

*****ATTACHMENTS*****

II

SP-3.2

R. O. No. _____ - 12 - 13. By PURCHASING AGENT. March 11, 2013

Submitting a report relative to the provision of professional services for proper identification and delineation of the wetland and floodplain elevations associated with the former "Schuchardt Farm" property.

The Professional Engineer formerly acted as the city's Lead Consultant prior to the purchase of this property and thus has an in-depth working knowledge of the parcel. His current firm, Sigma Environmental Inc. has submitted a proposal to the city for the work to be done.

It is felt that the previously obtained knowledge of this large parcel will significantly decrease the cost associated with the proposed study.

In addition, should a Purchase/Sale agreement be reached the City of Sheboygan and a potential buyer, the prospective buyer has agreed to reimburse the City for a majority of the costs incurred.

Due to the existing knowledge of this firm and a relatively short timeline as well as the likelihood of lesser cost it is my opinion that the waiver for public bidding and suspension of the rules by the Common Council is justified and appropriate and is in the best interest of the City of Sheboygan.

Respectfully submitted,

Bernard Rammer
Purchasing Agent

III

SP - 3.3

Res. No. _____ - 12 - 13. By Alderperson Hammond. March 11, 2013.

A RESOLUTION authorizing the Purchasing Agent to enter into contract for Floodplain Modifications Engineering and Permitting for the southern area (south of the railroad tracks) commonly referred to as the "Schuchardt farm."

WHEREAS: The City of Sheboygan has been approached by a potential developer relative to a possible sale and future development of the above referenced property and;

WHEREAS: The study referenced above will be a required component of any future sale and/or development of the property in order to satisfy both State and Federal requirements and;

WHEREAS: A potential buyer has agreed to reimburse the City for a majority of the costs associated with this study, pending successful completion of a sale/purchase agreement and;

WHEREAS: The Engineering Firm herein recommended has significant familiarity with the property which will serve to reduce the both the time required and the cost of the study providing significant justification for the waiver of public bidding:

RESOLVED: That the Purchasing Agent is hereby authorized to enter into contract with Sigma Environmental Inc. to prepare and provide the complete study at a cost of \$26,500 as per their proposal without the requirement for public bidding;

BE IT FURTHER RESOLVED: That the appropriate City Officials are hereby authorized to draw funds from the Industrial Park Fund account 40761100-521900 in payment of same.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor



March 8, 2013

Project Ref. #13896

Mr. Chad Pelishek
Development Manager
City of Sheboygan
828 Center Avenue, Suite 104
Sheboygan, WI 53081

Re: Schuchardt Property
Floodplain Modifications Engineering and Permitting
Professional Services Proposal

Dear Mr. Pelishek:

The Sigma Group (Sigma) is pleased to submit this proposal to provide civil engineering services related to the filling of the floodplain on the Schuchardt property. This letter and attachments presents our understanding of the project, our proposed scope of work and our proposed fees to provide civil engineering services for the project. Assumptions are listed along with the proposal to identify the scope of services to be provided within the proposed estimate.

Project Understanding

We understand that the City of Sheboygan desires to fill portions of the Schuchardt property west of Taylor Drive and north of CTH PP to get the areas out of the floodplain of the Sheboygan River and its tributary, Willow Creek, which runs through the property. Proposed fill areas are located both to the north and to the south of the Union Pacific railroad track which runs through the property. Placement of the fill will require the preparation of grading and erosion control plans for permitting and bidding of the work. Waterway permitting with the WDNR will be required for grading adjacent to a navigable waterway. In addition, after fill placement has been completed, a Letter of Map Amendment (LOMA) will need to be submitted to FEMA to document fill placement and remove the area from the floodplain. We understand that the City is seeking an engineering consultant to prepare required documents required for permitting of the fill placement including permitting with the WDNR and the LOMA submittal to FEMA.

Scope of Work

Sigma is proposing to provide civil engineering services to prepare and provide complete documents and permitting for the fill placement. We have divided our proposed services into several separate tasks as outlined below.

Supplemental Site Survey

Sigma will conduct a topographic field survey of the project site as needed to supplement the existing survey information available to Sigma and as required for preparation of documents required for permitting and placement of the fill.

Geotechnical Investigation

Sigma will coordinate a geotechnical investigation of the site to evaluate existing fills and soils and develop recommendations for site preparation, fill placement/compaction, engineered fill, etc.

Site Engineering

Site engineering will include the following activities:

- General coordination with City of Sheboygan
- Attendance of design meetings with City of Sheboygan – two assumed
- Initial regulatory agency coordination (WDNR, FEMA)
- Preparation of civil drawings/specs
 - Site Preparation/Erosion Control Plan
 - Erosion Control Details/Specifications
 - Site Grading Plan
 - Site Restoration Plan
 - Technical Specifications
- Submittal of plans to City for review and approval

WDNR Permitting

Placement of the fill will require Chapter 30 waterway permitting with the WDNR for grading activities adjacent to a navigable waterway. In addition, a Notice of Intent (NOI) for Land Disturbing Activities will need to be filed with the WDNR. Sigma will prepare the required permit applications and required supporting documents and submit to the WDNR for permitting. It is assumed that the fill placement can be designed such that only a general waterway permit will be required and not an individual waterway permit.

Services During Construction

Sigma will provide limited services during construction. Our proposed services during construction include the following:

- Response to contractor RFIs
- Review of contractor submittals
- Construction site visits (2 assumed)
- Final punchlist inspection

FEMA LOMA Submittal

Following completion of fill placement at the site, Sigma will prepare a Letter of Map Amendment (LOMA) for the site for submittal to FEMA. Activities include the following:

- Perform as-built topographic survey of the project site
- Prepare LOMA forms
- Submit to City for review and signature

Professional fees

Our anticipated fees associated with the proposed scope of work are presented below. Fees presented below are for services associated with filling of the floodplain areas south of the Union Pacific Railroad. Additional assumptions associated with our proposal are provided as Exhibit A to this proposal. Reimbursable expenses including mileage, printing, shipping/postage and permit fees will be billed at cost.

Supplemental Site Survey:	\$ 1,500
Geotechnical Investigation:	\$ 3,500
Site Engineering	\$ 8,000
WDNR Permitting:	\$ 5,000
Services During Construction:	\$ 3,500
LOMA Submittal:	<u>\$ 5,000</u>
Total:	\$26,500

Please note that fees for engineering services associated with filling of the floodplain areas north of the railroad tracks would be similar to those presented above with an anticipated fee range of \$20,000 to \$22,000.

We are looking forward to working with you on this project. Should you have any questions or require further definition of the work that has been proposed, please contact us at your convenience. We are also available to meet with you to discuss this project in more detail. Thank you for your time and consideration in this regard.

Sincerely,
The Sigma Group



Christopher Carr, P.E.
Senior Project Engineer

Cc: Adam Roder, Sigma
James Leedom, Sigma
Sigma File

EXHIBIT A
Assumptions
Schuchardt Property
Sheboygan, WI
Floodplain Filling/Permitting

Assumptions

1. City will provide any fees for applications and permits. Any fees paid directly by Sigma will be billed at cost. Mileage will be billed as a reimbursable expense.
2. Proposal does not include any time for attendance of plan commission or common council meetings as may be required for City approval of the project. Sigma can attend such meetings as an addition service if required or requested.
3. Proposal assumes that no wetlands will be filled as part of the project.
4. Proposal assumes no compensatory storage will be required for filling of floodplain.
5. Proposal assumes no HEC/RAS modeling of the Sheboygan River or Willow Creek will be required for filling of the floodplain.
6. Proposal assumes that fill placement will be designed such that project meets requirements for a general Chapter 30 waterway permit for grading and an individual permit will not be required.