



# ARCHITECTURE, ENGINEERING, & ENVIRONMENTAL SERVICES SECTION

## CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL

Date:

I. PROJECT DESCRIPTION

Project Title:

Project No.:

Agreement Type:

Lump Sum - Not-To-Exceed	Type "A" or "D" Agreement
Lump Sum - Not-To-Exceed	Type "B" Agreement – Annual
Actual Cost - Not-To-Exceed Fee	Type "B" Agreement – Annual
Actual Cost - Not-to-Exceed Fee	Type "C" Agreement

II. CONSULTANT SELECTION PROCEDURE



III. RECOMMENDED CONSULTANT SELECTION

Consultant:

ANTICIPATED NTE FEE:

IV. D/TBE UTILIZATION

Approved D/TBE Participation Recommendation Form (D/TBE-12 Form if 0% goal) or  
“D/TBE” Utilization Report (D/TBE-14 Form approved by CBDP office) are attached.

V. FISCAL NOTE

VI. FEDERAL FUNDING

This project includes federal funding and meets the requirements of AMOP 14.80.44.

VII. SPECIAL NOTES

PREPARED BY:

Attachments: Consultant Scope of Work w/Task-Hours Matrix

Approved D/TBE Participation Form

1684 Form (14.80.76.F1)



UNDERWOOD CREEK PARKWAY

This section briefly outlines Kapur’s understanding of the project and the scope of services requested for the design development and construction document preparation for the project. Over the last 40 years, Kapur has successfully delivered plans, specs, and estimates for projects of similar size and scope for various municipalities in southeast Wisconsin.

### **DATA GATHERING**

The data-gathering process sets the foundation for the logical development of the design process. We have a dedicated team of engineers, landscape architects, environmental scientists, archaeological/historical specialists, and certified sewer inspectors with the availability and expertise to complete a thorough due diligence of the existing site conditions. The following are critical components of the data-gathering process:

- **Subsurface investigations** consisting of soil borings will be initiated to determine existing soil conditions and generate a pavement design report. The pavement design report will provide a pavement section recommendation based on the soil borings. This investigation would locate potential constructability problems such as excessive organic materials or topsoil. Subsurface investigations and reports will be performed and generated by GESTRA Engineering, Inc. as a subconsultant of Kapur. Other items of the subsurface investigation are described below.
  - Assumptions to control the cost of geotechnical investigation:
    - No permit would be required from the City of Wauwatosa as this is a County roadway.
    - All fees and bonds for work within existing pavement will be waived.
    - No work on private property is needed.
    - Any Parks Department fees/permits for work outside of existing pavement would be waived or paid directly by Milwaukee County.
    - No retaining walls will be designed that would require geotechnical evaluation.
    - Borings would be completed with a truck-mounted drill rig. Any borings outside of the existing pavement would not require an all-terrain (ATV) drill rig or site restoration beyond boring backfill.

- Geotechnical scope:
  - Obtain an excavation of right-of-way permit from Milwaukee County.
  - Perform field layout of the boring locations measured from existing site features. Elevations and as drilled locations of the boreholes will be obtained by GESTRA using a Geomax Zenith 35 GNSS-INS receiver or survey rod and level. Locations and elevations will not be obtained by a licensed surveyor.
  - Contact Diggers Hotline prior to drilling.
  - Set up traffic control with arrow board/signs/cones and a two-person flagging crew.
  - Perform approximately 21 Standard Penetration Test (SPT) soil borings to a depth of 6 feet. The majority of the borings will be spaced every 400 to 500 feet within the existing roadway. Any borings outside of existing pavement would be completed with a truck drill rig, and some rutting could occur if the planned improvement requires a boring more than 5 feet off the existing pavement.
  - Samples will be collected at 2.5-foot intervals to the assigned termination depth. A bag sample of base material will be obtained from each borehole. Our site work will include abandonment of the boreholes per WDNR requirements and surface patched using cold patch asphalt.
  - Perform laboratory soil tests to assign classification and engineering properties to the soils encountered. Dependent upon the types of soils encountered, the testing may include hand penetrometer, unconfined compressive strength, Atterberg limits, grain size analysis, moisture content, and organic content.
  - Prepare a geotechnical engineering report presenting the results of the field exploration, laboratory testing, and provide recommendations pertaining to:
    - Pavement: Pavement design parameters based on WisDOT pavement design guidance (Wisconsin Design Group Index (DGI), frost class classification (FI), soil support value (SSV), modulus for subgrade reaction (k), and drainage class). Construction consideration for reuse of on-site soils for fill, fill compaction and placement, groundwater control, and subgrade preparation/ estimation of excavation below subgrade (EBS).
- **Utility coordination** will begin at the start of the design process. Kapur will contact utility owners, municipalities, and other agencies as needed to gather existing utility information and as-builts/record drawings. This information will be compared to the utilities marked by Diggers Hotline in the topographic survey to verify accuracy and completeness.
- **Wetlands** are mapped in some areas adjacent to the project limits. Our intent is to avoid any impacts on wetlands. For this project, it is assumed that wetland delineations will not be needed.
- **Floodplains** associated with Underwood Creek are located near the project area. The established floodway and floodplain elevations will be placed on the existing topographic survey to ensure that there is no project impact on the existing floodway or floodplain storage areas.
- **Archaeological and historical site screenings** will be completed to identify assets of potential cultural/historical significance. Based on the results of the initial site screening, additional site investigations may be needed.
- **An endangered species screening** will be completed to identify wildlife of concern that may be present within or near the project area. Preparing design options to accommodate wildlife and natural habitats will be an important design consideration.
- **CCTV inspection** will be completed and evaluated to determine the condition of all existing storm pipes located within the project limits. Recommendations for rehabilitation or replacement will be

provided. Field inspection of the existing storm structures will be completed to provide recommendations for remediation measures where appropriate.

- **A preliminary hazardous material assessment** was reviewed by Kapur for the project corridor. Nothing was found within these limits except for a closed LUST on the golf course property. For the purposes of this proposal, it is assumed that no further hazardous material investigations, Phase I ESA, etc. are needed. These services can be provided by Kapur if determined to be needed during project planning.
- **Related work by others** will be provided by Milwaukee County, including a topographic survey in AutoCAD 2022, a utility survey as field marked through Diggers, and all available utility drawings of County owned utilities within the area.

### DESIGN PHASE SERVICES

The preliminary project planning and design will begin after the topographic survey is provided to Kapur. Project planning development will occur in three phases: schematic design (SD), design development (DD), and construction documents (CD).

The schematic design will encompass a design development report and the development of several conceptual design solutions and related costs. Following public engagement and selection of the desired alternative, design development will begin, wherein the project design will get further defined and developed. The CD phase will follow to finalize all plan details, specifications, and cost estimates before project bidding.



Brad Jors will serve as the project manager and will be staffed on this project full-time from start to finish, as well as two full-time designers utilized for the duration of all project planning efforts. Additional designers and team members will be incorporated at various phases of project development as needed for green infrastructure and stormwater facilities, landscape architecture, wayfinding signage, lighting design, and quality assurance/quality control.

The following significant items will be addressed in the design phase services:

### GENERAL

- **Design coordination meetings** will be conducted on an ongoing basis throughout the entirety of the project planning process for all project stakeholders. Kapur will schedule a design kickoff meeting wherein the format and timing of regular project status update meetings can be discussed for implementation.
- **Utility/Agency coordination** will be completed throughout all stages of project planning. Utility notifications will be submitted to Utility Owners at various stages of the plan development to identify and remediate potential utility conflicts prior to completion of construction documents. Coordination with agencies such as the WDNR and MMSD will occur during the project planning to ensure compliance with all required regulations.
- **Quality control** is an essential element of successful project delivery. A contract document quality control plan will be submitted, and quality control reviews of the plans and specifications will be completed by a team member that is not actively working on the project.



### **SCHEMATIC DESIGN DELIVERABLES**

- A **design development report** will be completed to document and assess the existing pavement's condition and to recommend potential rehabilitation and/or reconstruction alternatives. The findings of the geotechnical analysis and pavement ratings from Milwaukee County will be included in this report.
- **Conceptual layouts for alternatives analysis** will be provided based on the recommendations of the design development report and coordination with Milwaukee County. In addition to roadway work, the concept layouts will incorporate design options for shared use to accommodate pedestrians and bicyclists. Conceptual cost estimates will be prepared for each alternative.
- **Public engagement** will be completed at the end of this phase of project development to receive feedback on the presented design alternatives. A survey will be made available, and a public engagement event will be held to obtain feedback. This task can be pushed further into the design development phase if it is preferred to develop and present a single recommended alternative rather than several potential alternatives.

### **DESIGN DEVELOPMENT DELIVERABLES**

- **Roadway plans** will be developed based on the selected design solution. For areas of full reconstruction, the design will specify the complete removal of the existing aggregate base course and pavement and the construction of new road base and pavement. The roadway reconstruction may alter the roadway geometry, alignment, profile, and/or cross sections to increase safety, improve drainage conditions, incorporate shared-use accommodations for pedestrians and bicyclists, and reduce roadway pavement area to reduce maintenance needs and future costs. Wayfinding signage will be incorporated into the roadway plans.
- **Storm sewer plans** will be developed for any new storm sewer installed on the project. The existing storm sewer facilities will be inspected and analyzed using CCTV and field observations. Where existing storm sewer facilities are scheduled to remain, recommendations for repairs or replacement will be provided based on the condition of the existing structures and piping. Where new storm sewer is needed to provide proper drainage for the roadway reconstruction, a hydraulic analysis will be completed, including inlet capacity and storm sewer pipe sizing calculations. Please note that it is the intent of the design team to not add storm sewer to this project, however it may be required as the design progresses.
- **Stormwater management facilities** will be incorporated into the plans with the intent to provide green infrastructure, increase water quality, and reduce runoff from the post-developed site.
- **Stormwater Management Report (SWMP)** will be provided with hydrologic modeling of the existing and post-developed site to verify all stormwater performance standards are met. A HydroCAD model and WinSLAMM model will be completed. Reducing impervious areas, eliminating storm sewer in favor of swales, and incorporating treatment areas will help to achieve these stormwater performance standards.
- **Erosion control** plans will be developed to limit off-site sedimentation and unprotected discharge into the adjacent natural areas, including Underwood Creek.
- **Lighting plans** will be developed using the County's standard light poles and fixtures. A photometric layout of lighting will be prepared based on the desired lighting levels.



- **Landscaping plans** will be developed in conjunction with the roadway and utility plans as needed for restoration purposes and the enhancement of the natural environment. Landscaping plans will be developed as needed for the proposed stormwater facilities/green infrastructure.

### **CONSTRUCTION DOCUMENTS DELIVERABLES**

- **Final construction plans** will be compiled for project bidding.
- **Engineers' probable construction cost estimate** will be prepared based on the final construction plans and specifications.
- **Project specifications** will be prepared in CSI format for inclusion into the Milwaukee County assembled project manual. Specifications will include relevant details relating to construction access, staging, temporary equipment relocation, and other items the contractor must follow. Specifications will include a schedule of holidays, events, and other time/scheduling constraints when the Contractor will not be allowed to perform work.
- **Permit applications** will be prepared and filed with the necessary agencies, including the WDNR Notice of Intent, as needed.
- **Project bidding services** are not included in the scope of this proposal. However, the schedule of prices on the provided bid form template will be completed for electronic bidding. Kapur will be available to help answer any questions during bidding.



### **PUBLIC INVOLVEMENT**

Underwood Creek Parkway is a rural roadway that features various athletic and recreational facilities within the corridor. The stakeholders along Underwood Creek Parkway are a diverse mix of rural, commercial, and recreational properties. As such, ensuring active public involvement and establishing close coordination with these businesses will play a critical role in the success of this project.

Kapur's public involvement approach includes several critical elements:

- **Early coordination with stakeholders.** Kapur will work with Milwaukee County to implement a robust Public Involvement Plan.
- **Swift responses to stakeholder suggestions, concerns, and requests for information.** Responding in a timely manner not only demonstrates attentiveness but also helps build trust, which is crucial for successful project completion.
- **Convey new project information in a timely manner.** Kapur can leverage its expertise with GIS technology by using it as a tool in the public involvement logs to keep accurate, up-to-date information regarding communications with individual property owners. This information can be provided to the County upon request.

Mitigating the effects of the Underwood Creek Parkway reconstruction project on neighboring properties will be a challenging aspect of this project. Specifically, the outdoor athletic complexes such as the Warriors Raabe Stadium and soccer fields. In addition to Neumann Family Field, the UWEX Milwaukee County Wauwatosa Gardens, Hansen Park Golf Course, Wil-O-Way, and other businesses situated along the corridor will require special attention to minimize disruptions and maintain their functionality throughout the project.

Working out event schedules, access, and parking accommodations for these facilities, including the businesses along Underwood Creek Parkway during and after construction, will be a priority. Kapur will

address stakeholder concerns through public involvement meetings (PIMs), informational handouts, meeting with individual stakeholders, newspaper notices, and traditional mailers.

To promote transparency and inclusivity, Kapur will utilize the web-based platform Social Pinpoint as a public engagement tool. This platform will allow the public to contribute to the decision-making process, share their opinions on the design process, and provide feedback on preferred design alternatives through its digital surveys and interactive map. The interactive platform encourages an open forum for stakeholders to leave comments and engage in design conversations. By utilizing Social Pinpoint's interactive map, stakeholders can specify areas of interest that need improvement and leave comments on the map while providing feedback on what they want to see in the design. Creating specific pins for the interactive map can help to identify stakeholder issues such as traffic, safety, transportation, pedestrian accommodations, etc. Additionally, Social Pinpoint can create and generate surveys for email blasts to the community to gather feedback on their preferred design alternatives.

Prior to the PIM, Kapur will meet with stakeholders individually along the corridor to inform them of the project goals and scope, provide basic information on the design process, and gather information on potential impacts on their business before construction. These meetings will provide an opportunity for stakeholders to express any concerns or suggestions they may have regarding the project. The information gathered through these meetings is extremely valuable in helping Kapur to create a comprehensive public involvement plan that addresses the specific needs and concerns of stakeholders. These individual meetings are an opportunity to build trust and establish a more personal relationship with stakeholders.

**A single Public Involvement Meeting (PIM) will be held during the design process, with property and business owners, government officials, and special interest groups invited.**

The meeting will be announced through the mail, media outlets, the County's website, and the project engagement website. The PIM will serve as an opportunity to introduce the project and the project team, explain the project scope, propose improvement alternatives/present the recommended alternative, and discuss the project schedule. Most importantly, the PIM will encourage the public to share valuable information and feedback throughout the alternative development process. Kapur's public involvement team will create all deliverables to host the PIM, such as a mailing list of stakeholders, formal invitations, exhibits to detail project plans and alternatives, meeting handouts, sign-in sheets, and comment forms to record stakeholder feedback. All questions asked and answered by the public will be documented to ensure that all information relevant to the project is accurately tracked and recorded. By creating these comprehensive deliverables, Kapur can host an effective and successful PIM facilitating meaningful stakeholder engagement.

Kapur's public involvement team will create a comprehensive public engagement close-out report. This report will serve as a valuable tool for the County, providing all public involvement efforts as well as materials and information gathered throughout the design process. These include questions, answers, exhibits, and attendees from all meetings, including the PIM, stakeholder meetings, and information gathered from Social Pinpoint.

Kapur has an in-house staff of seven public involvement professionals ready to create, implement, and manage the Public Involvement Plan for the Underwood Creek Parkway project. Athena Kuhl will serve as the main point of contact for the County regarding public involvement efforts.

Given the distinct nature of this project, we would be happy to discuss additional details on our public involvement efforts if selected for the project.







### **SITE OBSERVATIONS**

Multiple Kapur staff members visited the project site to view the project corridor and compile this proposal response. Their comprehensive thoughts are captured below.

### **URBAN AREA, BUT SECLUDED & PRIVATE ATMOSPHERE**

Overall, Underwood Creek Parkway is in a highly urbanized location within Wauwatosa. However, for users of the park and facilities, its natural environment and topography give the feeling of a secluded and private location, encouraging interaction, enjoyment, and appreciation for the abundant natural resources. Furthermore, it provides a high-quality natural habitat for a variety of wildlife. The project intends to maintain and enhance this character and preserve the natural resources.

### **PEDESTRIAN/BICYCLE ACCESSIBILITY & ACCOMMODATIONS**

Underwood Creek Parkway has limited accommodations for pedestrians and bicyclists. While there is a gravel pathway around the MMSD basin at the east end of the project, and the roadway is wide enough to allow for bicycle traffic/street parking, there are no dedicated facilities for either type of user. It is essential to install dedicated facilities for pedestrians and bicyclists as part of this project. A shared-use path or bicycle lanes and a pedestrian walkway throughout the entire project segment are highly recommended. This would provide a continuation of the Oak Leaf Trail through the property, with a connection to the trail on Swan Boulevard on the east end of the project and a connection to the paved pathway heading towards Mayfair Road on the west end. Providing resting nodes along the pathway, such as near the #8 green/#9 tee to overlook the golf course, on the east side of the MMSD stormwater basin oriented westward to enjoy views of the sunsets, or along the wooded western portion of the walkway for a cool shaded respite on hot summer days under the forest canopy would provide unique opportunities to enjoy the amenities of the parkway.

The bicycle lane and adjacent concrete ribbon located on the redeveloped segment of Underwood Creek Parkway and the shared-use path located on Menomonee River Parkway, as shown below, would be an excellent place to start as a basis of design for these facilities.



BLUEMOUND ROAD TO 115TH STREET



MENOMONEE RIVER PARKWAY

### **HISTORICAL/ARCHAEOLOGICAL ASSETS**

There are archaeological and historical assets within and around Underwood Creek Parkway. Due diligence will be performed as part of the initial data-gathering process to properly identify these assets. These tasks include an archaeological property survey and technical report as well as an architectural history property survey and architectural history effects memo.

Below are the sites that have been reviewed preliminarily by our team.



For archaeology, there are five sites. One is a burial site that is adjacent to the parkway. The archaeological sites are MI-0321 Underwood Creek, MI-0026 Lyon Cache, MI-0027 Underwood Creek Campsites, and MI-0394 Hwy 100. The burial site, which will require coordination with the Wisconsin Historical Society per Wis. Stats. 157.70, is MI-0196/BMI-0185 County Institution Gravel Pit Burials.

For architecture history, there are several NRHP-determined eligible resources. Underwood Creek Parkway itself has been determined eligible for the NRHP, and then several elements are considered contributing resources to the proposed historic district:

- 205301 – Hansen Park Golf Course Clubhouse (9800 W. Underwood Creek Parkway)  
Contributing element of proposed Underwood Creek Parkway HD
- 205281 – Hansen Park Golf Course (9800 W. Underwood Creek Parkway)  
Contributing element of proposed Underwood Creek Parkway HD
- 233340 – Hansen Park (9800 W. Underwood Creek Parkway)  
Contributing element of proposed Underwood Creek Parkway HD
- 205221 – Underwood Creek Parkway Comfort Station (10300 block of Underwood Creek Parkway)  
Contributing element of proposed Underwood Creek Parkway HD
- 205061 – Underwood Creek Parkway  
Contributing element of proposed Underwood Creek Parkway HD

This project will be required to meet state-level compliance in accordance with Wis. Stats. 44.40 and 157.70. For the purposes of this proposal, it is assumed that the project intent and scope will be such that a Determination of No Adverse Effect can be completed. If project activities create an adverse effect, such as the demolition of any of the contributing elements of the proposed HD, like the Comfort Station, this would almost certainly be an adverse effect. Any adverse effects created by the project would require additional project scope/services and fees for further consultation and necessary mitigation activities.



### **PRESERVATION OF NATURAL RESOURCES & WILDLIFE**

The parkway and surrounding area are a natural habitat for a diverse variety of plants and animals. Planning the project scope around this habitat and providing protections during construction to limit impacts is essential. The project will be screened for species of concern at the initial stage of data gathering, before any plan development, so that these resources are known and planned for right at the start of the project and all the way through construction. Another critical element to

consider is the interaction of vehicular traffic and wildlife, to put measures in place to improve the safety of all users and inhabitants of this environment.

### **GREEN INFRASTRUCTURE**

Stormwater management is an important aspect of any roadway reconstruction, but it is even more so for Underwood Creek Parkway. Regarding stormwater management, there are a few design elements to consider.

- The general intent for stormwater management for this project will be to reduce impervious areas and traditional storm sewer systems where possible in favor of new green infrastructure.
- The existing roadway width is sufficient for the travel lanes and parking on each side of the street. Reducing the roadway width to reduce the impervious area will reduce stormwater runoff and pavement maintenance costs. In previous Milwaukee County parkway projects, bump-outs have been installed to reduce pavement width – often in conjunction with green infrastructure installations where a trail or walk exists. This is an option where the trail abuts the road, but areas of street parking are being kept in place by the county near Hanson Golf Course.
- The existing roadway utilizes a storm sewer system to convey stormwater. Removing the underground storm sewer in favor of roadside swales to convey stormwater will provide stormwater filtering and improve water quality.
- Strategically placing bioretention basins and/or rain gardens throughout the project corridor and at low points of the drainage system will provide storage and stormwater treatment prior to discharge to the streams and waterways in this area. If a shared-use path is utilized, the bioretention/rain gardens could be placed between the roadway and pathway to make the green infrastructure more of a visible component, allowing users to stop and appreciate the plantings and habitat along the way. Informational signage could be included along the pathway with related green infrastructure information, horticultural info, etc.



EXAMPLE OF A SHARED-USE PATH  
WITH DEPRESSED STORMWATER  
BASIN

### **PARKWAY FACILITIES & WAYFINDING**

Numerous facilities are located along the parkway, including the Hansen Park Golf Course, Wil-O-Way Underwood, MMSD County Grounds Basin, Forest Exploration Center, and FireFly Ridge Community Garden. The current wayfinding signage for the parkway and these facilities will be reviewed, with additional wayfinding signage proposed where needed. In addition to wayfinding signage, other site signage relating to the history of the area and points of interest could be included.





### **ADDITIONAL PARKING OPTIONS**

To reduce the roadway pavement area, it will be necessary to eliminate parking on one or both sides of the existing roadway. Instead of continuous parking on each side of the roadway, dedicated parking bays can be created with bump-outs. These parking stalls would be placed at areas of interest where excess parking capacity is needed, such as trail entrances, the golf course (if additional parking is required beyond the existing parking lot), and other site amenities.

Discussions regarding the current parking conditions on the west end of the project by the Wisconsin Lutheran College athletic facilities are needed. Users of these athletic facilities use the existing roadway as overflow parking during sporting events. While Milwaukee County does not have an obligation to provide parking considerations for the college, perhaps there is a mutually beneficial arrangement that could be incorporated into the project. Eliminating the thru-road and terminating the roadway in this location with a parking lot could provide dedicated parking used to access the Oak Leaf Trail south entrance while concurrently having the potential to provide overflow parking capacity for the college during sporting events.

**PROJECT SCHEDULE TO COMPLETION**

Kapur has the staff available to meet the project milestones as laid out in the RFP. Based on a proposed schedule to meet the December 2023 final PS&E document delivery date, this project would follow the design schedule depicted below. Our team understands the challenge and importance of delivering projects on schedule to meet client expectations. Identifying the key milestone dates and the sequential deliverables and submittals is critical for successfully delivering any project. The following schedule aligns with the project approach and denotes the key milestone dates. **Our team is committed to meeting this schedule.**

<b>PROJECT SCHEDULE</b>		
<b>MILESTONE</b>	<b>START DATE</b>	<b>FINISH DATE</b>
Anticipated Award of Consultant Contract	6/23/23	6/23/23
Execute Contract with Selected Consultant	7/14/23	7/14/23
Project Kick-Off Meeting	7/17/23	7/17/23
Data Gathering (2 weeks)	7/17/23	7/28/23
Topographic Survey	7/17/23	7/17/23
Site Screening and Field Investigation	7/17/23	7/28/23
Design Phase Services – SD (6 weeks)	7/31/23	9/8/23
Design Development Report	7/31/23	8/11/23
Conceptual Layouts and Alternatives Analysis	7/31/23	9/1/23
Public Engagement and Feedback	9/1/23	9/8/23
Design Phase Services – DD (9 weeks)	9/11/23	11/10/23
Roadway Plans	9/11/23	11/10/23
Storm Sewer Plans	10/9/23	11/10/23
Storm Water Facilities	10/9/23	11/10/23
Lighting Plans	10/9/23	11/10/23
Landscape Plans	10/23/23	11/10/23
Erosion Control Plans	10/30/23	11/10/23
Design Phase Services – CD (5 weeks)	11/13/23	12/15/23
Final Construction Plan Set	11/13/23	12/15/23
Project Specifications	11/13/23	12/15/23
Cost Estimate	12/4/23	12/15/23
Permit Applications	12/4/23	12/15/23
Project Bidding (by others)	TBD	TBD



UNDERWOOD CREEK PARKWAY ROAD REPLACEMENT ROUNABOUT TO SWAN BOULEVARD									
PROJECT NO. WP067401									
TASK	Project Manager	Project Engineer III	Project Engineer II	Staff Engineer I	Landscape Architect	Environmental Scientist	Tech II	Total Task Hours	Total Task Cost
	\$180.00	\$160.00	\$130.00	\$105.00	\$130.00	\$140.00	\$100.00		
1. PROJECT MANAGEMENT									
1.1 Project Kick-Off Meeting	2		2					4	\$ 620.00
1.2 Monthly Progress Meetings	12		12					24	\$ 3,720.00
1.3 Final Design Meeting	2		2					4	\$ 620.00
TOTAL FOR TASK 1:	16	0	16	0	0	0	0	32	\$ 4,960.00
2. DATA GATHERING									
2.1 Importing and Reviewing Topographic Survey				4			4	8	\$ 820.00
2.2 Utility Coordination				16				16	\$ 1,680.00
2.3 Site Screening (Wetlands, Floodplains, Endangered Species, Hazardous Materials)			2	8		2		12	\$ 1,380.00
2.4 Archaeological and Architectural History Survey			\$6,000 Lump Sum					N/A	\$ 6,000.00
2.4 Field Investigation for Storm Structure Condition and Analysis			12					12	\$ 1,260.00
2.5 CCTV Inspection and Analysis			\$6,900 Lump Sum					N/A	\$ 6,900.00
2.6 Geotechnical Analysis and Report			\$13,895 Lump Sum					N/A	\$ 13,895.00
TOTAL FOR TASK 2:	0	0	2	40	0	2	4	48	\$ 31,935.00
3. DESIGN DOCUMENT PREPARATION									
3.1 SCHEMATIC DESIGN									
3.1.1 Design Development Report			16	40				56	\$ 6,280.00
3.1.2 Developing Concept Layouts and Alternatives Analysis			24	60	16		40	140	\$ 15,500.00
SUBTOTAL FOR TASK 3.1:	0	0	40	100	16	0	40	196	\$ 21,780.00
3.2 DESIGN DEVELOPMENT									
3.2.1 Cover Sheet, General Notes Sheet, Typical Roadway Sections							16	16	\$ 1,600.00
3.2.1 Roadway Plan & Profile			8				24	32	\$ 3,440.00
3.2.2 Roadway Cross Sections			8				40	48	\$ 5,040.00
3.2.3 Storm Sewer Plan & Profile			16				24	40	\$ 4,480.00
3.2.4 Stormwater Management Facility Plans			16	24	8		8	56	\$ 6,440.00
3.2.5 Erosion Control Plans			8	24			16	48	\$ 5,160.00
3.2.6 Lighting Plans			40				8	48	\$ 6,000.00
3.2.7 Landscape Plans					32		8	40	\$ 4,960.00
3.2.8 Construction Details			4		8		16	28	\$ 3,160.00
3.2.9 SWMP Report			8	40				48	\$ 5,240.00
3.2.10 Utility Coordination				8				8	\$ 840.00
3.2.10 Quality Control/Quality Assurance	8	8						16	\$ 2,720.00
SUBTOTAL FOR TASK 3.2:	8	8	108	96	48	0	160	428	\$ 49,080.00
3.3 CONSTRUCTION DOCUMENTS									
3.3.1 Final Construction Plan Set			16	32	8		40	96	\$ 10,480.00
3.3.2 Project Specifications	4		16	8				28	\$ 3,640.00
3.3.3 Cost Estimate	2		2	16	2			22	\$ 2,560.00
3.3.4 Utility Coordination				4				4	\$ 420.00
3.3.5 Permit Applications			2	10				12	\$ 1,310.00
3.3.6 Project Bidding	2		2					4	\$ 620.00
3.3.7 Quality Control/Quality Assurance	8	8						16	\$ 2,720.00
SUBTOTAL FOR TASK 3.3:	16	8	38	70	10	0	40	182	\$ 21,750.00
TOTAL FOR TASK 3:	24	16	186	266	74	0	240	806	\$ 92,610.00
4. PUBLIC INVOLVEMENT									
4.1 Coordination (Stakeholder Meetings, Follow up Q&A, PI Plan, Generating Mailing List)	8		24				32	64	\$ 7,760.00
4.2 Public Involvement Meeting	4		46				30	80	\$ 9,700.00
4.3 Social Pinpoint (Online platform facilitating community engagement for feedback, digital surveys, interactive project map)			30				10	40	\$ 4,900.00
4.4 Community Engagement Summary Report	2		19				15	36	\$ 4,330.00
TOTAL FOR TASK 4:	14	0	119	0	0	0	87	220	\$ 26,690.00
TOTAL PROJECT FEE:	54	16	323	306	74	2	331	1106	\$ 156,195.00
ASSUMPTIONS:									
1.2 Monthly Progress Meetings - One progress meeting a month for duration of project planning.									
2.3 Site Screening - Includes a desktop review only for wetlands, floodplains, endangered species, hazardous materials, etc. Does not include any site investigations, delineations, etc.									
2.4 Archaeological and Architectural History Survey - This due diligence work assumes that the findings and project scope will result in no adverse effect to the archaeological and historical site assets, If project activities create an adverse effect then additional services and fees will be provided for further consultation and mitigation activities.									
3.1.2 Developing Concept Layouts and Alternatives Analysis - Includes a total of 3 concept layouts, analysis, and preliminary cost estimates for presentation to the County and for public engagement.									
3.3.5 Permits - Includes WDNR NOI permit.									



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH TBE

PROJECT No. WP067401PROJECT TITLE Underwood Creek Pkwy Replacement-Roundabout to SwanTOTAL CONTRACT AMOUNT (less allowances) \$ \$156,195TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	1) TBE Contract Amount	2) % of Total Contract
Kapur & Associates, Inc. 7711 N. Port Washington Road Milwaukee, WI 53217	Planning, Design, & Construction Documents for Underwood Creek Parkway Road Replacements	\$129,400	82.85%

- 1) The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations the TBE sub-contract amount **might NOT** be based on the total project contract amount.
- 2) The **percentage** is based on the eligible scope of services that TBE participation can reasonably be obtained; which might not be based on the total project contract amount. The commitment percentage is the key indicator of TBE participation. The **Pass/Fail** determination is based on the percentage stated in the RFP/BID. If the Prime is using one or multiple TBE companies the sum of the percentages MUST satisfy the minimum percentage stated in the RFP/BID. Note the percentage indicated on this document will be viewed by CBDP the Prime's COMMITMENT to the TBE company.

### **Bidder/Proposer Commitment (To be completed by firm committing work to TBE)**

I certify that the TBE firm quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from the TBE firm listed herein.

Prime Contractor/Consultant Kapur & Associates, Inc. Phone 414.751.7200, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Aaron R. Groh, PE

Digitally signed by Aaron R. Groh, PE  
Date: 2023.06.05 12:06:20 -0500

Signature of Authorized Representative

Aaron Groh, Associate/Municipal Manager

Name &amp; Title of Authorized Representative

6-5-23

Date

### **TBE Affirmation (To be completed by TBE Owner/Authorized Representative)**

- I affirm that our company is certified as (check all certifications that apply)
  - ☐ DBE by the Wisconsin Unified Certification Program certifying partners
  - ☒ MBE by State of Wisconsin DOA
  - ☐ WBE by State of Wisconsin DOA
  - ☐ SBE by SBA Federal Size Standards, NAICS and registered in SAM
  - ☐ SBE by Milwaukee County
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein. I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces. I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project. I affirm that our company meets one of the following requirements: Certified as DBE and listed in the Wisconsin UCP Directory, certified as MBE or WBE with the State of Wisconsin DOA, or SBE firm certified by Milwaukee County or meets the SBA size standards and is listed in the SAM directory.

Signature of Authorized TBE Representative

Name &amp; Title of Authorized TBE Representative

Phone Number

Date

### **FOR CBDP USE ONLY**

Commitment number 1 of 2Participation: 82.85%Project Total: 91.75%Lamont Robinson

Authorized Signature

6/27/2023

Date





# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH TBE

PROJECT No. WP067401PROJECT TITLE Underwood Creek Pkwy Replacement-Roundabout to SwanTOTAL CONTRACT AMOUNT (less allowances) \$ 156,195TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	1) TBE Contract Amount	2) % of Total Contract
Gestra Engineering, Inc. 191 W. Edgerton Ave. Milwaukee, WI 53207	Geotechnical Engineering	\$13,895	8.9%

- 1) The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations the TBE sub-contract amount **might NOT** be based on the total project contract amount.
- 2) The **percentage** is based on the eligible scope of services that TBE participation can reasonably be obtained; which might not be based on the total project contract amount. The commitment percentage is the key indicator of TBE participation. The **Pass/Fail** determination is based on the percentage stated in the RFP/BID. If the Prime is using one or multiple TBE companies the sum of the percentages MUST satisfy the minimum percentage stated in the RFP/BID. Note the percentage indicated on this document will be viewed by CBDP the Prime's COMMITMENT to the TBE company.

### **Bidder/Proposer Commitment (To be completed by firm committing work to TBE)**

I certify that the TBE firm quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from the TBE firm listed herein.

Prime Contractor/Consultant Kapur & Associates, Inc. Phone 414.751.7200, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Aaron R. Groh, PE

Digitally signed by Aaron R. Groh, PE  
Date: 2023.06.05 11:59:54 -05'00'

Aaron Groh, Associate/Municipal Manager

6-5-23

Signature of Authorized Representative

Name &amp; Title of Authorized Representative

Date

### **TBE Affirmation (To be completed by TBE Owner/Authorized Representative)**

- I affirm that our company is certified as (check all certifications that apply)
  - ☒ DBE by the Wisconsin Unified Certification Program certifying partners
  - ☒ MBE by State of Wisconsin DOA
  - ☐ WBE by State of Wisconsin DOA
  - ☒ SBE by SBA Federal Size Standards, NAICS and registered in SAM
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Douglas Dettmers

Digitally signed by Douglas  
Dettmers  
Date: 2023.06.01 14:40:33 -05'00'

Douglas Dettmers

414-933-7444

6/1/23

Signature of Authorized TBE Representative

Name &amp; Title of Authorized TBE Representative

Phone Number

Date

### **FOR CBDP USE ONLY**

Commitment number 2 of 2Participation: 8.9%Project Total: 91.75%Lamont Robinson

Authorized Signature

6/27/2023

Date