



PUBLIC WORKS COMMISSION MEETING AGENDA

TUESDAY, MARCH 25, 2025 AT 5:30 PM

**MUNICIPAL BUILDING - 106 JONES STREET, WATERTOWN, WI 53094 - SECOND FLOOR RM
2044**

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 225 151 7335 Passcode: 589577 One tap mobile +16469313860

<https://us06web.zoom.us/j/9178580897?pwd=eUOpCUyvIV65zIPMYImMdPU1LVLx5I.1>

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

3. REVIEW AND APPROVE MINUTES

A. Public Works minutes from March 11, 2025

4. BUSINESS

A. Review and take possible action: Award 2028 Labaree Street STP-Urban Design Project to McMahon & Associates for \$199,417.00

B. Review and take possible action: Rock River District Vision infrastructure items

C. Review and take possible action: Award 2027 & 2029 Annual Street & Utility Design Project to Kapur for \$172,581

5. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

**City of Watertown
Public Works Commission Meeting
March 11, 2025**

1. CALL TO ORDER

Meeting called to order at 5:32 p.m. by Chair Steve Board.

Alders Bartz, Board, Smith, and Wetzel present.

Also present: DPW Director/Engineer Andrew Beyer, Water Systems Manager Peter Hartz, Stormwater Project Manager Maureen McBroom, Zach Goodrow Watertown Daily Times, and Kathleen Hassing of Applied Technologies.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

- Everyone who would like to address the Committee will be permitted up to three minutes for their comments.

No comments received.

3. REVIEW AND APPROVE MINUTES

A. Public Works minutes from February 25, 2025

Motion by Wetzel, supported by Bartz, to approve the minutes of February 25, 2025, with corrections. Motion carried unanimously.

4. BUSINESS

- A. Review and take possible action: Approve 2024 Municipal Separate Storm Sewer System (MS4) Permit Annual Report Submittal to Wisconsin Department of Natural Resources

Report was presented by Maureen McBroom, who noted that the report is due to the state by March 31, 2025.

Motion by Smith, supported by Wetzel, to approve 2024 Municipal Separate Storm Sewer System (MS4) Permit Annual Report Submittal to Wisconsin Department of Natural Resources and recommend submission.

Motion carried unanimously.

- B. Review and take action: Extend Technical Services Agreement with Strand Associates, Task Order 20-05.

Current agreement has been in place since 2020 with Strand Associates.

Motion by Bartz, supported by Smith to extend Technical Services Agreement with Strand Associates, Task Order 20-05 for the period from July 1, 2025 through July 2, 2030..

Motion carried unanimously.

- C. Review and take action: Extend On-call General Water Engineering Support Services, Task Order 21-01.
Extension will complete the lead pipe removal program.

Motion by Bartz, supported by Wetzel, to extend On-call General Water Engineering Support Services, Task Order 21-01 from December 31, 2024, through December 31, 2027.

Motion carried unanimously.

- D. Review and take possible action: Wastewater Facilities Plan project improvement plan for UV system upgrades and other immediate needs.
The DNR has questioned the Wastewater Facilities Plan because the DOA population projection does not agree with the city's projection. The city's submittal was made five days prior to the DOA's new projections being published.

Motion by Smith, supported by Bartz, that the DNR's position regarding the city's previously approved and submitted Wastewater Facilities Plan is unacceptable and that we direct the city attorney to pursue reasonable reconsideration of that plan.

Motion carried unanimously.

- E. Review and take possible action: Award Contract #8-25 Western Avenue Water Main Relay to Forest Landscaping and Construction, Inc. for \$187,580.00.

Motion by Bartz, supported by Board, to award Contract #8-25 Western Avenue Water Main Relay to Forest Landscaping and Construction, Inc. for \$187,580.00.

Motion carried unanimously.

- F. Convene into closed session per §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Hart Street Drainage improvements)

Motion by Wetzel, supported by Bartz, to convene into closed session.

Motion passed unanimously by roll call vote.

- G. Reconvene into Open Session

Motion by Bartz, supported by Wetzel, to reconvene into open session.

Motion carried unanimously by roll call vote.

5. ADJOURNMENT

Motion by Wetzel, supported by Bartz, to adjourn.

Motion carried unanimously.

Meeting adjourned at 6:57 p.m..

Respectfully submitted by Steve Board, Chair.

MEMO

Engineering Division of the Public Works Department

To: Chairperson Board and Commission Members
From: Nathan R. Williams, Civil Staff Engineer
Date: March 20, 2025
Subject: Public Works Commission Meeting of March 25, 2025

Review and take possible action: Award 2028 STP Urban Labaree Street Design Contract to McMahon Associates Inc for \$199,417

Background

The Engineering Division prepared and advertised a request for proposals for the above-referenced project. The Engineering Division received three proposals. A review team of five Public Works team members reviewed and ranked proposals using a Qualification Based Selection (QBS) process. The top two firms were McMahon Associates Inc out of Neenah, WI and Robert E. Lee & Associates Inc out of Hobart, WI. McMahon’s score was 83.4 out of 90 for a fee of \$199,417. REL’s score was 79.6 out of 90 for a fee of \$207,872.

This street reconstruction project is partially funded by the STP Urban grant program, so it must meet Wisconsin Department of Transportation design, construction, and reporting standards. The design contract portion of the project is 100% locally funded.

The following streets are slated for reconstruction as follows:

2028 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Scope
Labaree Street	E Division St	Anne St	1584'	32'-40'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction, Sanitary Sewer Select Reconstruction



MEMO

Budget Goal

- 2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
- 4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
- 5. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The total design cost of \$199,417 will be split between four budgets, Capital Projects Annual Streets (05-58-11-69), Water Utility Capital Outlay (03-99-99-99), Wastewater Utility Capital Outlay (02-97-30-00), and Storm Water Utility Capital Outlay (16-58-16-60). Between these four budgets a total of \$100,000 is available every year for future street design. Additional funds were budgeted for this project as it was anticipated to exceed standard design costs, so it is expected to be just under budget.

Recommendation

The Public Works Department recommends awarding the 2028 STP Urban Labaree Street Design Contract to McMahon Associates Inc for the aforementioned price, as per the evaluation above.

Motion: Motion to award 2028 STP Urban Labaree Street Design Contract to McMahon Associates Inc for \$199,417.

Attachments:

- Site Map
- McMahon’s fee proposal
- Draft resolution



MEMO

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

Section 4, Item A.

END PROJECT

BEGIN PROJECT



City Boundary



Parcel Boundary



Address Points



City of Watertown Geographic Information System

Scale: 1:2,000

Printed on: February 11, 2024

SCALE BAR = 1"

Author:

7

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

**LABAREE STREET | BOUGHTON STREET - ANNE STREET
CITY OF WATERTOWN | DODGE COUNTY, WISCONSIN**



TASK / SCOPE OF SERVICES ITEM	PERSONNEL HOURS												COMPENSATION		
	MIKE SIMON	JOSH FREWERD	JORDAN JELINSKI	ANDY SCHMIDT	MARTY ABING	DOUG WOELZ	KYLE ZIOLEK	WALLY SEDLAR	STUART BOERST	JOEL WALD	PETE KINJERSKI	TOTAL	LABOR	DIRECT	TOTAL
Survey					10	10				40	50	110	\$13,250.00	\$1,500.00	\$14,750.00
Preliminary Design - General		40	20									60	\$9,600.00		\$9,600.00
Finalize Design Elements		60	60									120	\$18,300.00		\$18,300.00
Public Involvement	10	20		8								38	\$6,960.00		\$6,960.00
Design - R/W Plats Development					39	8					24	71	\$9,495.00	\$915.00	\$10,410.00
Project Development - Utilities		20		16								36	\$6,220.00		\$6,220.00
Project Development - Agency (COE & DNR Permits)				16								16	\$2,720.00		\$2,720.00
Meetings	10	20										30	\$5,600.00	\$130.00	\$5,730.00
Design - Reports	40	20										60	\$11,900.00		\$11,900.00
Hazardous Materials Summary (Phase 1)							15		4			19	\$2,600.00	\$130.00	\$2,730.00
Environmental Document	40	80										120	\$22,400.00		\$22,400.00
Wetland Investigation								16	6			22	\$3,600.00	\$130.00	\$3,730.00
Project Management	40											40	\$8,400.00		\$8,400.00
Preliminary Design - Geometrics		40	20									60	\$9,600.00		\$9,600.00
Preliminary Design- Drainage				20								20	\$3,400.00		\$3,400.00
Computer Quantities & Details			60									60	\$7,800.00		\$7,800.00
Traffic Control - TC Plan		8										8	\$1,400.00		\$1,400.00
Stormwater				8								8	\$1,360.00		\$1,360.00
Final Design - Drainage			40									40	\$5,200.00		\$5,200.00
PS&E	60	20	8									88	\$17,140.00		\$17,140.00
Post PS&E	8	8										16	\$3,080.00		\$3,080.00
SUB-TOTAL	208	336	208	68	49	18	15	16	10	40	74	1042	\$170,025.00	\$2,805.00	\$172,830.00
ECS - Geotechnical Report													\$0.00	\$7,587.00	\$7,587.00
Moss & Associates - Real Estate													\$0.00	\$19,000.00	\$19,000.00
SUB-TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$26,587.00	\$26,587.00
TOTAL	208	336	208	68	49	18	15	16	10	40	74	1042	\$170,025.00	\$29,392.00	\$199,417.00

This Proposal assumes that:

- One public informational meeting will be held.
- Road will be closed to thru traffic during construction.
- A detour (if utilized) will be signed and maintained by the City
- Progress meetings will be held at 30%, 60%, and 90%. One in-person and two virtual meetings.
- No appraisals will be needed.
- No retaining walls will be needed.

1. STANDARD OF CARE

- 1.1 Services: McMahan Associates, Inc. (McMahan) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahan shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 Client's Representative: McMahan intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahan for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 Warranty, Guarantees, Terms and Conditions: McMahan does not provide a warranty or guarantee for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahan will not accept those terms and conditions offered by the Client 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.

2. PAYMENT AND COMPENSATION

- 2.1 Invoices: McMahan will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahan to collect all monies due McMahan. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahan and Client hereby acknowledge that McMahan has and may exercise lien rights on subject property.
- 2.2 Reimbursables: Expenses incurred by McMahan for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahan, after 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 Client has been notified and agrees to these costs.
- 2.3 Changes: The stated fees and Scope of Services constitute McMahan's professional opinion of probable cost of the fees and tasks required to perform the services as defined. 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. Changes by the Client during design may necessitate re-design efforts. McMahan will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure 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 or pandemics, 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.

3. INSURANCE

- 3.1 Limits: McMahan 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 Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahan's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahan's fee not to exceed to \$250,000.

- 3.2 Additional Insureds: To the extent permitted by law, McMahan shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahan's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahan as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahan as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahan's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

- 4.1 General: In the event of a dispute between the Client and McMahan arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahan agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 Mediation: If an agreement cannot be reached by the Client and McMahan unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahan shall share the mediator's fee and any filing fees equally.
- 4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client 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 IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party.

8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahon is not responsible for direction or supervision of 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.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client'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 Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) 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. 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 Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



FEE SCHEDULE | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$210.00
Senior Project Manager	\$190.00 - \$210.00
Project Manager	\$140.00 - \$180.00
Senior Engineer	\$190.00 - \$200.00
Engineer	\$110.00 - \$180.00
Senior Engineering Technician	\$140.00 - \$150.00
Engineering Technician	\$80.00 - \$130.00
Senior Architect	\$175.00 - \$195.00
Architect	\$150.00 - \$170.00
Senior Designer	\$125.00 - \$145.00
Designer	\$95.00 - \$115.00
Senior Land Surveyor	\$135.00 - \$180.00
Land Surveyor	\$125.00
Land Surveyor Technician	\$90.00 - \$110.00
Surveyor Apprentice	\$75.00
Erosion Control Technician	\$95.00
Senior Hydrogeologist	\$210.00
Senior Ecologist	\$200.00
Environmental Scientist	\$105.00 - \$120.00
Senior G.I.S. Analyst	\$180.00
G.I.S. Analyst	\$100.00 - \$120.00
Wetland Delineator	\$120.00
Senior Wetland Delineator	\$150.00
Municipal Planner	\$170.00
Senior Public Management Specialist	\$165.00
Public Management Specialist	\$135.00
Senior Public Safety Specialist	\$165.00
Public Safety Specialist	\$135.00
Building Inspector Specialist	\$135.00
Water / Wastewater Specialist	\$110.00 - \$140.00
Senior On-Site Project Representative	\$125.00
On-Site Project Representative	\$65.00 - \$110.00
K-12 Administrative Specialist	\$130.00
State Plan Reviewer	\$150.00
Certified Grant Specialist	\$150.00
Graphic Designer	\$115.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$50.00 - \$75.00
Professional Witness Services	\$380.00

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
Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025
Ph 920.751.4200 | Fax 920.751.4284
Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

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



REIMBURSABLE EXPENSE SCHEDULE * | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

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:	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.81/Mile
Mileage - Truck/Van	\$1.11/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.50/Each
Survey Lath	\$1.00/Each
Survey Paint	\$7.15/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - 5/8"	\$3.50/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$2.50/Each
Pin Flags	\$0.30/Each

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

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

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

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

* This schedule is not all inclusive.

PROPOSAL ACCEPTANCE

Proposal No.: 42:4077-GP
 Scope of Work: Subsurface Exploration and Geotechnical Engineering Services
 Project: Labaree Street Reconstruction
 Location: Labaree St (Boughton St to Anne St), Watertown, Dodge County, WI
 Base Services: \$7,587

Client Signature: _____ Date: _____
 Printed Name: _____ Title: _____

Please complete this page and return one copy of this proposal to ECS to indicate acceptance of this proposal and to initiate work on the above-referenced project. The Client’s signature above also indicates that he/she has read or has had the opportunity to read the accompanying Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

BILLING INFORMATION
 (please print or type)

Invoice Delivery Preference: Electronic (email) Hardcopy (USPS)

	<u>Invoice Addressee</u>	<u>Report Addressee</u>
Contact Name:	_____	_____
Company:	_____	_____
Title:	_____	_____
Email:	_____	_____
Mailing Address	_____	_____
City, State, Zip:	_____	_____
Telephone No.:	_____	_____

Client Project/Account Number: _____
 Special Conditions for Invoice: _____

ECS offers a full array of services to assist you with *all* phases of your project, including but not limited to:

- Phase I, II and III Environmental Site Assessments	- Third Party Mechanical, Electrical, Plumbing Inspections Services	- Building Envelope, Roofing, and Waterproofing Consultation
- Wetlands Delineations	- Construction Materials Testing and Special Inspections	- Specialty Materials and Forensics Testing
- Asbestos/Lead Paint Services	- LEED® Consulting Services	- Monitoring Services
- Indoor Air Quality/Mold Services	- Geo-Structural Design	- Pre- and Post-Construction Condition Assessments
- Natural Resources		
- Groundwater Remediation		

**PROPOSAL
City of Watertown
Labaree St.
Boughton St.-Anne St.
Dodge County**

MOSS & ASSOCIATES LLC
NEGOTIATION:

Acquisition of parcels	\$900/parcel
Nominal Payment Parcel Report	\$3,500
Certification of Right of Way (Required by WisDOT)	\$3,500
Utilities	\$450/utility

Moss & Associates will meet with owners, as needed, deliver offers, mail documents to the Register of Deeds for recording, prepare Jurisdictional Offers, if necessary, prepare Award of Damages, if necessary.

The city of Watertown will be responsible for providing right of way plats and construction plans, documents and legal descriptions, title searches, pay for recording documents, pay for certified mailings, and payments to owners.

STEIRO APPRAISAL SERVICE, INC:

Appraisals (non-complex)	\$2,750 per report
Appraisals (complex-B&A, cost to cure for light poles, planter box)	\$3,500 per report
Sales Study (excluding city-owned parcels)	\$6,500

**RESOLUTION TO
AWARD 2028 STP URBAN LABAREE STREET DESIGN PROJECT TO
MCMAHON ASSOCIATES INC**

**SPONSOR: ALDERPERSON BOARD
FROM: PUBLIC WORKS COMMISSION**

WHEREAS, It is determined to be in the best interests of the City of Watertown as it pertains to regarding authorizations required involving city assets; and,

WHEREAS, the City of Watertown historically contracts with an engineering consulting firm to prepare plans and specifications, and to assist during advertising and opening of bids; and,

WHEREAS, the scope of work for the 2028 STP Urban Labaree Street Design Project is to select a professional engineering consultant who will provide services to incorporate the reconstruction of various City streets into a set of plans and specifications following the guidelines set by the City of Watertown and the State of Wisconsin Department of Transportation. The reconstruction projects include new asphalt pavement, curb and gutter, sidewalks, driveway aprons, replacement of storm sewers, replacement of water main systems and select replacement of the sanitary sewer. Scope includes surveying, stormwater analysis, soil borings, design, technical specifications, all private utility and railroad coordination and permitting, and all coordination and permitting required from Local, State, and Federal agencies; and,

WHEREAS, the City of Watertown advertised request for proposals and received three (3) proposals; and,

WHEREAS, the Public Works Department Review Team used qualification based selection process to determine the top ranked firm; and,

WHEREAS, the Public Works Department Review Team presented the top two ranked firms to the Public Works Commission; and,

WHEREAS, the Public Works Commission reviewed and approved McMahon Associates' proposal; and,

WHEREAS, the funding for the 2028 STP Urban Labaree Street Design contract will come from Annual Streets #05-58-11-69 (1/4: \$49,854.25), Stormwater Utility Capital #16-58-16-60 (1/4: \$49,854.25), Water Utility #03-99-99-98 (1/4: \$49,854.25) and Wastewater Utility #02-97-30-00 (1/4: \$49,854.25).

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN: that the City of Watertown Common Council approves the proper City Officials be and are hereby authorized to enter into an agreement for the 2028 STP Urban Labaree Street Design contract with McMahon Associates Inc of Neenah, WI for a total lump sum design fee of \$199,417.00.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED March 31, 2025

CITY CLERK

APPROVED March 31, 2025

MAYOR



MEMO

Administration

To: Public Works Commission

From: Mason Becker, Manager of Economic Development and Strategic Initiatives

Date: March 25, 2025

Subject: Rock River District

Background

Since at least 1982, when the Watertown Daily Times published work done by Steve Groth, then an architecture student who proposed a Watertown Cultural Center with a riverwalk, the concept of redevelopment of the City's downtown riverfront and creation of a continuous riverwalk has been a topic of public discussion.

- In 2007, Vandewalle & Associates worked with the City to create the *Watertown Riverwalk Arts and Interpretation Plan*, which called for creating a riverwalk.
- Building on that, in 2014, Redevelopment Resources worked with the City and released the *Watertown Riverfront and Downtown Development Initiative*. Much of the work called for in that document has been completed, including transitioning the previous CDA to the RDA, building the Bentzin Family Town Square, creating a Downtown Revolving Loan Fund, and more. That document also called for a riverwalk along the Rock River.
- In 2016, the City engaged with Ayres Associates to conduct design work for the riverwalk, though that design work was never acted on and no construction occurred due to other pressing needs.
- In 2019, the City's updated Comprehensive Plan also mentions expanding and completing the riverwalk in multiple sections of that document.

In the later part of 2023, following the successful completion and opening of the Bentzin Family Town Square, the Redevelopment Authority (RDA) board decided to pursue what was originally called the "*Downtown River Corridor Opportunity Analysis and Strategic Development Plan*," later renamed the "*Rock River District Vision*." More than just renewing plans for the riverwalk, the RDA also wanted to evaluate sites for targeted redevelopment and revitalization.



MEMO

A public Request for Proposal (RFP) was released in January 2024, and eight submissions from qualified firms were received. After review and scoring, the RDA board selected the proposal from RINKA and Kapur to begin work on this planning project.

The gathering of public feedback and data included two well-advertised Community Open House events, held at the Watertown Public Library, where ideas and feedback were gathered. Part of this process also included online polling. Further, RINKA and Kapur facilitated a series of “steering committee meetings” with RDA board members and key City staff to further refine concepts.

Following approval by the RDA board, on October 28, 2024, the Rock River District Vision concept plan was presented to the City’s Plan Commission. The consensus from the Plan Commission was support for the project moving forward.

Since that meeting, the RDA has engaged with RINKA to work on cost estimating for the project. RINKA utilized a third-party firm, ADK Design, who have experience conducting cost estimating for similar public projects. After several sessions of review with members of City staff and the RDA board, the following cost breakdown and project sequencing is proposed.

The current version of the Rock River District Vision is available for review on the RDA website. The document is largely finalized, though the RDA is working with RINKA on a few final updates, such as inclusion of branding elements.

The plan document covers subjects such as activation of vacant and underutilized sites, and amenities enhancements. The purpose of this meeting’s agenda item is to discuss some of the major riverwalk infrastructure components that are called for in the plan.

Implementation of the proposed infrastructure components of the project (riverwalk additions, electrical lighting) are proposed to be included in the City’s Capital Improvement Plan (CIP). While recognizing that the CIP can change on a year-to-year basis, and items can be added, subtracted, or moved within it, we feel it is important to establish a timeline for implementation.

Budget Goal

- Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
- Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

Costs of these components, if placed in the City’s Capital Improvement Plan, would likely need to be borrowed for. Note that the following placeholder figures already exist for this project (these were based on the 2016 Ayres design estimates, and indexed for inflation):

Commented [MM1]: Add a summary and/or highlights of the plan you want them to approve and move forward after providing the background on how we got here. Mention that final designs may be modified depending on permitting, easement, and other factors.

Commented [MB2R1]: My thought was to include the Rock River District Vision document in the agenda packet.

Commented [MM3]: Did the Plan Commission move anything forward to Council at that time?

Commented [MB4R3]: No.



MEMO

2026: \$3,120,000

2027: \$2,450,000

2028: \$2,400,000

The RDA intends to pursue fundraising and grants to offset some of these costs, and increment funds from TID #8 could also be utilized, if available. We recognize that the CIP can change, and adjustments will occur during the City's annual budget process.

Recommendation

Direct City staff to place the Rock River District infrastructure components into the City's Capital Improvement Plan (CIP).

MEMO

Engineering Division of the Public Works Department

To: Chairperson Board and Commission Members
 From: Nathan R. Williams, Civil Staff Engineer
 Date: March 20, 2025
 Subject: Public Works Commission Meeting of March 25, 2025

Review and take possible action: Award 2027/2029 Annual Street and Utility Design Contract to Kapur Inc for \$172,581

Background

The Engineering Division prepared and advertised a request for proposals for the above-referenced project. The Engineering Division received six proposals. A review team of five Public Works team members reviewed and ranked proposals using a Qualification Based Selection (QBS) process. Of the six proposals, five met the requirements of the RFP. The top two firms were Kapur Inc out of Milwaukee, WI and MSA Professional Services out of Baraboo, WI. Kapur’s score was 77.8 out of 90 for a fee of \$172,581 for both years of design. MSA’s score was 72.6 out of 90 for a fee of \$296,241 for both years of design.

Included in this project is street and utility reconstruction design, a stormwater drainage area study, add alternate services for as-built documentation, add alternate design for mini-storm sewer construction, and add alternate design for a water main replacement under a railroad. As Kapur’s cost estimate came in under budget, all add alternates will be included in the project scope. The cost listed above includes all alternates and remains under budget.

The following streets are slated for reconstruction as follows:

2027 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Scope
Lafayette Street	S Water St	S Warren St	1270'	33'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction

MEMO

2029 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Scope
Lafayette Street	S Warren St	Termini	1478'	21'-33'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
S Warren Street	Lafayette St	W Main St	1177'	33'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
Baxter Street	Lafayette St	Termini	400'	20'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
Depot Street	Lafayette St	W Madison St	400'	20'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction

Add Alternate Design and Add Alternate Services (Subject to alterations and/or additions):

Alternate	Phase	Approx. Quantity	Scope
Mini-Storm Sewer Construction	2027/2029	4,725'	All Streets in the Project Base Scope (where needed)
As-Built Documentation	2027/2029	4,725'	All Streets and Utilities in the Project Base Scope
Baxter Street Termini Under Railroad	2029	200'	Water Main Reconstruction

Budget Goal

2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The total design cost of \$172,581 will be split between four budgets, Capital Projects Annual Streets (05-58-11-69), Water Utility Capital Outlay (03-99-99-99), Wastewater Utility Capital Outlay (02-97-30-00), and Storm Water Utility Capital Outlay (16-58-16-60). Between these four budgets a total of \$100,000 is available every year for future street design. As this project encompasses two fiscal years, 2027 and 2029, the proposed contract is under budget.

Recommendation

The Public Works Department recommends awarding the 2027/2029 Annual Street and Utility Design Contract to Kapur Inc for the aforementioned price, as per the evaluation above.

Motion: Motion to award 2027/2029 Annual Street and Utility Design Contract to Kapur Inc for \$172,581.

Attachments:

- Site Map
- Kapur's fee proposal
- Draft resolution

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

MEMO

Attachment: Site Map included in Kapur's Proposal



2027/2029 BASE SCOPE OF SERVICES

	LUMP SUM
2027/2029 Annual Street, Sanitary, Storm & Water Program Design	\$136,321

2027 RECONSTRUCTION PROJECT TABLE - ADD ALTERNATE DESIGN/ADD ALTERNATE SERVICE TASKS

	LUMP SUM
Lafayette Street – Mini-Storm Sewer Construction	\$3,000
Lafayette Street – As-Built Documentation	\$5,120

2029 RECONSTRUCTION PROJECT TABLE - ADD ALTERNATE DESIGN/ADD ALTERNATE SERVICE TASKS

	LUMP SUM
Lafayette Street – Mini-Storm Sewer Construction	\$3,000
S. Warren Street – Mini-Storm Sewer Construction	\$3,000
Baxter Street – Storm Sewer Construction, Mini-Storm Sewer Construction	\$3,440
Depot Street – Storm Sewer Construction, Mini Storm Sewer Construction	\$3,440

Lafayette Street – As-Built Documentation	\$4,495
S. Warren Street – As-Built Documentation	\$4,495
Baxter Street – As-Built Documentation	\$1,245
Depot Street – As-Built Documentation	\$1,245

Baxter Street Termini Extension	\$3,780
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2025 MUNICIPAL RATE SCHEDULE

TITLE	DESCRIPTION	RATE	PERSONNEL IDENTIFIED WITHIN RFP
Project Manager	Oversees project and personnel	\$190	Aaron Groh, Jason Herther
Project Engineer III	PE and 12 years of experience or equivalent, meetings, project coordination, plan reviews	\$170	Brad Jors
Project Engineer II	PE and 8 years of experience or equivalent, meetings, project coordination, plan reviews	\$140	Chris Sberna
Project Engineer I	PE and 4 years of experience, general engineering	\$125	Robert Maas
Staff Engineer I	Engineer, general engineering	\$115	Elizabeth Fox, Drew Esson
Tech III	12 years of experience in drafting, GIS or construction inspection	\$130	
Tech II	8 years of experience in drafting, GIS or construction inspection	\$115	
Project Surveyor	PS & 8 years of experience or equivalent, survey start-up, research, crew scheduling, platting	\$165	
Survey Crew	Field surveyor	\$155	

**RESOLUTION TO
AWARD 2027/2029 ANNUAL STREET & UTILITY PROGRAM DESIGN
PROJECT TO KAPUR INC**

**SPONSOR: ALDERPERSON BOARD
FROM: PUBLIC WORKS COMMISSION**

WHEREAS, It is determined to be in the best interests of the City of Watertown as it pertains to regarding authorizations required involving city assets; and,

WHEREAS, the City of Watertown historically contracts with an engineering consulting firm to prepare plans and specifications, and to assist during advertising and opening of bids; and,

WHEREAS, the scope of work for the 2027/2029 Annual Street & Utility Program is to select a professional engineering consultant who will provide services to incorporate the reconstruction of various City streets into a set of plans and specifications following the guidelines set by the City of Watertown and the State of Wisconsin Department of Transportation. The reconstruction projects include new asphalt pavement, curb and gutter, sidewalks, driveway aprons, replacement of storm sewers, replacement of water main systems and minor adjustments of the sanitary sewer. Scope includes surveying, stormwater drainage study, soil borings, design, technical specifications, as-built documentation, all private utility and railroad coordination and permitting, and all coordination and permitting required from Local, State, and Federal agencies; and,

WHEREAS, the City of Watertown advertised request for proposals and received six (6) proposals; and,

WHEREAS, the Public Works Department Review Team used qualification based selection process to determine the top ranked firm; and,

WHEREAS, the Public Works Department Review Team presented the top two ranked firms to the Public Works Commission; and,

WHEREAS, the Public Works Commission reviewed and approved Kapur’s proposal; and,

WHEREAS, the funding for the 2027/2029 Annual Street & Utility Program Design contract will come from Annual Streets #05-58-11-69 (1/4: \$43,145.25), Stormwater Utility Capital #16-58-16-60 (1/4: \$43,145.25), Water Utility #03-99-99-98 (1/4: \$43,145.25) and Wastewater Utility #02-97-30-00 (1/4: \$43,145.25).

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN: that the City of Watertown Common Council approves the proper City Officials be and are hereby authorized to enter into an agreement for the 2027/2029 Annual Street & Utility Program Design contract with Kapur Inc of Milwaukee, WI for a total lump sum design fee of \$172,581.00.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED March 31, 2025

CITY CLERK

APPROVED March 31, 2025

MAYOR