		X	Number of intersections? Traffic control warrant evaluation?
Transportation Management Plan (TMP)	X		Type? 2 Assume submittals at 60% and 90%? NE - Advance WZIA, etc?
TMP Review Meetings		X	Number? After which milestone(s)?
Sight Distance Evaluation		X	
Intersection Design Vehicle Path Evaluation		X	
Ped/Bike Crossing Evaluation		X	
DSR Data	X		AADT information only
Traffic Technical Memorandums			
Traffic Report		X	
Crash/Safety Report		X	
Safety Certification Document (SCD)		X	
Access Control		X	
Interchange Access Justification Report (IAJR)		X	

PROSECUTION & PROGRESS (SCHEDULE)

	<u>Date</u>	<u>Comments</u>
Expected Notice to Proceed	10/15/2025	<i>Sean needs a final contact by 10/2/25 for approval at the 10/7/25 Village Board meeting</i>
Geotechnical Report	12/1/2025	
Pavement Design Report	1/1/2026	
30% Plan Submittal	2/1/2026	<i>Review to include curb ramp 2D layouts and curb extension locations</i>
Section 106 Submittal	3/1/2026	
Environmental Document Submittal	5/1/2026	
Prelim Structures Plans & SSR Submittal	N/A	
60% (Pre-DSR in NE Region) Plan Submittal	6/1/2026	<i>Includes Draft DSR, TMP, Preliminary Plat, Storm sewer Analysis Report, Estimate</i>
Final DSR Submittal	8/1/2026	
Final Right of Way Plat Submittal	9/1/2026	
Begin Real Estate Acquisition	10/1/2026	<i>13 months to FPS&E</i>
Plans to Utilities/Trans 220 Plans	10/1/2026	
Final Structures Plan Submittal	N/A	
Pre-90% PS&E Submittal	N/A	
Draft PS&E (90%) Submittal	8/1/2027	
Advanceable PS&E Submittal	N/A	
Final PS&E Submittal	11/1/2027	
Proposed Project Let Date	3/14/2028	<i>Don't list in contract - for informational purposes only</i>

OTHER NOTES

Questions and comments for village:

1. What is the purpose of the storm sewer evaluation? To evaluate if the existing size can handle the 10-year storm.

1a. Applicable municipal or WisDOT stormwater design standards? No municipal methodologies.

1b. Required storm events 2-year, 10-year, 100-year? 10-year

1c. Design storm sewer for 10-year hydraulic grade line is below grate flow line elevations and/or 100-year hydraulic grade line is 8-inches or less above the street crown? Follow parameters from Green Avenue analysis.

1d. Preferred software or programs (e.g., SWMM, HEC-HMS, HEC-RAS, Hydraflow, etc.)? No village preference.

1e. What deliverables are expected? (e.g., report, model files, plan sheets with HGL)? Tech memo

2. RFP noted "base patching of lower layer of asphalt". raSmith will use the Distressed Pavement Milling SPV to address any concerns.

3. Add curb extensions at Longview and Hilltop intersections? Yes. RRFBs? Sean to review village comprehensive plan.

4. Discuss eliminating the 30% submittal or replacing with a 2D curb ramp submittal/review. Keep 30% submittal in contract and review meeting will include curb ramps and curb extensions.

5. Is Resurrection School playground and soccer field open to the public during non-school hours? raSmith to contact.

6. Discuss existing sidewalk evaluation effort and hazard level triggering repair. raSmith to field review with village staff and Survey any flagged locations for showing in the plan.

7. Make village aware of effort involved in temporary pedestrian accommodation design and potential additional real estate needed.

8. Any consideration for early survey contract or do we feel contract will be set by mid-October?

Parking Lane Analysis Report:

Desire to maximize the number of parking spaces provided.

Consider location/spacing of driveways, intersections, school drop-off areas, etc.

Consider where parking is provided nearby.

This will determine which way the crown and roadway R/L shifts (3.5' east or west).

Approximate 1-page memo with aerial exhibit

The WisDOT SDD shows parallel parking lane widths of 22'-26'; raSmith to use 25'. No parking stall pavement markings shown.

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: 10/02/2025

Water Usage Update

From the beginning of this year through August undetected leaks within the Village water distribution system have resulted in an above average water purchase from the Central Brown County Water Authority. During that timeframe the average Dailey water purchase was over 1.15 million gallons a day. A typical daily water purchase is roughly 1 million gallons.

A leak detection survey completed early in August discovered 11 leaks. The subsequent repair of those leaks has returned the Village's water daily purchase to normal levels early in September.

This year's budgeted annual and monthly bulk water purchase from Central Brown County Water Authority (CBCWA) is 375,000,000 and 31,250,000 million gallons respectively. As a result of the leaks, the yearend water purchase is estimated to be 405,000,000 gallons. At a billed CBCWA bulk water rate of \$4.42 (1,000 gal) the additional expense to the Utility is estimated at \$135,000.

Sean J. Gehin, P.E.
Allouez DPW

VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2853

Department of Public Works

2025 Street and Utility Construction Project Update

October 6, 2025

This 2025 construction season has begun in the Village of Allouez on some or all of the streets listed below:

Reconstruction Projects:

The reconstruction projects include:

- Replacement of existing water main, sanitary and storm sewer where necessary.
- Removal and replacement of existing water, sanitary and storm sewer laterals to the property line.
- Placement of new concrete curb & gutter and driveway aprons. The existing driveway width at the property line will be matched.
- Removal and replacement of the asphalt pavement.
- Voluntary replacement of private side sanitary sewer lateral.
- Construction of new sidewalk on Greene Avenue along the southside of the street from Libal St. to East River Dr.
- Pedestrian crossing improvements at the Greene Ave. and Webster Ave. (CTH X) intersection.

The following streets will be completed this year:

- Park Dr. – St. Francis Dr. to Arrowhead Dr.
- St. Francis Dr. – Langlade Rd. to S. Webster Ave.
- Crescent Dr. – St. Francis Dr. to Arrowhead Dr.
- Greene Ave. - Libal St. to East River Dr.
- Regina St. – Simonet St. to Greene Ave.

Project Update:

Weather permitting the anticipated project schedule is as follows:

Park Dr. – St. Francis Dr. to Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

- Work to Begin – Week of June 2nd
- Substantial Completion Date – Mid October

Project Status:

Landscaping expected this week with paving to follow. Project is on schedule.

St. Francis Dr. – Langlade Rd. to S. Webster Ave.

Weather permitting the anticipated project schedule is as follows:

- Work to Begin – Week of May 26th
- Substantial Completion Date – Mid October

Project Status:

Concrete work and landscaping to continue with paving to follow. Project is on schedule.

Crescent Dr. – St. Francis Dr. to Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

- Work to Begin – Week of May 26th
- Substantial Completion Date – Mid October

Project Status:

Concrete work and landscaping to continue with paving to follow. Project is on schedule

Greene Ave. – Libal St. to East River Dr.

Weather permitting the anticipated project schedule is as follows:

- Work to Begin – Week of June 9th
- Substantial Completion Date – Mid October

Project Status:

Storm sewer main and storm sewer lateral work from Greenwald to Libal to continue. Road excavation between Greenwald and Libal is scheduled mid-week. Driveways on the north side between East River Drive and Greenwald to be opened and ramped early in the week. Project is slightly behind schedule due to extra work added.

Regina St. – Simonet St. to Greene Ave.

Weather permitting the anticipated project schedule is as follows:

- Work to Begin – End of July
- Substantial Completion Date – Mid October

Project Status:

Driveways to be opened and ramped early in the week with paving to follow. Turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

*Webster Avenue Crossing – Webster Ave at Greene Ave

Weather permitting the anticipated project schedule is as follows:

- Work completed – Wednesday August 20th

Project Status:

Work completed. Turf restoration to be monitored.

Sanitary Sewer Lining Project:

The sanitary sewer lining projects include:

- CIPP lining of existing sanitary sewer.

The following sanitary sewer segments will be lined this year:

- St. Francis Dr. – Langlade Rd. to S. Webster Ave.
- Crescent Dr. – St. Francis Dr. towards Arrowhead Dr.
- Greene Ave. Sanitary Sewer Easement – Behind Libal St. Mall
- Regina St. – Simonet St. towards Greene Ave.
- E. Ledgerview St. – S. Webster Ave. to S. Clay St.
- Gwynn St. – S. Clay St. to Delahaut St.
- Longview Ave. – Ulmcrest Ct. to East River Dr.
- Riverside Dr. – Spot Repair near Stambaugh Rd.

Project Update:

Weather permitting the anticipated project schedule is as follows:

St. Francis Dr. – Langlade Rd. to S. Webster Ave.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Wednesday June 18th

Project Status:

Work completed.

Crescent Dr. – St. Francis Dr. towards Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Wednesday June 18th

Project Status:

Work completed.

Greene Ave. Sanitary Sewer Easement – Behind Libal St. Mall

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday night into Tuesday morning (June 16 & 17).

Project Status:

Work completed.

Regina St. – Simonet St. towards Greene Ave.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday June 9th.

Project Status:

Work completed.

E. Ledgeview St. – S. Webster Ave. to S. Clay St.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday June 19th.

Project Status:

Work completed.

Gwynn St. – S. Clay St. to Delahaut St.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Friday June 20th.

Project Status:

Work completed.

Longview Ave. – Ulmcrest Ct. to East River Dr.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Thursday June 18th.

Project Status:

Work completed.

Riverside Dr. – Spot Repair near Stambaugh Rd.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Thursday July 17th

Project Status:
Work completed.

East River Dr. Watermain Relay:

Replacement of the East River Dr. watermain from Riviera Rue to Broadview Dr.

Project Update:

Weather permitting the anticipated project schedule is as follows:

East River Dr. – Riviera Rue to Broadview Dr.

Weather permitting the anticipated project schedule is as follows:

- Work completed – July 14th

Project Status:
Work completed.

Street Resurfacing Project:

The resurfacing projects include:

- Removal and replacement of the asphalt pavement.
- Replacement of defective concrete curb & gutter, sidewalk, and driveway aprons.
- Evaluation of the existing gravel base and replacement when needed.
- Manhole & catch basin repairs.
- Landscape restoration

The following streets will be completed this year:

- E. Ledgeview St. – S. Webster Ave. to S. Clay St.
- Gwynn St. – S. 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
- W. Mission St. – West of Du Charme Ln. (200 feet)

Project Update:

Weather permitting the anticipated project schedule is as follows:

E. Ledgeview St. – S. Webster Ave. to S. Clay St.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Tuesday August 26th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

Gwynn St. – S. Clay St. to Libal St.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Wednesday August 27th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

Normandy Ln. – Hoffman Rd. to the Cul-De-Sac

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday September 15th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

East River Dr. – Hoffman Rd to Broadview Dr.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Tuesday September 16th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

Braebourne Ct. – Du Charme Ln. to the Cul-De-Sac

Weather permitting the anticipated project schedule is as follows:

- Work completed – Tuesday August 26th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

W. Mission St. – West of Du Charme Ln. (200 feet)

Weather permitting the anticipated project schedule is as follows:

- Work completed – Tuesday August 26th.

Project Status:

Paving completed restoration to follow.

Sincerely,



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