

March 6, 2025

Brenda Ayers
City Administrator

James Lincoln
Utilities, Streets, and Parks Superintendent

City of Lodi
130 S. Main Street
Lodi, WI 53555

Subject: Engineering Task Order #4 for Design and Construction Services
 2026 Fair Street Reconstruction and Utility Improvements

Dear Brenda and James:

Thank you for the opportunity to provide this task order for design and construction services for the 2025 Fair Street Reconstruction and Utility Improvements from 160 feet west of Millston Avenue to Gallagher Street. The project includes full roadway reconstruction, storm sewer structure rehabilitation and upgrades, and replacement of water and sanitary sewer mains, appurtenances, and service laterals.

Our scope of services for this Task Order includes the following, which will be performed in accordance with our Master Services Agreement dated March 2, 2024:

- **Topographic Site Survey:** We will call Digger's Hotline and record all existing features along the project area needed for completion of design and construction. This will include but is not limited to curbs, sidewalks, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the City's existing utility maps for resolution with City and Utility staff. We anticipate that field survey will be via both unmanned aircraft system (UAS) and ground survey (where tree cover and additional accuracy requires).
- **Engineering Plans:** As part of the engineering plan development, we anticipate providing 30% and 60% complete plans for City review and comment, and at 90% for City review and comment, prior to completing the final plans. The plans will contain plan/profile sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).
- **Funding Applications and Administration:** Assist the City with the submittal of loan applications to the DNR's Safe Drinking Water Loan Program (SDWLP) and Clean Water Fund Program (CWFP) for project funding. The applications will be due June 30, 2025, for SDWLP and September 30, 2025 for CWFP, with funds available for construction by Summer 2026. If the City decides to use these funding sources, we will assist with administration of the loans, including submittal of executed contracts, required loan closing documents, and disbursement requests to the DNR. We will also assist with administration of the DOT LRIP grant that has been awarded to this project.

- **Public Meetings:** As part of the project delivery process we anticipate attendance at two to three City Council meetings and one public information meeting.
- **Specifications:** Construction specifications will include a complete bidding package for anticipated 2026 construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor.
- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with City officials to formally recommend the award.
- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with City staff to resolve any change order requests and to prepare and process pay requests throughout the project.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for water and sewer main at 50-foot intervals and all bends and fittings, and curb stakes 25-foot intervals.
- **Construction Management:** We will administer a pre-construction meeting at City offices, hold progress meetings on-site as necessary (likely monthly), answer questions during construction and visit the site approximately one to two times per week to verify the project conforms to the plans and specifications.
- **Resident Project Representative Services:** Our resident project representative will observe all underground construction and communicate with City and Town & Country staff during the project as questions and issues arise. A construction duration of approximately 3 months is assumed for the project.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with City staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the City. Final disbursement requests and project closeout documentation will be submitted to the DNR if using SDWLP/CWFP funding.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, curb stops, sewer manholes, pipes, laterals, and appurtenances. The City's GIS maps will be updated accordingly. Once complete, these will be transmitted to the City in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services using our current charge out rates is as follows:

	Total
Design Engineering and Construction Administration	\$375,000
Resident Construction Observation:	\$120,000
Total	\$495,000

It should be noted that the following services are not included. These can be added at the City direction, or carried out by a third party and invoiced directly to the City separate from this agreement:

- Wetland determinations and delineations. There are no portions of the project site containing wetland indicators, so no work is needed.
- Soil borings and reports.
- Archeology services, if needed.
- Right-of-way delineation or acquisition.
- Preparation of any certified survey maps or plat documents.
- Trench and soil compaction tests during construction.

Our work will be done on a time and materials basis using the current charge-out rates in our Master Services Agreement.

Please indicate City acceptance by signing below and returning a copy for our files. The effective date for this Task Order will be **March 11, 2025**.

Thank you again for the opportunity to work with you. We very much appreciate our relationship and look forward to a successful project.

Sincerely,
TOWN & COUNTRY ENGINEERING, INC.



Amy M. Bares, P.E.
Senior Project Engineer

OWNER: **City of Lodi**

ENGINEER: **Town & Country Engineering, Inc.**

Ann Groves Loyd
Mayor

Ben Heidemann, P.E.
Vice President

Date: _____

Date: _____

Attest:

Attest:

Brenda Ayers
City Administrator

Amy M. Bares, P.E.
Senior Project Engineer

Date: _____

Date: _____

130 South Main Street
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OWNER: **City of Lodi**

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Madison, WI 53719
Phone: 608-273-3350
ENGINEER: **Town & Country Engineering, Inc.**

AMB