

BOARD OF PUBLIC WORKS

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, October 03, 2022 at 6:00 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Authorization to seek bids for replacement of Tractor 105.
 - [b.](#) Authorization to seek bids for replacement of Tractor 24.
 - [c.](#) Recommendation on Award of Project 11-22 Jonen Park Pavilion.
 - [d.](#) 2023 Urban Forestry Grant.
 - [e.](#) Seawall - Professional Services.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Board of Public Works meeting scheduled for Monday, October 3, 2022 at 6:00 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



City of Kaukauna
Board of Public Works

October 3, 2022

JVG/ Street dept

Agenda Item #2a

Authorization to seek bids for replacement of Tractor 105. (2012 MB Multi Service Vehicle - MSV)

Background

The Street Department has been using this multi-purpose tractor for ten years. The tractor has had multiple problems and is down for long periods of times due to its year-round use and issues with parts being available. MB no longer manufactures a multi service vehicle. All parts need to be manufactured to order. This is a critical piece of equipment for lawn mowing, leaf collection and sidewalk snow removal.

Recommended Action

Motion to authorize the Street Department to seek bids for a 2022 or newer MSV with attachments.



City of Kaukauna
Board of Public Works

October 3, 2022

JVG/Street dept

Agenda Item #2b

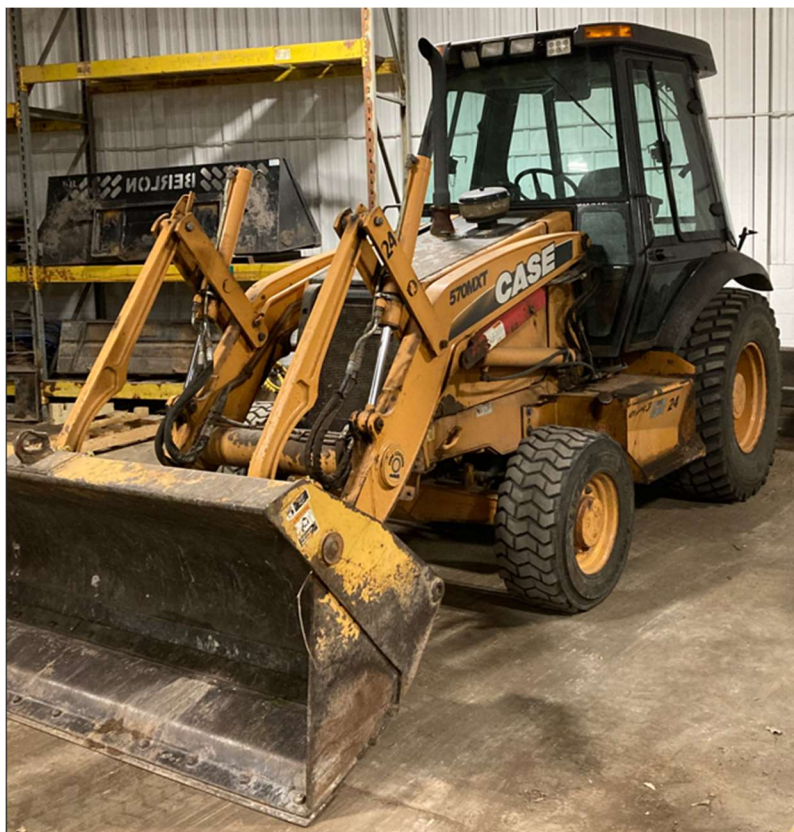
Authorization to seek bids for replacement of Tractor 24. (2010 Case 570 MXT 4x4 Tractor Loader)

Background

Tractor 24 is a year-round tractor used for multiple tasks like snow removal, loading of materials and landscaping projects. It has been in operation for 12 years with the department and showing signs of its use. With decreased power and corrosion to its body. Its back box scraper attachment has been saved and used on multiple tractors in the past and has been repaired several times.

Recommended Action

Motion to authorize the Street Department to seek bids for a 2022 or newer 74 horse 4x4 Tractor with attachments.



BPW Background Item 2d - URBAN FORESTRY GRANTS

Regular urban forestry grants support projects that improve a community's capacity to manage its trees. Cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations in or conducting their project in Wisconsin may apply for a regular urban forestry grant.

ABOUT

Grants range from \$1,000 to \$25,000 and require a 50–50 match (total project cost range is \$2,000 to \$50,000).

The project sponsor must initially fund 100% of project costs with cash, in-kind contributions and/or donations. Upon completion, the project sponsor requests reimbursement for 50% of eligible costs (501(c)(3) nonprofit organizations may request an advance when a grant is awarded).

Projects begin Jan. 1 and must be completed within one calendar year.

ELIGIBLE PROJECTS AND COSTS

Projects must relate to community tree management, maintenance or education within Wisconsin cities, villages or other areas of concentrated development.

Eligible project components include, but are not limited to:

- tree inventory or canopy assessment;
- urban forestry strategic or management plan;
- urban forest pest response, storm response or risk reduction plan;
- tree ordinance development/revision;
- public outreach;
- staff or volunteer training;
- tree board or volunteer group development; and
- tree planting, maintenance and removal.

Ineligible projects include, but are not limited to:

- construction projects (such as trails, fences, shelters, buildings and site grading) not directly related to planting;
- land clearing or stump removal projects not directly related to tree planting or removal; and
- land or boundary surveys or title search, appraisal, sale or exchange of real property.

Eligible costs are those necessary for completing the project and incurred during the project period. Costs must be documented, reasonable and consistent with the project scope. Examples include:

- salaries and fringe benefits of people working directly on the project;
- cost of services, supplies, equipment or facilities used on the project; and
- value of labor, services, supplies, equipment or facilities donated to the project by third parties.

AGREEMENT For PROFESSIONAL SERVICES

City of Kaukauna
Attn: John Neumeier , PE., DPW
144 W 2nd Street
Kaukauna, WI 54130

Date: September 23, 2022

McM. No. K0006-09-19-00627

PROJECT DESCRIPTION:

The City of Kaukauna is proposing McMahon Associates, Inc. (McMAHON) proceed with final design of a timber seawall/dock structure in the navigation canal west of the Lawe Street Bridge and connection to the existing recreational trail along the canal based on the conceptual design attached.

SCOPE OF SERVICES:

McMahon Associates, Inc. agrees to provide the following Scope of Services for this project:

- Assistance is submitting a Recreational Boating Fund Grant Application to the Wisconsin Department of Natural Resources (DNR) for project funding assistance.
- Prepare final design plans and specifications.
- Prepare documents required to submit permit applications (if required) of the improvements to the Fox River Navigational Authority.
- Provide updated opinion of probable cost.
- Assist the City with public bidding of the project in accordance with grant or other funding requirements.
- Provide a Letter of Recommendation for project award to the lowest responsible bidder.
- Prepare Contracts for execution by the City and the contractor.
- Assist the City in conducting a pre-construction conference with project stakeholders.
- Provide project staking base lines and elevations for the contractor to construct the improvements.
- Review shop drawings related to the work for conformance with project plans and specifications.
- Provide construction site visits to observe that the contractor's work and progress are in general conformance with the project plans and specifications.
- Review and make recommendations on any Change Orders requested by the City or contractor relevant to the project.
- Review, certify, and process pay requests of the contractor are appropriate for the progress of the work at the site.
- Conduct a final project walk through and develop a contractor punch list required to be completed and accepted by the City prior to final payment authorization.
- Assist the City in submitting a pay request to the Wisconsin DNR for reimbursement of funds if a Recreational Boating Fund Grant is secured.

Items Not Included in the Scope of Services:

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Assist the City in securing soil boring proposals from qualified geotechnical firms. Cost of soil borings paid by the City. Soil borings are recommended.

SPECIAL TERMS: (Refer Also To General Terms & Conditions - Attached)

The City of Kaukauna agrees that the Project Description, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon Associates, Inc.

COMPENSATION: (Does Not Include Permit Or Approval Fees)

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following compensation:

- Final Design \$12,000
- Recreational Boating Fund Grant Application..... \$500
- Bidding and Construction Services \$15,500

COMPLETION SCHEDULE:

McMahon Associates, Inc. agrees to complete this project as follows:

- Current Schedule
 - ▶ Submit for Recreational Boating Fund Grant October 31, 2022
 - ▶ Complete Design..... January 31, 2023
 - ▶ Bid February 2023
 - ▶ Construction completed during 2023 as determined in the design process.

ACCEPTANCE:

The General Terms & Conditions and the Scope of Services (Defined In The Above Agreement) Are Accepted, and McMahon Associates, Inc. Is Hereby Authorized To Proceed With The Services.

The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.

CITY OF KAUKAUNA

Wisconsin

By: _____

(Authorized Signature)

Title: _____

Date: _____

McMAHON ASSOCIATES, INC.

Neenah, Wisconsin

By: _____

Brad D. Werner, P.E.

Title: Vice President / Sr Municipal Engineer

Date: September 23, 2022

Please Return One Copy For Our Records

Street Address: 1445 McMAHON DRIVE - NEENAH, WI 54956

Mailing Address: P.O. Box 1025 - NEENAH, WI 54957-1025

PH 920-751-4200 ■ FX 920-751-4284 ■ WWW.MCMGRP.COM

PROJECTS\K0006\91900627\ADMIN\AGREEMENT\2022.09.23 FINAL SEAWALL DESIGN SF







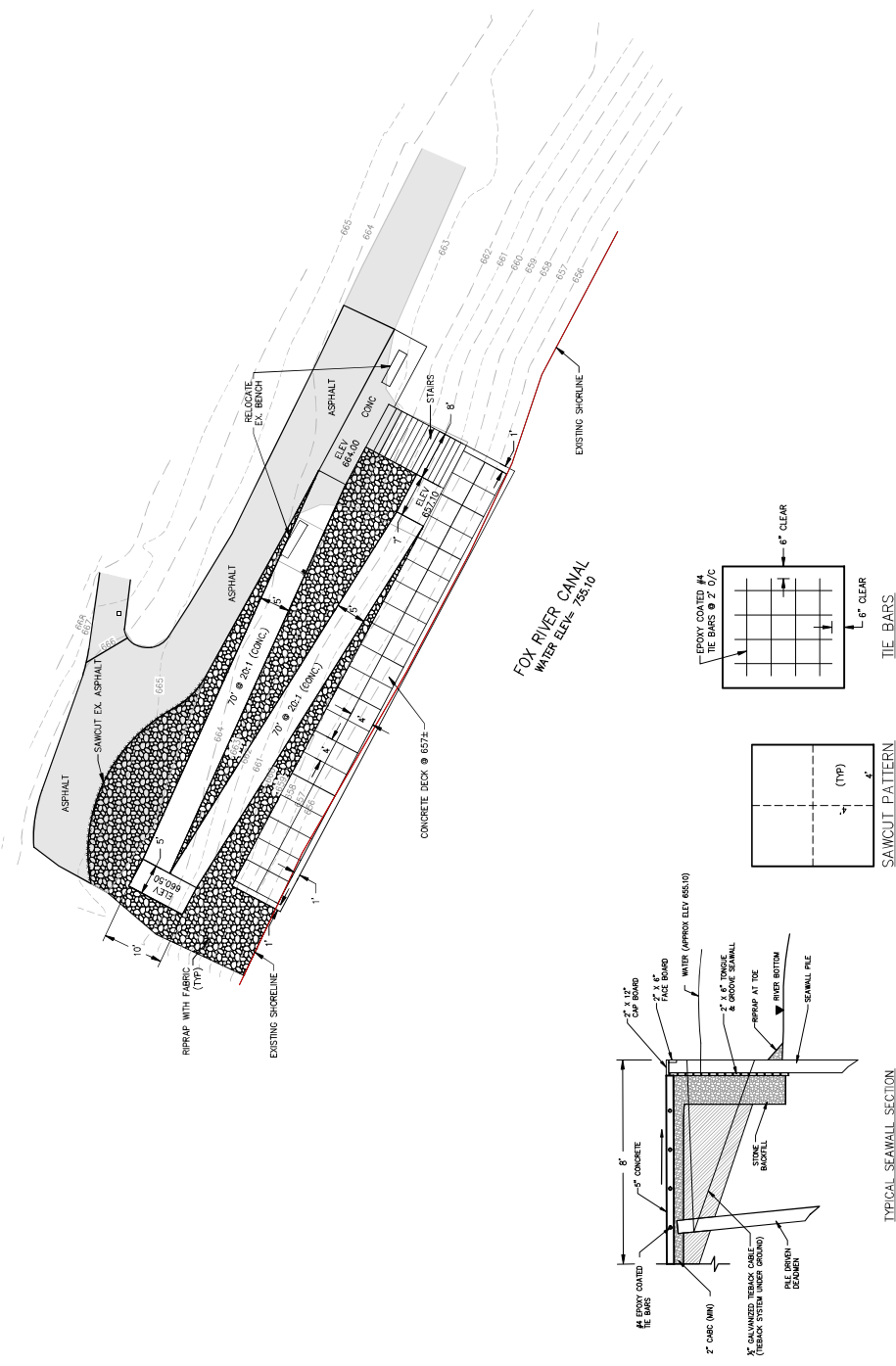
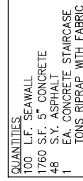


McMAHON
ENGINEERS ARCHITECTS





WISCONSIN AVE. CANAL SEAWALL
CITY OF KAUKAUNA, OUTAGAMIE CO, WI
PROPOSED SITE



McMahon

McMahon Associates, Inc.
1446 MAYHOWN DRIVE NEENAH, WI 54956
PH 920.751.4200 FAX 920.751.4284 MCMGRP.COM
PH 920.751.4200 FAX 920.751.4284 MCMGRP.COM



MCM
MCMAHON ASSOCIATES, INC.
1445 MCMAHON DRIVE NEENAH, WI 54956
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McMAHON ASSOCIATES, INC.

GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
2. The stated fees and Scope of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.
5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Owner has been notified and agrees to these costs.
6. McMAHON will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident / Annual Aggregate.....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage	\$2,000,000

If the Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to ten (10) times McMAHON's fee not to exceed to \$500,000.
7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify and hold harmless McMAHON from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the documents or AutoCAD representations by the Owner or by others acting through the Owner.
10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications and represent our professional judgment. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against either the Architect or McMAHON.
13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
14. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. McMAHON shall have no responsibility for such issues or resulting damages.



FEE SCHEDULE | 2022

McMahon Associates, Inc.

Effective: 01/01/2022

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

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P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
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1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: McMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$186.00
Senior Project Manager	\$186.00
Project Manager	\$131.00 - \$173.00
Senior Engineer	\$164.00 - \$173.00
Engineer	\$87.00 - \$156.00
Senior Engineering Technician	\$119.00 - \$132.00
Engineering Technician	\$83.00 - \$109.00
Senior Architect	\$158.00 - \$177.00
Architect	\$123.00 - \$147.00
Senior Land Surveyor	\$118.00 - \$155.00
Professional Administrator Services	\$84.00 - \$122.00
Public Management Specialist	\$119.00 - \$130.00
Public Safety Specialist	\$119.00 - \$130.00
Building Inspector Specialist	\$119.00
Land Surveyor	\$110.00
K-12 Administrative Specialist	\$112.00
Land Surveyor Technician	\$76.00 - \$98.00
Surveyor Apprentice	\$62.00
Senior Account Executive	\$62.00
Erosion Control Technician	\$83.00
Senior Hydrogeologist	\$186.00
Senior Ecologist	\$178.00
Environmental Scientist	\$89.00 - \$101.00
Senior G.I.S. Analyst	\$150.00
G.I.S. Analyst	\$82.00 - 101.00
Wetland Delineator	\$101.00
Senior Designer	\$129.00
Designer	\$82.00 - \$110.00
Senior On-Site Project Representative	\$111.00
On-Site Project Representative	\$74.00 - \$93.00
Plan Review	\$131.00
Certified Grant Specialist	\$133.00
Graphic Designer	\$98.00
Senior Administrative Assistant	\$95.00
Administrative Assistant	\$75.00
Intern	\$40.00 - \$61.00
Professional Witness Services	\$340.00



REIMBURSABLE EXPENSES SCHEDULE | 2022

McMahon Associates, Inc.

Effective: 01/01/2022

Services subcontracted will be billed to the Owner at invoice cost plus 12%.

Use of special equipment, such as computers, television and sewer cleaning devices, soil density testers, flow meters, samplers, dippers, etc., will be charged to the project per the standard Equipment Rate Schedule, which is available upon request.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

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DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Photocopy Charges - Black & White	\$0.08/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.65/Mile
Mileage - Truck/Van	\$0.85/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Global Positioning System (GPS) Mobilization	\$100.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.75/Each
Survey Paint	\$4.50/Can
Survey Ribbon	\$2.50/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.00/Each
Survey Rebars - 5/8"	\$2.50/Each
Survey Iron Pipe - 1"	\$3.25/Each
Survey Plastic or Fiberglass Fence Post - 1"	\$2.75/Each
Survey Steel Fence Post - 1"	\$4.25/Each
Control Spikes	\$1.75/Each