

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING

Monday, September 14, 2015 – 6:20 p.m.

(or immediately following previously scheduled meeting)

Lincoln Center – 1519 Water Street

Stevens Point, WI 54481

AGENDA

[A quorum of the City Council may attend this meeting]

CONSIDERATION AND POSSIBLE ACTION ON THE FOLLOWING:

1. To accept the Director's Report and place it on file.
2. To approve the purchase of a Chevrolet Colorado from Len Dudas Motors in the amount of \$26,600.00 to be used for a Parking Enforcement Vehicle.
3. To accept the Prais Street Pedestrian Mall Ordinance Amendments in Sections 9.05, 9.06, and 16.09.
4. To accept Parking Ordinance Modification on Ellis Street at the Reserve Street intersection for No Parking Here to Corner.
5. Discussion regarding the Stevens Point School District/Washington Elementary School proposed parking lot.
6. To approve the release of Request for Proposals (RFP's) for right-of-way acquisition services pertaining to the Hoover Road Grade Separation Project.
7. Discussion/Update on the EM Coppers/CTH R TIA.
8. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strong's Avenue, Stevens Point, WI 54481

Copies of ordinances, resolutions, reports, and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

September 8th, 2015

DIRECTOR OF PUBLIC WORKS REPORT
Scott Schatschneider

1. Engineering Division

- **Prentice Street and Academy Avenue:**
Both sections of the street(s) were completed and staff has received positive feedback.
- **North Reserve Street / I39 Overpass Reconstruction:**
The majority of the bridge work is nearing completion and the focus of the project will be turning to the road portion of the project. In speaking with DOT, curb and gutter preparation is scheduled for the week of September 21st. In previous reports the LED street lighting was originally scheduled for late September / early October. I don't think the street lighting will start until mid-October. However, the street lighting will be up and functional by mid-November.
- **Clark Street Bridge Scour Project:**
We have received signed agreements back from the contractor and the repairs are scheduled to begin the week of October 12th. The work is only scheduled for five working days. This work will be able to occur at the same time as the WPS river dredging project, which will be occurring just upstream from the City's scour project.
- **Coye Drive Intersection improvements and second industrial park access point:**
At the time of this report, AECOM and staff met with potentially impacted property owners pertaining to the Coye Drive intersection. The meetings were conducted on site at the respective properties and owners were able to express their concerns and the meetings were very productive for everyone involved. We will be setting up meetings pertaining to a second access point with effected property owners in the immediate future.
- **Business 51 Project:**
Nothing to report at this time.

- **Additional Ongoing Director\City Engineer\City Surveyor Projects:**
 - Staff has been busy with construction related activities such as, right of way permits, sidewalk replacement program.
 - Staff has been working on capital borrowing requests for the 2016 borrowing.

2. Streets Division

- **Street work**
 - Continued Garbage and Recycling operations.
 - Sign work continued.
 - Patching continued.
 - Street lamp maintenance continued.
 - Building maintenance and repair.
 - Salt Spreader Frame Replacement continued.
 - Fabricated Steel windows for PD.
 - Street Sweeping continued.
 - Traffic Markings Painting continued.
 - Crack Filling continued.
 - Concrete Repairs continued.
- **Equipment maintenance/garage**
 - There were a total of 141 repair orders completed in the month of August. When broken down by department there were;

Engineering	1
Police	6
Parks	41
Fire	6
Streets	79
Water/Waste water	8

- **Signs, posts, barricades, and flags**
 - 41 signs were replaced or added, 1 because of an accident, 24 for usual maintenance, 3 signs were moved, 6 new signs were added and 7 because of ordinance change.
 - 16 poles were replaced or added, 1 because of an accident, 6 for usual maintenance, 3 poles were moved, 6 new poles were added and 4 because of ordinance change.
 - Set out barricades, barrels and cones for events as needed.
- **Garbage/recycling/yard waste/drop-off**
 - Garbage and recycling carts repaired/replaced/distributed as needed.
 - Regular solid waste collection completed.
 - Regular recycling collection completed.
 - City drop-off operations were completed.
- **Leave**
 - 5 floating holidays, 12 days 3 hours sick and 64 days 4 hours vacation were utilized.

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Streets Department:
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Fax: 715-346-1687

September 8th, 2015

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Parking Enforcement Vehicle Replacement

Enclosed you will find a memo submitted by Street Superintendent Dennis Laidlaw regarding the replacement of the existing parking enforcement vehicle.

As stated in Mr. Laidlaw's memo the new vehicle will be purchased with funds from the recent sale of used equipment. However, the idea of using the funds from the sale of used equipment was approved last year as part of the 2015 Capital Borrowing.

If there are any questions, please don't hesitate to contact me.

Thank you.

City of Stevens Point
1515 Strong's Avenue
Stevens Point, WI 54481-3594



Department of Public Works

Engineering
Phone: 715-346-1561
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Streets/Fleet
Phone: 715-346-1537
Fax: 715-346-1687

To The Board of Public Works,

September 8, 2015

The Police Department's Parking Enforcement vehicle is due for replacement. Only one quote was received. We are seeking approval to purchase 1 new Chevrolet Colorado (small Pickup), for \$26600, from Len Dudas Motors.

This purchase will be funded by the proceeds from the sale of used equipment.

Thank you,

A handwritten signature in black ink that reads 'Dennis Laidlaw'.

Dennis Laidlaw
Superintendent of Streets
City of Stevens Point

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



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Streets Department:
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Fax: 715-346-1687

September 8th, 2015

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Pedestrian Mall: Ordinance modifications Chapters 9 & 16

As a result of the pedestrian mall vacation between Fremont Street and Illinois Avenue a number of traffic ordinances need to be repealed and then amended.

Please see the attached document (Section I – Section VII) regarding the proposed changes.

If you have any questions, please feel free to contact me.

Thank you.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE CITY OF STEVENS
POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That subsection 14 of Section 9.05(d) of the Revised Municipal Code, **Two Hour Parking** is hereby **repealed**:

9.05(d) 14. On the north side of Prais Street between Fremont Street and Illinois Avenue.

SECTION II: That subsection 38 of Section 9.05(d) of the Revised Municipal Code, **Two Hour Parking** is hereby **amended** to read as follows:

9.05(d) 38. On the north side of Prais Street between Illinois Avenue and Michigan Avenue.

SECTION III: That subsection 101 of Section 9.05(g) of the Revised Municipal Code, **No Parking** is hereby **amended** to read as follows:

9.05(g) 101. On the south side of Prais Street between Illinois Avenue and Michigan Avenue.

SECTION IV: That subsection 125 of Section 9.05(g) of the Revised Municipal Code, **No Parking** is hereby **repealed**:

9.05(g) 125. On the north side of Prais Street from Illinois Avenue to 54 feet west.

SECTION V: That subsection 203 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **repealed**:

9.06(a) 203. Prais Street at Illinois Avenue.

SECTION VI: That subsection 204 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **repealed**:

9.06(a) 204. Prais Street at Fremont Avenue.

SECTION VII: That Section 16.09 of the Revised Municipal Code, **Creation of Pedestrian Mall** is hereby **amended** by removing the following described area as a pedestrian mall:

Prais Street from the west ROW of Illinois Avenue to the east ROW of Fremont Street.

SECTION VIII: That subsection 150 of Section 9.05(j) of the Revised Municipal Code, **No Parking Here to Corner** is hereby **created** to read as follows:

9.05(j) 150. On the north side of Ellis Street from Reserve Street to a point 65 feet east.

SECTION IX: These ordinance changes shall take effect upon passage and publication:

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: September 3, 2015
Approved: September 21, 2015
Published: September 25, 2015

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

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Fax: 715-346-1687

September 8th, 2015

To: Board of Public Works

From: Scott Schatschneider, Director of Public Works

Re: Ellis Street: Ordinance modifications Chapter 9, Section 9.05(j) No Parking Here to Corner.

This ordinance modification is from a concern raised regarding vehicles parked very close to an intersection. Currently vehicles are allowed to park on the north side of Ellis Street right up to the Reserve Street intersection creating a blind spot for anyone traveling west bound on Ellis Street or anyone traveling southbound on Reserve Street. I have included photos to illustrate the concern.

The modification will improve the visibility for motorists using the intersection and will improve the overall safety for any bicyclists or pedestrian using the intersection.

Please see the attached document from the previous agenda item Section VIII regarding the proposed changes.

If you have any questions, please feel free to contact me.

Thank you.



Looking west on Ellis St. from Reserve Street facing south



Looking west on Ellis St. from Reserve Street facing south



Looking East on Ellis street from Reserve Street facing south



Looking west on Ellis street from reserve street facing north



Looking east on Ellis street from reserve street facing north



Looking west from Ellis street east of Reserve street intersection

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September 8th, 2015

To: Board of Public Works

From: Scott Schatschneider, Director of Public Works

Re: Washington Elementary School – Prais Street Proposed Parking Lot

Enclosed you will find a memo submitted by the Community Development Department from the Tuesday, September 8th Plan Commission Meeting.

The memo describes the Stevens Point School District's request for a conditional use permit to construct a parking lot on the south side of Prais Street across the street from the Washington Elementary School.

From the Engineering Departments standpoint there are a number of details to be worked out. However, I believe all of the details can be worked out and the project would help alleviate the current parking issues not only for the school but also the adjacent neighborhood.

If there are any questions, please don't hesitate to contact me.

Thank you.

Administrative Staff Report

**Conditional Use
Construct Parking
3241 Prais Street
September 8, 2015**



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> Jay Johnson, representing Washington School <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2408-33-1001-16 <p>Zone(s):</p> <ul style="list-style-type: none"> "R-2" Single Family Residence District <p>Master Plan:</p> <ul style="list-style-type: none"> Institutional/Government <p>Council District:</p> <ul style="list-style-type: none"> District 8 – Patton <p>Lot Information:</p> <ul style="list-style-type: none"> Actual Frontage: 5,400 feet Effective Frontage: 5,400 feet Effective Depth: 1,430 feet Square Footage: 1,925,890 Acreage: 44.21 <p>Current Use:</p> <ul style="list-style-type: none"> Institutional <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 23.01(16), 23.02(1)(d) 	<p>Request</p> <p>Request from Jay Johnson, representing Washington School, for a conditional use permit to construct parking within and outside the right-of-way on Prais Street, south of Washington School, 3500 Prais Street (Parcel ID 2408-28-4018-02) and partially on 3241 Prais Street (Parcel ID 2408-33-1001-16).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Exhibit Map Application Plans & Documents <p>Findings of Fact</p> <ol style="list-style-type: none"> The property is zoned "R-2" Single Family Residence District. Accessory uses to elementary schools require a conditional use permit. The request is to construct parking stalls partially within the right-of-way and on the nearby cemetery property. 63 angled parking stalls are proposed. Prais Street is heavy used near Washington School during operational hours. <p>Staff Recommendation</p> <p>Approve, subject to the following condition(s):</p> <ol style="list-style-type: none"> Reverse angled parking shall be installed. The degree of angle shall be approved by the City Engineer. Sidewalks and curb shall be installed south of the parking area during the time of construction. Pedestrian crosswalks shall be painted/installed across Prais Street, where applicable, to connect with the walkways/sidewalks by Washington School. Signage shall be posted at each end of the parking area identifying the type of parking and proper use. The speed limit shall be reduced to 15 miles per hour on Prais Street between Saint Paul Street and Wilshire Boulevard. Signage shall be placed near the intersections referenced. A final site and landscape plan shall be submitted to City staff for
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review and approval.

7. Applicable City permits shall be obtained (building, right-of-way, etc.).
8. An intergovernmental agreement shall be entered into between the City and School District for the use and maintenance of the area.

Vicinity Map



Background

The applicant is requesting to construct 63 angled parking stalls south of Washington School along Prais Street. In order to construct parking, the stalls would exist partially on the adjacent property (cemetery) and within the right-of-way.

Prais Street is very congested during operational hours at Washington School. Furthermore, as the need for parking has increased, vehicle parking has entered in surrounding neighborhoods, degrading the character of the neighborhood.

City staff have worked with the applicant, and school to determine measures to increase safety on Prais Street, create needed parking, and reduce parking within residential neighborhoods. Two options have been presented:

1. 75 degree angled parking (with or without sidewalks)
2. 75 degree reverse angled parking (with or without sidewalks)

Retention ponds are proposed on either side of the parking with a swale running the length of the parking to direct water into retention basins.

Note that a conditional use permit is required as the parking is accessory to the Washington School institutional use and is proposed within the right-of-way.

Standards of Review

- 1) The establishment, maintenance, or operation of the use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.**

Analysis: The proposed use is in an established neighborhood and is an accessory use to an existing institutional use. Prais Street becomes very congested during Washington School operational hours, as school staff parallel park along the south side of the road. The road right-of-way cannot currently and safely accommodate the existing parking demand for the school. Parking for the school has occurred in adjacent neighborhoods.

Findings: The use should not be detrimental to the health, safety, or general welfare of the public, and should in fact improve the safety and welfare of the neighborhood. Staff would recommend curb and sidewalks to be installed south of the parking to ensure adequate pedestrian accommodations. Additionally, the sidewalks will provide for a safe area for unloading when reverse angled stalls are utilized.

- 2) The use will not be injurious to the use and for the purpose already permitted;**

Analysis: In order to construct the parking, a portion of the parking must occur on the nearby cemetery property and within a portion of the right-of-way.

Findings: Prais Street is considered a collector street, as it connects to arterial roads and residential streets. Furthermore, it is considered to have moderate to high travel especially when Washington School is in operation. The establishment of the reversed angle parking area should help calm traffic and provide for a more organized parking area.

- 3) The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;**

Analysis: The respective area is in an established and developed area of the City. No vacant land exists within the area.

Findings: The proposed use should not impede the orderly development and improvement of the surrounding properties. The vacant portion of the cemetery property will likely remain cemetery to accommodate future expansion if necessary.

- 4) The exterior architectural appeal and functional plan of any proposed structure will not be at variance with either the exterior architectural appeal and functional plan, and scale of the structures already constructed or in the course of construction in the immediate neighborhood or in the character of the applicable district so as to result in a substantial or undue adverse effect on the neighborhood;**

N/A – No new structure is proposed.

5) Adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;

Analysis: The respective area is an established area of the City. Access to the parking is proposed directly from Prais Street. Two parking options are proposed which are: (1) 75 degree angle parking and (2) 75 degree reverse angle parking.

Findings: The proposed parking is similar to that found on Main Street in downtown Stevens Point, however Prais Street accommodates two-way traffic. Given the amount of stalls proposed, reverse angled parking may prove to be a safer design as vehicles have improved visibility when exiting the stalls. Furthermore, vehicles traveling west on Prais Street could not access the reverse angled parking, as exiting would involve reversing into cross-traffic. This access would be no different than parallel parking currently along the south side of Prais Street. Staff would recommend that a lower degree angle be use. Such angle shall be approved by staff upon final review of a site plan.

6) Adequate measures have been, or will be, taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;

Analysis: Traffic is congested during operation hours of Washington school, especially during school start and release.

Findings: In addition to the standard above, staff would recommend reducing the speed limit permanently to 15 miles per hour on Prais Street between Saint Paul Street and Wilshire Boulevard. Signage shall be placed near the intersections referenced.

7) The proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point, any of its components, and/or its environs.

Analysis: The proposed use is within the “R-2” single family residence district which is established to provide the population density and used primarily for single family living, which is expected to accommodate the numerous residential developments already at the density of this district, and this district would accommodate other housing not on City sewer. This district is to be located consistent with the City’s Comprehensive Plan.

Findings: The use is consistent with the district as institutional uses are found within this district and are crucial to the neighborhood and community. As stated previously, the proposed parking should reduce parked vehicles in the surrounding neighborhoods.

8) The use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.

Analysis: This request is partially on-, and partially off-street.

Findings: Staff would recommend that a final site and landscape plan be submitted for review and approval. Staff would recommend that a landscaping area similar to many of the University parking lots be implemented. See image to the right for example.



9) The proposal will not result in an over-concentration of high density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective services systems of the community.

N/A

10) Principal - Applications for exclusive multifamily residential uses: The view from the street should maintain a residential character. The view should be dominated by the building and not by garages, parking, mechanical equipment, garbage containers, or other storage.

N/A

11) Access to the site shall be safe.

Analysis: See standard five and six above.

Findings: This standard is met.

12) There shall be adequate utilities to serve the site.

N/A –Utilities are not needed. Stormwater and sidewalks shall be reviewed by applicable City Departments.

13) The privacy of the neighboring development and the proposed development shall be maintained as much as practical. Guidelines:

N/A – Parking within adjacent neighborhoods should be reduced with the parking lot construction.

14) Principal - Applications for exclusive multifamily residential uses. Landscaping shall be provided or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.

N/A

After review, staff would recommend approving the request for a conditional use permit to construct parking at the location indented above, subject to the conditions on page one of the staff report. The parking should decrease hazards on Prais Street and preserve the surrounding neighborhood character by reducing parked vehicles in those neighborhoods.

Photos



Looking West



Looking Southwest



Proposed Parking Area – Looking East

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
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Streets Department:
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Fax: 715-346-1687

September 8th, 2015

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Release of Request for Proposals (RFPs) for Real Estate Acquisition Services for the Hoover Grade Separation Project

As part of the Hoover Grade Separation Project, real estate will need to be acquired for additional right of way.

Given the legal nuances, complexity and the time consuming nature of real estate acquisition it is in the City's best interest to hire a land acquisition company.

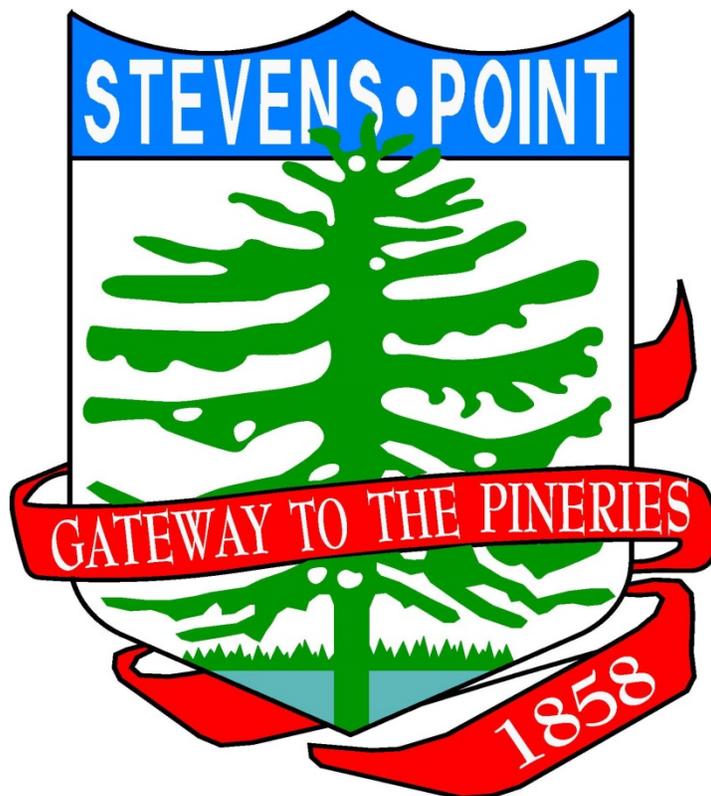
The RFP has been included for your review and will be sent to a number of companies who perform these type of services.

If there are any questions, please don't hesitate to contact me.

Thank you.

City of Stevens Point
REQUEST FOR PROPOSALS
FOR
HOOVER ROAD GRADE
SEPERATION PROJECT REAL
ESTATE ACQUISITION SERVICES
PROJECT #15-11

PROPOSALS DUE WEDNESDAY
OCTOBER 21, 2015



City of Stevens Point
Scott Schatschneider, P.E.
Director of Public Works
1515 Strongs Avenue
Stevens Point, Wisconsin 54481

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(715) 346-1561

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Attachment A - Signature and Authority Affidavit Form

Attachment B - References

Attachment C - Designation of Confidential & Proprietary Information Form

Attachment D - Mandatory Requirements

Attachment E - Standard Terms and Conditions

Attachment F - Cost Proposal

Exhibits – Plat Maps

1. General Information

1.1. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide real estate acquisition services for the Hoover Road Grade Separation Project.

The City of Stevens Point as represented by the Stevens Point Engineering Department intends to use the results of this Request for Proposal (RFP) to award a contract for the above listed project. The contract administrator will be determined at the time of the contract award. Retain a copy of these proposal documents for your files. Should you receive an award, these documents become your contract terms and conditions.

1.2. Definitions

The following definitions are used throughout the RFP:

Contractor means proposer awarded the contract.

City means the City of Stevens Point and its authorized agents.

Proposer/Vendor/Bidder means a company or individual submitting a proposal in response to this RFP.

Engineering means the City of Stevens Point Engineering Department.

RFP means Request for Proposal.

State means the State of Wisconsin.

1.3. Scope

1.3.1. Project Description

The proposed project includes real estate acquisition services for the Hoover Road Grade Separation Project.

1.3.2. Objective/Needs

The project requires full services real estate acquisition services including appraisals, negotiations, acquisitions services, maintenance of project and parcel files. The work will be done in accordance with Wisconsin State Statutes, Wisconsin Administrative Codes, and the Wisconsin Department of Transportation Division of Highways Real Estate Program Manual.

1.3.3. History and Background

The City of Stevens Point is currently in the final design phase for the Hoover Road Grade Separation Project.

AECOM is the design consultant for the Hoover Road Grade Separation Project which is scheduled to start construction in 2017. The proposed roadway is following a slightly modified alignment and will be widened with significant grading improvements to allow for the overpass. A preliminary plat has been completed and is attached to the proposal.

The consultant has conducted title searches for the projects and will complete legal descriptions and temporary stakeout surveying for parcels.

1.3.4. Clarifications and/or Revisions to this RFP

The Stevens Point Engineering Department is the sole point of contact for the City during the selection process. Contact with anyone else involved with this process without the prior authorization of Engineering may result in the disqualification of your proposal. Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal **in writing through email by 10/12/2015**, to: Scott Schatschneider, Director of Public Works, Email: sschatschneider@stevenspoint.com

If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this proposal after the above date, they shall immediately notify the above named individual of such error and request modification or clarification of the proposal document before the proposal opening date.

If the proposer fails to notify the City prior to the proposal due date of any condition stated above that reasonably should have been known to the proposer, and if a contract is awarded to that proposer, the proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by Engineering. Addenda will be mailed to each of the prospective bidders. Failure to acknowledge addenda may disqualify your proposal.

1.4. Proposer Conference

A proposer conference will not be held for this proposal.

1.5. Calendar of Events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal. The actions with specific dates must be completed as indicated unless otherwise changed by the City. In the event that the City finds it necessary to change any of the specific dates and times, it will do so by issuing addenda to this RFP. There may or may not be a formal notification issued for changes of the estimated dates and times.

DATE	EVENT
9/22/2015	RFP Issuance date
10/12/2015	Last day for submitting written questions
10/21/2015	Proposals due at or before 4:00 p.m.
10/28/2015	Interviews/Presentations (estimated date if needed)
10/30/2015	Notification of intent to award sent to proposers (estimated)
11/17/2015	Contract award
12/01/2015	Contract start date (estimated)
08/01/2016	Final PS&E
12/13/2016	Hoover Road Grade Separation Bid Letting
Spring 2017	Construction Begins

1.6. Contract Term

The contract shall be effective on the date indicated on the contract and shall continue until the project is completed.

2. Preparing and Submitting a Proposal

2.1. General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required on-site visits, interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired. The City encourages all proposers to print their submission double-sided to save paper.

2.2. Incurring Costs

The City is not liable for any cost incurred by proposers in replying to this RFP.

2.3. Submitting Proposals

Proposers must submit, in a sealed package, **One Original (identify) PLUS Three copies** of all materials required for acceptance of their proposal on or before 4:00 p.m., 10/21/2015 to:

**City of Stevens Point
Engineering Department
1515 Strongs Avenue
Stevens Point, WI 54481**

All proposals must be received by the Engineering Department by the stated time. Late proposals will not be accepted. Receipt of the proposal by the U.S. mail system does not constitute receipt of the proposal by Engineering.

The City does not accept facsimile machine or email submitted proposals. All proposals must be packaged, sealed, and show the following information on the outside of the package:

**Proposer's Name and Address
Request for Proposal Title
Request for Proposal Number
Proposal Due Date**

COST PROPOSAL: Submit Original plus one (1) copy Attachment F. Seal in an envelope and submit within the proposal package. The outside of the envelope should clearly state "Cost Proposal" and the name of proposer.

2.4. Proposal Organization and Format

Proposal should be typed and submitted on 8.5 by 11 inch paper and bound securely with page numbers clearly indicated. Proposers responding to this RFP must comply with the following format requirements:

Tab 1 - COVER LETTER, RFP SIGNATURE PAGES: Include here any cover letter, Attachment A - RFP Signature and Authority Affidavit Form, any addenda signature pages, and Attachment C - Designation of Confidential & Proprietary Information Form.

The Signature and Authority Affidavit submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide these forms/information with your bid submittal may disqualify your proposal.

Tab 2 - RESPONSE TO PROPOSER INFORMATION AND SOLUTIONS: Responses to the requirements in the proposer information and solutions must be in the same sequence and numbered as they appear in this RFP. Include here completed Attachment B--References.

Tab 3 – MANDATORY REQUIREMENTS: Include Attachment D Mandatory Requirements.

Separate Envelope - COST PROPOSAL—ATTACHMENT F: Provide cost information as detailed in Section 6 in this RFP. All costs, as requested, for furnishing the product(s) and/or service(s) must be included in this proposal. The cost proposal must NOT be listed in any other part of the proposal response.

2.5. **Multiple Proposals**

Multiple proposals from a proposer will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response

2.6. **Withdrawal of Proposals**

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal, in writing, at any time up to the proposal due date and time or upon expiration of 180 days after the due date and time. The written withdrawal notice must be received by Engineering. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal due date and time.

3. **Proposal Selection and Award Process**

3.1. **Evaluation Committee**

The City's evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposers may not contact members of the evaluation committee except at the request of the Engineering Department.

3.2. **Preliminary Evaluation**

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the City reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

3.3. **Right to reject proposals**

The City reserves the right to reject any and all proposals.

3.4. Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

3.5. Evaluation Criteria

The proposals will be scored using the following criteria:

Description	Points
Organization Capabilities	200
Staff Qualifications	200
Proposer Solutions	300
Cost Proposal	300
Total	1000

3.6. Interviews/Presentations and/or Site Visits

Top-scoring proposers, based on the evaluation of the written proposal, may be required to have interviews/presentations to support and clarify their proposals, if requested by the City. The City will make every reasonable attempt to schedule the interview/presentation on the date specified in the Calendar of Events. Failure of a proposer to complete a scheduled interview/presentation to the City may result in rejection of that proposer's proposal. The City may conduct site visits of proposer and/or references' facilities to clarify or confirm proposal information.

3.7. Final Evaluation

Upon completion of any interviews/presentations and/or demonstrations by proposers, the City's evaluation team will review their evaluations and make adjustments to the scores based on the information obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent proposer information.

3.8. Award and Final Offers

Award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer after the original evaluation process is complete. Alternatively, the highest proposer or proposers may be requested to submit best and final offers. If the City requests best and final offers, they will be evaluated against the stated criteria, scored, and ranked by the evaluation committee. The award will then be granted to the highest scoring proposer following that process. However, a proposer should not expect that the City will request a best and final offer.

3.9. Notification of Intent to Award

All proposers who respond to this RFP will be notified in writing of the City's intent to award the contract(s) as a result of this RFP.

3.10. Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or City of Stevens Point Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with Scott Schatschneider, Director of Public Works, City of Stevens Point, 1515 Strong's Ave, Stevens Point, WI 54481, and received in his office no later than five (5) working days after the notice of intent to award is issued.

The written protest must be received in his office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Director of Public Works may be appealed to the City of Stevens Point's Attorney within (5) working days of issuance. The appeal must allege a violation of a Wisconsin Statute or a City of Stevens Point Ordinance provision.

3.11. Negotiate Contract Terms

The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City may negotiate a contract with the next highest scoring proposer.

4. Requirements

4.1. Mandatory Requirements

Submit response using Attachment D Mandatory Requirements under Tab 3 of proposal - see section 2.4 for proposal submittal format.

The following requirement(s) are mandatory and the proposer must satisfy them as a pass/fail pre-screening requirement. Any proposal submitted not in compliance with mandatory requirements will be rejected and not evaluated or scored.

4.1.1. Proposer must be registered in Wisconsin as a certified general appraiser or through reciprocity with another state.

4.2. Contract Requirements

The awarded contractor is expected to fulfill the following contract requirements.

4.2.1. Contractor must hold an initial coordination meeting with the City of Stevens Point representatives and AECOM.

4.2.2. Contractor will provide a full services real estate acquisition services including appraisals, negotiations, acquisitions services, maintenance of project and parcel files. The work will be done in accordance with Wisconsin State Statutes, Wisconsin Administrative Codes, and the Wisconsin Department of Transportation Division of Highways Real Estate Program Manual. These services include, but are not limited to:

Provide a Real Estate Project Manager	Preparation of Nominal Value Offers
Complete Appraisal Services	Prepare all appropriate documents
Pre-Project Conference	Recording all appropriate documents
Preparation of parcel files	Coordination of all plat revisions
Preparation of R/W Certification	Prepare and maintain project spreadsheets

4.2.3. Contractor will provide the City with a spreadsheet summarizing the status of each parcel including key milestones and dates completed on a monthly basis.

4.2.4. Contractor will provide the individual parcel folders containing the following were applicable:

Title Search Report	Typed Partial Release
Copy of Introductory/Brochure Letter	Property Inventory Report
Original and Copy of Appraisal Report	Property Owners Appraisal Guidelines
Approved Offering Price Report	Statement to Construction Engineer
Negotiation Diary Forms	Parcel Check List
Closing Statement Form	W-9 Form
Offering Price Letter	Legal Description for Acquisition Area

4.2.5. Subcontractors
The Contractor shall be responsible for Contract performance when subcontractors are used. However, when subcontractors are used, they must abide by all terms and conditions of the Contract. If subcontractors are to be used, the Contractor must clearly explain their participation.

5. Proposer Information and Solutions

Submit response under Tab 2 of proposal - see section 2.4 for proposal submittal format.

5.1. Organization Capabilities

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results. (200 Points)

5.2. Staff Qualifications

Identify key staff your organization/company will assign to fulfill the contract requirements. Detail who would be contract manager(s), etc. Provide a synopsis describing the educational and work experience for each of the key staff who would be assigned to the project/program. Detail the number of hours for each key staff member that you estimate will be needed to fulfill the contract requirements. (200 Points)

5.3. Proposer Solutions

5.3.1. Describe your firm's plan to accomplish the requirements of the project. Include the major tasks that will be required and a proposed timeline required to complete those tasks. (100 Points)

5.3.2. Describe your firm's method of quality control and process to identify deficiencies in the work. (100 Points)

5.3.3. Detail your firms understanding of the challenges and barriers and proposed approach to overcoming these barriers. (100 Points)

5.4. Proposer References

Submit response using Attachment B References under Tab 2 of proposal – see section 2.4 for proposal submittal format.

Proposer must supply references of three firms to which similar products/service have been provided within the past five to a comparable sized institution or company. If contacted, all of those references must verify that a high level of satisfaction was provided.

6. Cost Proposal

6.1. General Instructions for the Cost Proposal and how it will be Scored

All prices must be quoted in U.S. Dollars. Since the Schedule of Lands Interest and Real Estate Plat are not completed for the Hoover Road Grade Separation Project, the unit cost is the most critical part in completing the Cost Sheet.

Engineering will score the cost proposals by prorating with the lowest cost proposal given the highest score. The formula is as follows: Calculation of points awarded to subsequent proposals will use the lowest dollar proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This number is then multiplied by the number of points given to the cost section of the RFP, resulting in the cost proposal score.

$$\frac{\text{(Lowest Cost Proposed)}}{\text{Constant}} \times \text{(Maximum Points Assigned to Cost)} = \text{Score}$$

(Other Proposed Cost)

6.2. Format for Submitting Cost Proposal.

Use Attachment F Cost Proposal. Submit one marked original plus one copy. Seal in an envelope and submit within the proposal package. The outside of the envelope should clearly state “Cost Proposal” and the name of proposer.

6.3. Fixed Price Period

The awarded contractor must hold the accepted prices and/or costs for the entire contract period. Any adjustment to prices and/or costs at the beginning of a contract renewal period will be negotiated between the City and the Contractor.

ATTACHMENT A

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

PROPOSING COMPANY NAME: _____

FEIN (Federal Employer ID Number) _____ OR Social Security # (if Sole Proprietorship) _____

Address: _____

City _____ State _____ Zip + 4 _____

Number of years in Business _____

Name the person to contact for questions concerning this proposal.

Name _____ Title _____

Phone () _____ Toll Free Phone () _____

Fax () _____ Email Address _____

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the requirements, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the project relating to this proposal.

I further certify that I have carefully examined the proposal documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

Signature

Title

Name (type or print)

Date

This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum # _____ Addendum # _____ Addendum # _____ Addendum # _____

ATTACHMENT B

REFERENCES

Proposer: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

ATTACHMENT C

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to Bid/Proposal # _____ includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The City considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the City harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

ATTACHMENT D

MANDATORY REQUIREMENTS

Proposer: _____

Proposer is registered in Wisconsin Certified General Appraiser or through reciprocity with another state? Yes _____ No _____

ATTACHMENT E**STANDARD TERMS AND CONDITIONS**

- 1.0 SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired, unless otherwise specified. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish an acceptable equivalency. The City shall be the sole and final judge of equivalency.
- 2.0 HOW TO AMEND A REQUEST FOR BID, PROPOSAL OR QUOTE:**
- 2.1** Public Works Projects are subject to Wis Stats 66.0901(5): If a person submits a bid or proposal for the performance of public work under any public contract to be let by a municipality and the bidder claims that a mistake, omission or error has been made in preparing the bid, the bidder shall, before the bids are opened, make known the fact that an error, omission or mistake has been made. If the bidder makes this fact known, the bid shall be returned to the bidder unopened and the bidder may not bid upon the public contract unless it is re-advertised and relet upon the re-advertisement. If a bidder makes an error, omission or mistake and discovers it after the bids are opened, the bidder shall immediately and without delay give written notice and make known the fact of the mistake, omission or error which has been committed and submit to the municipality clear and satisfactory evidence of the mistake, omission or error and that it was not caused by any careless act or omission on the bidder's part in the exercise of ordinary care in examining the plans or specifications and in conforming with the provisions of this section. If the discovery and notice of a mistake, omission or error causes a forfeiture, the bidder may not recover the moneys or certified check forfeited as liquidated damages unless it is proven before a court of competent jurisdiction in an action brought for the recovery of the amount forfeited, that in making the mistake, error or omission the bidder was free from carelessness, negligence or inexcusable neglect.
- 2.2** Non-Public Work Projects: After a Request for Bid/Proposal/Quote has been filed with the City of Stevens Point Engineering Department, the responder may submit an amended response BEFORE THE DUE DATE AND TIME set in the request. All the conditions and provisions of the original Bid/Proposal/Quote will be in effect. No submittals or amendments will be accepted after the due date and time of the request. This does not preclude the City from requesting additional information and/or clarification.
- 3.0 DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the bidder's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders/proposers shall be held liable.
- 4.0 QUALITY:** Unless otherwise indicated in the request, all material shall be new, newest model year, and free from defects. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the City.
- 5.0 QUANTITIES:** The quantities shown on this request are based on estimated needs. The City reserves the right to increase or decrease quantities to meet actual needs.
- 6.0 DELIVERY:** Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.
- 7.0 PRICING AND DISCOUNT:** The City qualifies for governmental discounts. Unit prices shall reflect these discounts.
- 7.1** Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price; the unit price shall govern in the bid/proposal evaluation.
- 7.2** Prices established in continuing agreements and term contracts may be lowered due to general market conditions.

- 8.0 RESPONSES TO REMAIN OPEN:** Responses must remain open and will be deemed to be open and subject to acceptance until awarding of the bid/proposal is finalized, or a minimum of sixty (60) days unless otherwise specified.
- 9.0 ACCEPTANCE-REJECTION:** The City reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, request clarification of any bid/proposal, award a bid/proposal that is not the lowest price, and to accept any part of a bid/proposal as deemed to be in the best interests of the City.
- 10.0 GUARANTEED DELIVERY:** Failure of the Contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the Contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs and other costs attributable to the delay.
- 11.0 CONTRACT AND EXECUTION OF CONTRACT:** Unless otherwise specified in the bid/proposal, the successful responder agrees to enter into a contract, a copy of which will be on file in the office of the City of Stevens Point Engineering Department. Contractor shall and will well and truly execute and perform this contract under the terms applicable to the satisfaction of the City, and shall promptly make payment to each and every person or party entitled thereto of all the claims for work or labor performed and materials furnished in the performance of this contract.
- 12.0 ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the City.
- 13.0 APPLICABLE LAW AND COMPLIANCE:** This contract shall be governed under the laws of the State of Wisconsin. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The City reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats., and related statutes regarding certification for collection of sales and use tax. The City also reserves the right to cancel this contract with any state or federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.
- 14.0 LICENSES AND PERMITS:** Contractor shall have and/or provide any and all licenses and permits required to perform the work specified and furnish proof of such licensing authorization and permits with their bids if required.
- 15.0 ASSIGNMENT:** No right or duty in whole or in part of the Contractor under this contract may be assigned or delegated without the prior written consent of the City.
- 16.0 NONEXCLUSIVE CONTRACT:** Unless otherwise stated, the City reserves the right to purchase work or materials outside of this contract.
- 17.0 NONDISCRIMINATION & AFFIRMATIVE ACTION:** In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities.
- 18.0 INDEPENDENT CAPACITY:** The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the City. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the City.

- 19.0 SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the City must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.
- 20.0 WARRANTY:** Unless otherwise specifically stated, equipment purchased as a result of this request shall be warranted against defects by the Contractor for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.
- 21.0 INSURANCE RESPONSIBILITY:** If insurance is required, satisfactory proof of the existence and carriage of such insurance of the kinds and limits specified will be required.
- 22.0 CANCELLATION:** The City reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- 23.0 VENDOR TAX DELINQUENCY:** Vendors who have a delinquent City of Stevens Point tax liability may have their payments offset by the City.
- 24.0 OPEN RECORDS:** Both parties understand that the City is bound by the Wisconsin Public Records Law, and as such, responses and contracts are subject to and conditioned on the provisions of the law. Contractor acknowledges that it is obligated to assist the City in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of the contract, and that the Contractor must defend and hold the City harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under the contract.
- 25.0 MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, the Contractor shall provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).
- 26.0 ADVERTISING AND NEWS RELEASES:** Reference to or use of the City, any of its departments, officials, or employees, for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the City. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the City.
- 27.0 HOLD HARMLESS:** The Contractor will indemnify, pay the cost of defense including attorney's fees, and save harmless the City and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.
- 28.0 FOREIGN CORPORATION:** A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this contract is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261-7577.
- 29.0 FORCE MAJEURE:** Neither party shall be in default by reason of any failure in performance of this contract in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

ATTACHMENT F

COST PROPOSAL

Proposer: _____

Submit original plus one copy (Submit in separate envelope within proposal package)

Provide a total price per parcel that includes all services outlined in the proposal documents

Service Provided	Payment Unit	Unit Cost (Cost per task/parcel)
Data Book/Sales Study	Each	
Appraisals – Before/After	Each	
Negotiations – Fee and TLE acquisitions	Each	
Negotiations – Nominal acquisitions	Each	
Utility Conveyance	Each	
Any other fees or charges (travel, reimbursable, etc.) (Describe)	Each	
Total Cost Per Parcel (300 Points)	Each	\$

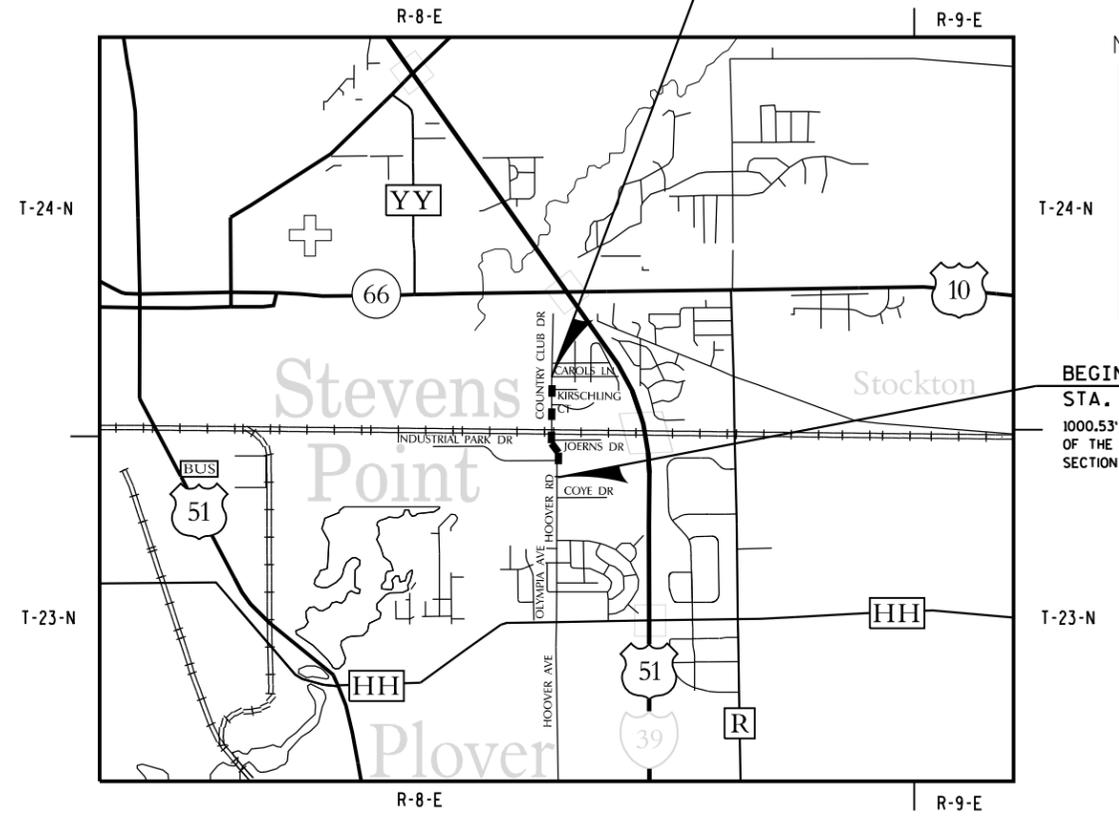
PRELIMINARY

R/W PROJECT NUMBER	SHEET NUMBER	TOTAL SHEETS
FEDERAL PROJECT NUMBER	4.01	6
PLAT OF RIGHT-OF-WAY REQUIRED FOR CITY OF STEVENS POINT, COUNTRY CLUB DRIVE HOOVER ROAD RAIL GRADE SEPARATION LOCAL STREET PORTAGE COUNTY		
CONSTRUCTION PROJECT NUMBER		

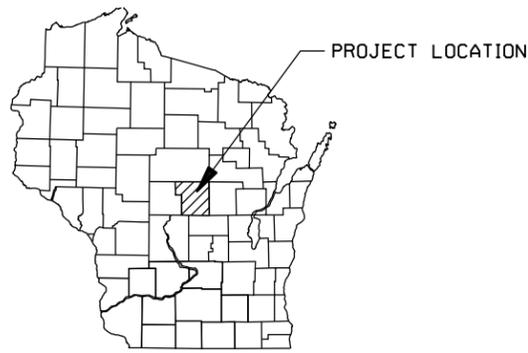
CONVENTIONAL SIGNS AND ABBREVIATIONS

STATE LINE	-----	SECTION CORNER		FOUNDATION OR RUIN BUILDING	
COUNTY LINE	-----	NOTATION FOR COMBUSTIBLE FLUIDS		CEMETERY	
TOWNSHIP AND RANGE LINES	-----	NOTATION FOR HIGH VOLTAGE TRANSMISSION LINES		R/W MONUMENT NON-MONUMENTED R/W POINT	
SECTION LINE	-----	BRIDGE		IRON PIN	
QUARTER LINE	-----	STREAM OR RIVER		VALVE	
SIXTEENTH LINE	-----	LAKE		WINDMILL	
NEW REFERENCE LINE	-----	CULVERT (Box, Pipe Or Cattle Pass)		MANHOLE, SEPTIC VENT, WELL, ETC.	
NEW R/W LINE	-----	ENCROACHING SIGN		GAS PUMPS	
EXISTING R/W LINE	-----	ELECTRIC POLE		BUSHES	
PROPERTY LINE	-----	TELEPHONE POLE		TREES (Deciduous)	
CORPORATE LIMITS	-----	PEDESTAL (Label Type - Communications, Electric)		TREES (Coniferous)	
LOT, TIE AND OTHER MINOR LINES	-----	ACCESS RESTRICTED (By Acquisition)		WOODS	
SLOPE INTERCEPTS	-----	ACCESS RESTRICTED (By Previous Acquisition/Control)		ENCROACHING SIGN	
SLOPE INTERCEPTS UNDERGROUND FACILITY (Communications, Electric, Etc.)	-----	NO ACCESS (By Statutory Authority)			
UTILITY EASEMENT	-----				
FENCE	-----				
FEE INTEREST	-----				
TEMPORARY INTEREST	-----				
EASEMENT (Highway, Permanent Limited or Restricted Development)	-----				
BEAM GUARD	-----				
TRANSMISSION STRUCTURES (Line Optional)	-----				
RAIL LINE	-----				

P.I.	Point of Intersection	ST.	Street
or PI		IP	Iron Pipe or Iron Pin
°	Deflection Angle	C.S.M.	Certified Survey Map
D.	Degree of Curve	COR.	Corner
T.	Tangent Length	L.C.	Long Chord
L.	Length	L.C.B.	Long Chord Bearing
R.	Radius	MI.	Miles
CATV	Cable Television Line	MISC	Miscellaneous
FO	Fiber Optic Cable	N/A	Not Available or Applicable
G	Gas Line	P.L.	Property Line
GUY	Guy Wire	P.L.E.	Permanent Limited Easement
GV	Gas Valve	P.O.B.	Point of Beginning
SAN	Sanitary Sewer Line	PC	Point of Curvature
SEPV.	Septic Vent	PG.	Page
T	Telephone Line	PROP	Property Corner
W	Water Line	PT	Point of Tangency
ANT.	Antenna	R/W	Right of Way
B	Barn or Building	RD.	Road
G	Garage	REM.	Remnant
H	House	S.F.	Square Feet
S	Shed	SEC.	Section
C.T.H.	County Trunk Highway	STA.	Station
CORP	Corporation	T.L.E.	Temporary Limited Easement
LLC	Limited Liability Corporation	or TLE	
RR.	Railroad	VOL.	Volume
S.T.H.	State Trunk Highway		



LAYOUT
SCALE 0 1/2 MI.
TOTAL NET LENGTH OF CENTERLINE = 0.442 MI.



NOTES

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COUNTY COORDINATES, PORTAGE COUNTY, NAD 83 (2011) IN US SURVEY FEET. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS AND GRID DISTANCES. GRID DISTANCES MAY BE USED FOR GROUND DISTANCES.

RIGHT OF WAY MONUMENTS ARE TYPE 2 MONUMENTS (TYPICALLY 3/4 " X 24" REBAR) AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

RIGHT OF WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS OF PUBLIC RECORD.

FOR CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE CITY OF STEVENS POINT AND THE TOWN OF HULL.

PROPERTY LINES SHOWN ON THIS PLAT ARE DRAWN FROM DATA DERIVED FROM MAPS AND DOCUMENTS OF PUBLIC RECORD AND/OR EXISTING OCCUPATIONAL LINES. EXCLUDING RIGHT OF WAY LINES, THIS PLAT MAY NOT BE A TRUE REPRESENTATION OF EXISTING PROPERTY LINES AND SHOULD NOT BE USED AS A SUBSTITUTE FOR AN ACCURATE FIELD SURVEY.

REVISION DATE	CITY OF STEVENS POINT
	APPROVED FOR THE CITY
	DATE: _____ (Signature)

SCHEDULE OF LANDS & INTERESTS REQUIRED

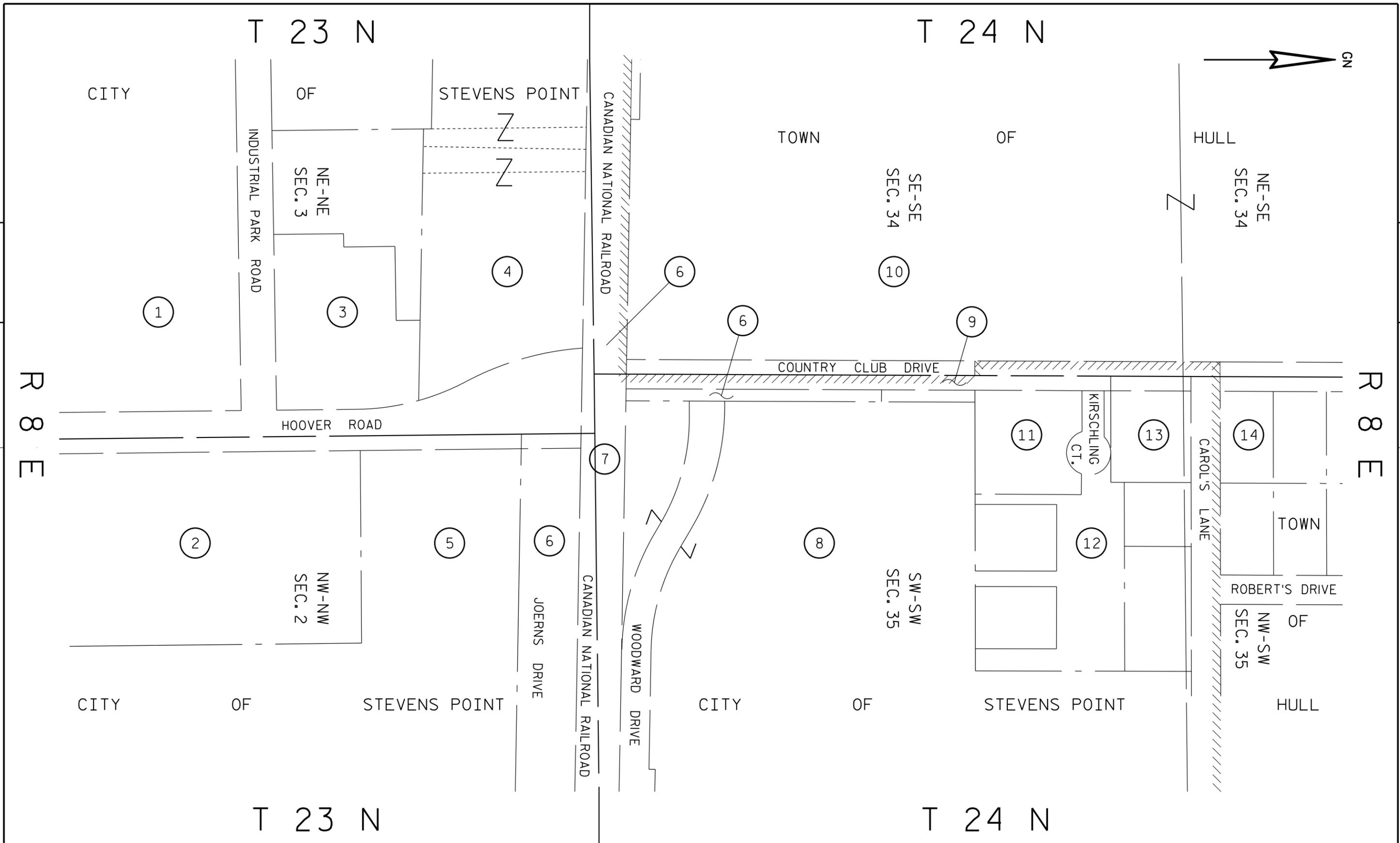
OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY OF STEVENS POINT.

PARCEL NUMBER	SHEET NUMBER	OWNER (S)	INTEREST REQUIRED	R/W ACRES REQUIRED			T.L.E. ACRES
				NEW	EXISTING	TOTAL	
1	4.4	NH MANAGEMENT CORP.	TLE	-----	-----	-----	0.037
2	4.4	DELTA DENTAL PLAN OF WISCONSIN, INC.	FEE & TLE	0.193	-----	0.193	0.163
3	4.4	BIG DIRT LLC	FEE & TLE	0.111	-----	0.111	0.061
4	4.4	WAREHOUSE SPECIALISTS, INC.	FEE & TLE	-----	-----	-----	0.938
5	4.4	5001 JOERNS DRIVE, LLC & OVERLAND JOERNS, LLC	FEE & TLE	0.913	-----	0.913	0.155
6	4.4 & 4.5	CITY OF STEVENS POINT	FEE	1.811	0.102	1.913	-----
7	4.4 & 4.5	CANADIAN NATIONAL RAILROAD	AGREEMENT & TLE	-----	-----	-----	0.199
8	4.5	VALLEY SALES CORPORATION	FEE & TLE	5.182	-----	5.182	0.613
9	4.5 & 4.6	KIRSCHLING FAMILY	FEE	-----	0.829	-----	-----
10	4.5 & 4.6	THE STEVENS POINT COUNTRY CLUB	FEE & TLE	0.596	1.077	1.673	0.472
11	4.5 & 4.6	MK&K PROPERTIES, LLC	FEE & TLE	0.194	-----	0.194	0.067
12	4.6	FP PROPERTIES OF WISCONSIN, LLP	FEE & TLE	0.014	-----	0.014	0.007
13	4.6	LAURA B. BRONK	FEE & TLE	0.056	0.137	0.193	0.044
14	4.6	MARLA RAULS	TLE	-----	-----	-----	0.013

UTILITY INTERESTS REQUIRED

UTILITY NUMBER	OWNER (S)	INTEREST REQUIRED	SHEET NUMBER
50	CITY OF STEVENS POINT	RELEASE OF RIGHTS	4.4 & 4.5
51	CHARTER COMMUNICATIONS INC.	RELEASE OF RIGHTS	4.4, 4.5 & 4.6
52	WISCONSIN PUBLIC SERVICE CORPORATION (GAS)	RELEASE OF RIGHTS	4.4, 4.5 & 4.6
53	WISCONSIN PUBLIC SERVICE CORPORATION (ELECTRIC)	RELEASE OF RIGHTS	4.4 & 4.5
54	AT&T (TELEPHONE)	RELEASE OF RIGHTS	4.4, 4.5 & 4.6

REVISION DATE	DATE	HWY: HOOVER ROAD	COUNTY R/W PROJECT NUMBER	PLAT SHEET 4.02
		COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E



4

4

R 8 E

R 8 E

REVISION DATE	DATE	NOT TO SCALE	HWY: HOOVER ROAD	STATE R/W PROJECT NUMBER	PLAT SHEET 4.03
			COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET

NOTE: EXISTING RIGHT OF WAY FOR HOOVER ROAD ESTABLISHED BY CSM 490, CSM 1114, CSM 3332, CSM 4196 AND CSM 6636. EXISTING RIGHT OF WAY FOR INDUSTRIAL PARK ROAD ESTABLISHED BY CSM 3332 AND CSM 6636.

CITY OF NE-NE SEC. 3 STEVENS POINT

POT = 10+00.00
 Y 197691.247
 X 177510.292

P.L. = 15+50.00
 Y 198241.216
 X 177504.395
 Δ = 02°14'00" RT.

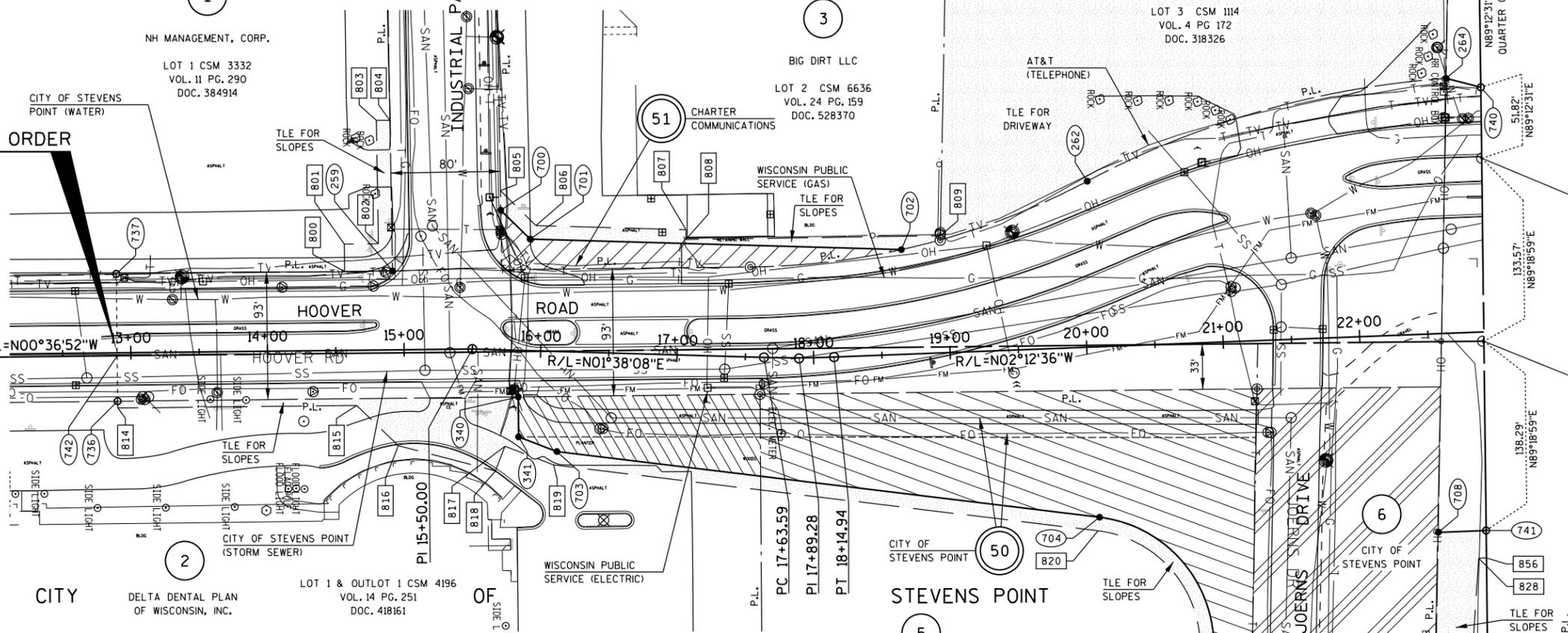
P.L. = 17+89.28
 Y 198480.394
 X 177511.225
 Δ = 03°50'44" LT.
 T. = 07°29'23"
 D. = 25.68'
 L. = 51.35'
 R. = 765.00'

BEGIN RELOCATION ORDER

STA. 12+90.00

Y=197981.231
 X=177507.183

HARRISON MON. FOUND
 Y=196130.941
 X=177529.124



R/W CURVE DATA TABLE

FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
704 - 705	95.00'	137.80'	126.04'	S48°26'39"W
702 - 262	540.00'	145.39'	144.95'	N20°10'40"W
262 - 264	660.00'	275.18'	273.19'	N15°56'47"W

TLE CURVE DATA TABLE

FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
821 - 820	85.00'	123.30'	112.77'	S48°26'39"W

EASEMENT TABLE

OWNER	RECORDING INFORMATION	PARCEL
CITY OF STEVENS POINT TRAIL AGREEMENT	DOC. 692175	1
CITY OF STEVENS POINT SEWER & TRAIL EASEMENT	DOC. 732430	2
CITY OF STEVENS POINT SEWER & TRAIL EASEMENT	DOC. 735708	5

TLE COURSE TABLE

FROM - TO	BEARING	DISTANCE
259 - 800	S00°37'23"E	35.00'
800 - 801	S89°02'25"W	20.00'
801 - 802	N00°37'23"W	25.00'
802 - 803	S89°02'25"W	90.00'
803 - 804	N00°37'23"W	10.00'
804 - 259	N89°02'25"E	110.00'
700 - 805	S89°02'25"W	14.26'
805 - 806	N44°29'53"E	36.37'
806 - 807	N01°37'25"E	110.00'
807 - 808	S88°22'35"E	7.00'
808 - 809	N00°48'23"W	186.38'
809 - 116	N88°56'07"W	177.77'
116 - 810	N00°00'12"E	368.03'
810 - 264	S89°00'27"E	62.77'
707 - 825	S89°00'08"E	46.74'
825 - 824	S00°59'52"W	10.00'
824 - 823	N89°00'08"W	45.00'
823 - 822	S71°15'27"W	74.73'
822 - 821	S90°00'00"W	176.65'
821 - 820	CURVE	
820 - 819	S06°53'18"W	401.44'
819 - 817	S20°54'35"W	38.06'
817 - 818	S69°05'25"E	19.30'
818 - 816	S14°31'10"W	73.61'
816 - 815	S44°05'33"W	42.21'
815 - 814	S00°37'23"E	175.00'
814 - 736	S89°23'08"W	5.00'
741 - 856	N89°18'59"E	20.01'
856 - 828	S02°12'36"E	5.63'
828 - 827	S86°06'34"E	296.68'
827 - 826	S02°12'36"E	15.02'
829 - 828	S02°12'36"E	70.11'

TLE STATION-OFFSET TABLE

POINT	STATION	OFFSET
116	19+06.24	262.97'
800	14+57.16	57.69'
801	14+57.04	77.69'
802	14+82.04	77.70'
803	14+81.50	167.70'
804	14+91.50	167.70'
805	15+67.26	116.24'
806	15+93.92	91.50'
807	17+03.92	91.52'
808	17+03.93	84.52'
809	18+96.09	85.49'
810	22+74.00	248.76'
814	12+90.00	40.33'
815	14+65.00	40.31'
816	14+95.00	70.00'
817	15+75.92	70.30'
818	15+69.55	88.52'
819	16+11.85	82.86'
820	20+03.06	134.26'
821	20+74.56	221.47'
822	20+67.74	397.99'
823	20+89.01	469.63'
824	20+86.49	514.56'
825	20+96.48	515.12'
826	22+34.34	460.00'
827	22+49.36	460.00'
828	22+80.89	165.00'
856	22+86.52	165.00'

R/W COURSE TABLE

FROM - TO	BEARING	DISTANCE
741 - 708	S02°12'36"E	35.09'
708 - 826	S89°00'27"E	315.49'
826 - 707	S05°47'05"E	135.51'
707 - 706	S71°15'27"W	74.82'
706 - 705	S90°00'00"W	175.00'
705 - 704	CURVE	
704 - 703	S06°53'18"W	400.21'
703 - 341	S20°54'35"W	30.00'
341 - 340	S89°35'57"W	29.18'
340 - 736	S00°37'23"E	293.27'
736 - 737	S89°23'08"W	93.00'
737 - 259	N00°37'23"W	202.16'
259 - 700	N29°14'20"W	90.84'
700 - 701	N44°29'53"E	30.14'
701 - 702	N01°37'25"E	271.94'
702 - 262	CURVE	
262 - 264	CURVE	
264 - 740	N14°26'35"E	26.19'
736 - 742	S89°23'08"W	33.18'
742 - 737	S89°23'08"W	59.82'
709 - 708	S02°12'36"E	100.16'
264 - 233	N14°26'35"E	102.82'
64 - 742	N00°36'46"W	1850.42'
742 - 156	N00°36'46"W	1000.57'

R/W STATION-OFFSET TABLE

POINT	STATION	OFFSET
259	14+92.16	57.70'
262	20+05.11	121.21'
264	22+70.49	186.08'
340	15+84.63	33.95'
341	15+85.67	63.12'
700	15+67.91	102.00'
701	15+90.00	81.50'
702	18+67.23	76.50'
703	16+13.99	73.02'
704	20+04.64	124.38'
705	20+84.55	221.85'
706	20+77.80	396.72'
707	20+99.09	468.45'
708	22+51.96	145.00'
736	12+90.00	35.33'
737	12+90.00	57.67'
740	22+95.58	178.58'
741	22+87.05	145.00'
826	22+34.34	460.00'

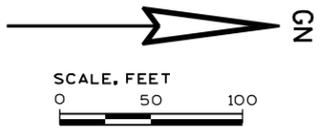
R/W POINT COORDINATE TABLE

POINT	Y	X
259	198182.763	177447.320
262	198691.412	177381.777
264	198954.093	177306.721
340	198274.863	177539.324
341	198275.067	177568.503
700	198262.030	177402.948
701	198283.526	177424.070
702	198555.362	177431.775
703	198303.091	177579.210
704	198700.417	177627.210
705	198784.023	177721.524
706	198784.023	177896.524
707	198808.064	177967.377
708	198948.349	177638.274
736	197981.610	177542.512
737	197980.612	177449.518
740	198979.452	177313.253
741	198983.412	177636.921
826	198942.884	177953.719

REVISION DATE

REVISION DATE	DATE	SCALE, FEET	HWY: HOOVER ROAD	STATE R/W PROJECT NUMBER	PLAT SHEET
		0 50 100	COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	4.04
					PS&E SHEET
					E

HARRISON MON. FOUND
 Y=199011.566
 X=177996.319



NOTE: EXISTING RIGHT OF WAY FOR COUNTRY CLUB DRIVE ESTABLISHED BY CSM 2787, CSM 2788, CSM 4704 AND GOVERNMENT LAND LINES. EXISTING RIGHT OF WAY FOR WOODWARD DRIVE ESTABLISHED BY CSM 10030.

EASEMENT TABLE		
OWNER	RECORDING INFORMATION	PARCEL
CITY OF STEVENS POINT 20' WATERMAIN EASEMENT	VOL. 466 PG. 918 DOC. 386551	8
WISCONSIN PUBLIC SERVICE CORP. - 20' EASEMENT	VOL. 471 PG. 207 DOC. 389487	8
AT & T 15' EASEMENT	VOL. 397 PG. 184 DOC. 337263	11
AT & T 10' EASEMENT	VOL. 534 PG. 182 DOC. 431734	12
WISCONSIN PUBLIC SERVICE CORP. - 10' EASEMENT	VOL. 534 PG. 182 DOC. 431734	12

P.I. = 27+28.70
Y 199419.140
X 177474.997
Δ = 10°55'31" LT.
D. = 07°29'23"
T. = 73.16'
L. = 145.87'
R. = 765.00'

P.I. = 28+44.91
Y 199532.741
X 177448.488
Δ = 02°15'00" RT.

R/W POINT COORDINATE TABLE		
POINT	Y	X
233	199053.664	177332.366
289	199109.046	177986.706
290	199042.348	177985.518
709	199048.431	177634.411
710	199109.225	177979.650
711	199276.002	177787.692
713	199737.282	177679.947
714	199841.097	177590.982
715	199840.821	177455.566
722	199461.365	177334.023
723	199727.634	177293.647
724	199873.066	177286.354
740	198979.452	177313.253
741	198983.412	177636.921
745	199886.658	177446.103

R/W STATION-OFFSET TABLE			TLE STATION-OFFSET TABLE		
POINT	STATION	OFFSET	POINT	STATION	OFFSET
233	23+69.00	156.62'	210	33+97.58	116.96'
289	60+42.84	33.34'	829	23+51.00	165.00'
290	60+45.13	33.33'	830	60+42.39	43.00'
709	23+52.12	145.00'	831	57+21.71	43.00'
710	60+34.71	33.00'	832	52+64.68	50.48'
711	57+21.71	33.00'	833	52+98.18	258.48'
713	52+60.93	41.67'	834	52+79.02	279.78'
714	51+70.90	77.10'	835	51+88.57	59.69'
715	31+48.86	69.31'	836	31+47.16	79.41'
722	28+01.41	127.69'	848	28+36.13	140.00'
723	30+70.00	112.00'	849	30+71.93	126.89'
724	32+00.00	95.00'	850	31+76.40	111.37'
740	22+95.58	178.58'	856	22+86.52	165.00'
741	22+87.05	145.00'	857	32+00.00	105.22'
745	32+00.00	65.33'	858	32+00.00	75.40'

P.I. = 52+33.37
Y 199792.489
X 177633.164
Δ = 89°59'16" RT.
D. = 49°23'34"
T. = 115.98'
L. = 182.19'
R. = 116.00'

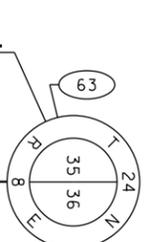
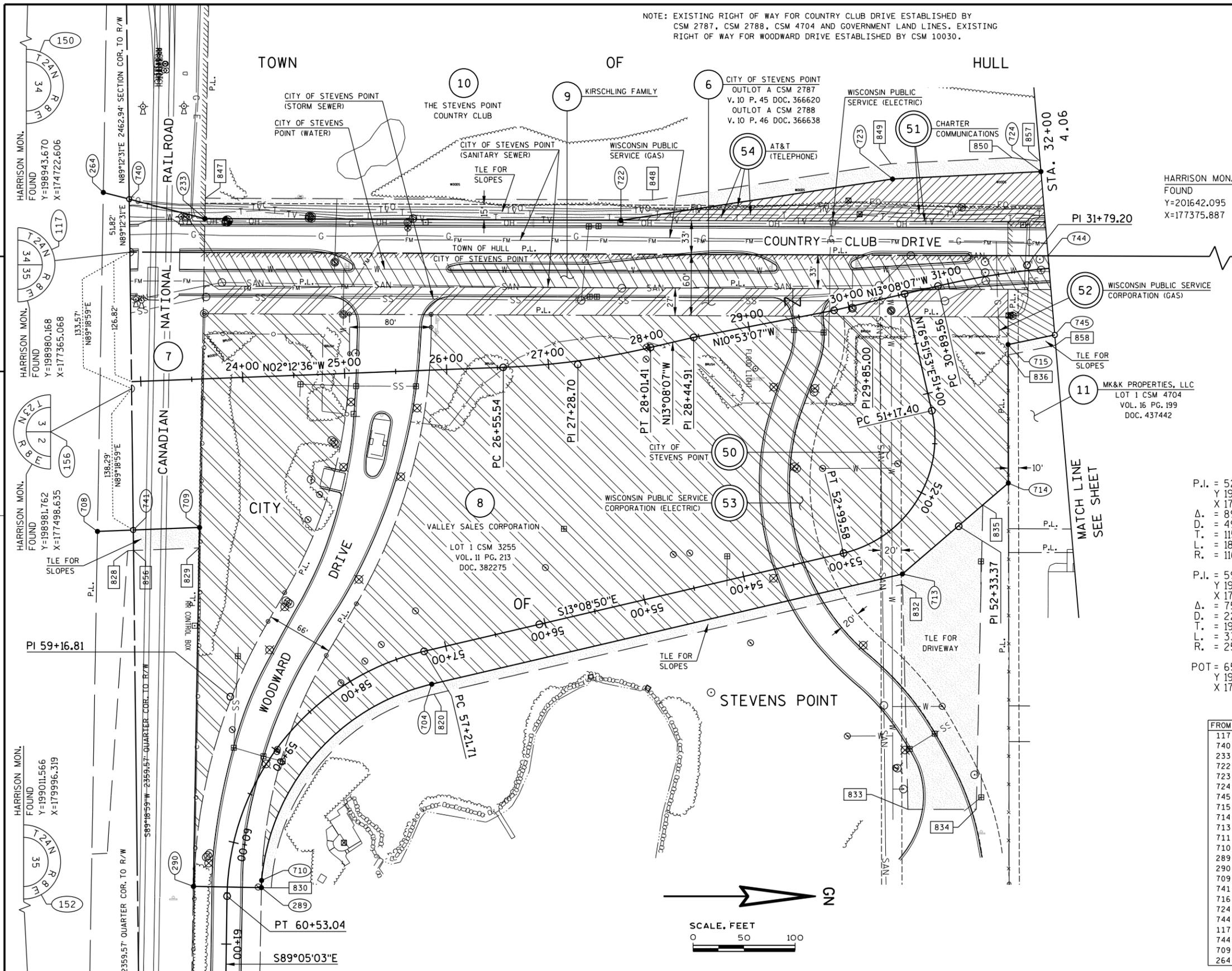
P.I. = 59+16.81
Y 199078.510
X 177799.934
Δ = 75°56'13" LT.
D. = 22°55'06"
T. = 195.10'
L. = 331.34'
R. = 250.00'

POT = 65+07.61
Y 199068.127
X 178449.520

R/W CURVE DATA TABLE				
FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
711 - 710	217.00'	271.69'	254.29'	S49°00'55"E

TLE CURVE DATA TABLE				
FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
831 - 830	207.00'	265.52'	247.69'	S49°53'40"E

R/W COURSE TABLE			TLE COURSE TABLE		
FROM - TO	BEARING	DISTANCE	FROM - TO	BEARING	DISTANCE
117 - 740	S89°12'31"W	51.82'	233 - 847	N89°00'27"W	20.00'
740 - 233	N14°26'35"E	76.63'	847 - 848	N00°13'58"E	438.37'
233 - 722	N00°13'58"E	407.70'	848 - 849	N08°37'21"W	236.42'
722 - 723	N08°37'21"W	269.31'	849 - 850	N02°52'15"W	118.80'
723 - 724	N02°52'15"W	145.61'	850 - 857	N07°06'01"E	27.63'
724 - 745	N85°08'12"E	160.33'	857 - 724	N85°08'12"E	10.22'
745 - 715	S11°39'54"E	46.80'	745 - 858	N85°08'12"E	10.07'
715 - 714	N89°52'58"E	135.42'	858 - 836	S11°39'54"E	47.66'
714 - 713	S40°35'42"E	136.72'	836 - 715	S89°52'58"W	10.21'
713 - 711	S13°08'50"E	473.70'	713 - 835	N40°35'42"W	103.72'
711 - 710	CURVE		835 - 834	S88°47'16"E	297.69'
710 - 289	S88°32'49"E	7.06'	834 - 833	S00°05'45"E	67.00'
289 - 290	S01°01'12"W	66.71'	833 - 832	S88°36'08"W	220.06'
290 - 709	N89°00'27"W	351.16'	832 - 831	S13°08'50"E	471.46'
709 - 741	S02°12'36"E	65.07'	831 - 830	CURVE	
741 - 117	S89°18'59"W	271.87'	830 - 289	S01°01'12"W	9.67'
117 - 715	S11°39'54"E	110.30'	709 - 829	S89°00'27"E	20.03'
715 - 744	N85°08'12"E	82.67'	829 - 856	S02°12'36"E	64.48'
744 - 745	N85°08'12"E	77.66'	856 - 741	S89°18'59"W	20.01'
117 - 744	N00°13'58"E	899.91'	829 - 828	S02°12'36"E	70.11'
744 - 63	N00°13'58"E	1762.03'	837 - 836	S11°39'54"E	111.67'
709 - 708	S02°12'36"E	100.16'	850 - 851	N07°06'01"E	222.56'
264 - 233	N14°26'35"E	102.82'			



REVISION DATE	DATE	SCALE, FEET	HWY: COUNTRY CLUB DRIVE	STATE R/W PROJECT NUMBER	PLAT SHEET 4.05
	GRID FACTOR N/A	0 50 100	COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

NOTE: EXISTING RIGHT OF WAY FOR HOOVER ROAD ESTABLISHED BY CSM 4704, KIRSCHLING PLEASANT VIEW SUBDIVISION AND GOVERNMENT LAND LINES. EXISTING RIGHT OF WAY FOR KIRSCHLING COURT ESTABLISHED BY CSM 4543. EXISTING RIGHT OF WAY FOR CAROL'S LANE ESTABLISHED BY KIRSCHLING PLEASANT VIEW SUBDIVISION.

AT&T
15' EASEMENT
VOL. 397 PG. 184
DOC. 337263

AT&T
43' x 30' EASEMENT
VOL. 572 PG. 774
DOC. 501736

EASEMENT TABLE		
OWNER	RECORDING INFORMATION	PARCEL
AT & T 15' EASEMENT	VOL. 397 PG. 184 DOC. 337263	10
AT & T 43' x 30' EASEMENT	VOL. 572 PG. 774 DOC. 501736	10

R/W POINT COORDINATE TABLE			
POINT	Y	X	
200	200394.983	177403.819	
716	199948.847	177433.264	
717	200062.694	177425.547	
718	200082.641	177452.862	
719	200132.652	177458.104	
720	200152.639	177422.378	
721	200328.994	177410.301	
724	199873.066	177286.354	
725	200064.754	177310.231	
726	200461.276	177331.204	
729	200475.322	177338.145	
738	200475.056	177404.144	
745	199886.658	177446.103	

R/W STATION-OFFSET TABLE		
POINT	STATION	OFFSET
200	37+14.25	34.25'
716	32+68.03	55.00'
717	33+80.00	47.00'
718	33+98.97	75.00'
719	34+48.77	82.00'
720	34+70.00	47.00'
721	36+48.28	41.00'
724	32+00.00	95.00'
725	33+86.12	68.17'
726	37+80.25	38.63'
729	37+94.32	31.75'
738	37+94.32	34.25'
745	32+00.00	65.33'

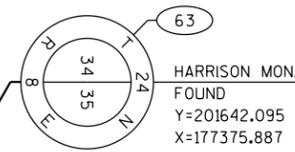
TLE STATION-OFFSET TABLE		
POINT	STATION	OFFSET
210	33+97.58	116.96'
837	32+69.42	64.93'
838	33+76.42	57.20'
839	33+88.87	77.92'
840	33+87.44	121.02'
841	34+48.09	102.40'
842	34+75.74	56.82'
843	36+48.34	51.02'
844	37+14.30	44.25'
845	37+69.31	44.25'
846	37+69.25	34.25'
851	33+87.35	78.10'
852	37+82.79	48.52'
853	38+17.08	31.75'
857	32+00.00	105.22'
858	32+00.00	75.40'

TLE CURVE DATA TABLE				
FROM - TO	RADIUS	LENGTH	CHORD	CHORD BEARING
210 - 840	50.00'	10.94'	10.92'	S23°49'51"E

R/W COURSE TABLE		
FROM - TO	BEARING	DISTANCE
724 - 725	N07°06'01"E	193.17'
725 - 726	N03°01'40"E	397.08'
726 - 729	N26°17'41"E	15.67'
729 - 738	S89°46'06"E	66.00'
738 - 200	S00°13'58"W	80.07'
200 - 721	S05°36'37"E	66.31'
721 - 720	S03°55'03"E	176.77'
720 - 719	S60°46'32"E	40.94'
719 - 718	S05°59'01"W	50.28'
718 - 717	S53°51'39"W	33.82'
717 - 716	S03°52'39"E	114.11'
716 - 745	S11°39'54"E	63.50'
745 - 724	S85°08'12"W	160.33'
716 - 715	S11°39'54"E	110.30'
729 - 731	S89°46'06"E	33.00'
731 - 738	S89°46'06"E	33.00'
745 - 744	S85°08'12"W	77.66'
744 - 724	S85°08'12"W	82.67'
117 - 744	N00°13'58"E	899.91'
744 - 731	N00°13'58"E	595.12'
731 - 63	N00°13'58"E	1166.92'

TLE COURSE TABLE		
FROM - TO	BEARING	DISTANCE
724 - 857	S85°08'12"W	10.22'
857 - 851	N07°06'01"E	194.93'
851 - 852	N03°01'40"E	398.78'
852 - 853	N26°17'41"E	38.17'
853 - 729	S00°13'58"W	22.76'
200 - 846	N00°13'58"E	55.00'
846 - 845	N89°54'01"E	10.00'
845 - 844	S00°13'58"W	55.00'
844 - 200	S89°54'01"W	10.00'
721 - 843	N89°54'01"E	10.02'
843 - 842	S03°55'03"E	170.69'
842 - 841	S60°46'32"E	53.31'
841 - 719	S89°52'58"W	20.41'
718 - 210	N89°52'58"E	41.99'
210 - 840	CURVE	
840 - 839	S89°52'58"W	43.13'
839 - 838	S53°51'39"W	25.06'
838 - 837	S03°52'39"E	107.91'
837 - 858	S11°39'54"E	64.01'
858 - 745	S85°08'12"W	10.07'
837 - 836	S11°39'54"E	111.67'
850 - 851	N07°06'01"E	222.56'

END RELOCATION ORDER
STA. 38+32.29
Y=200513.163
X=177370.045

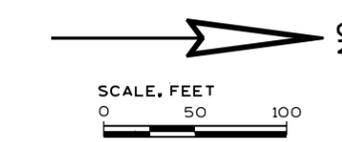
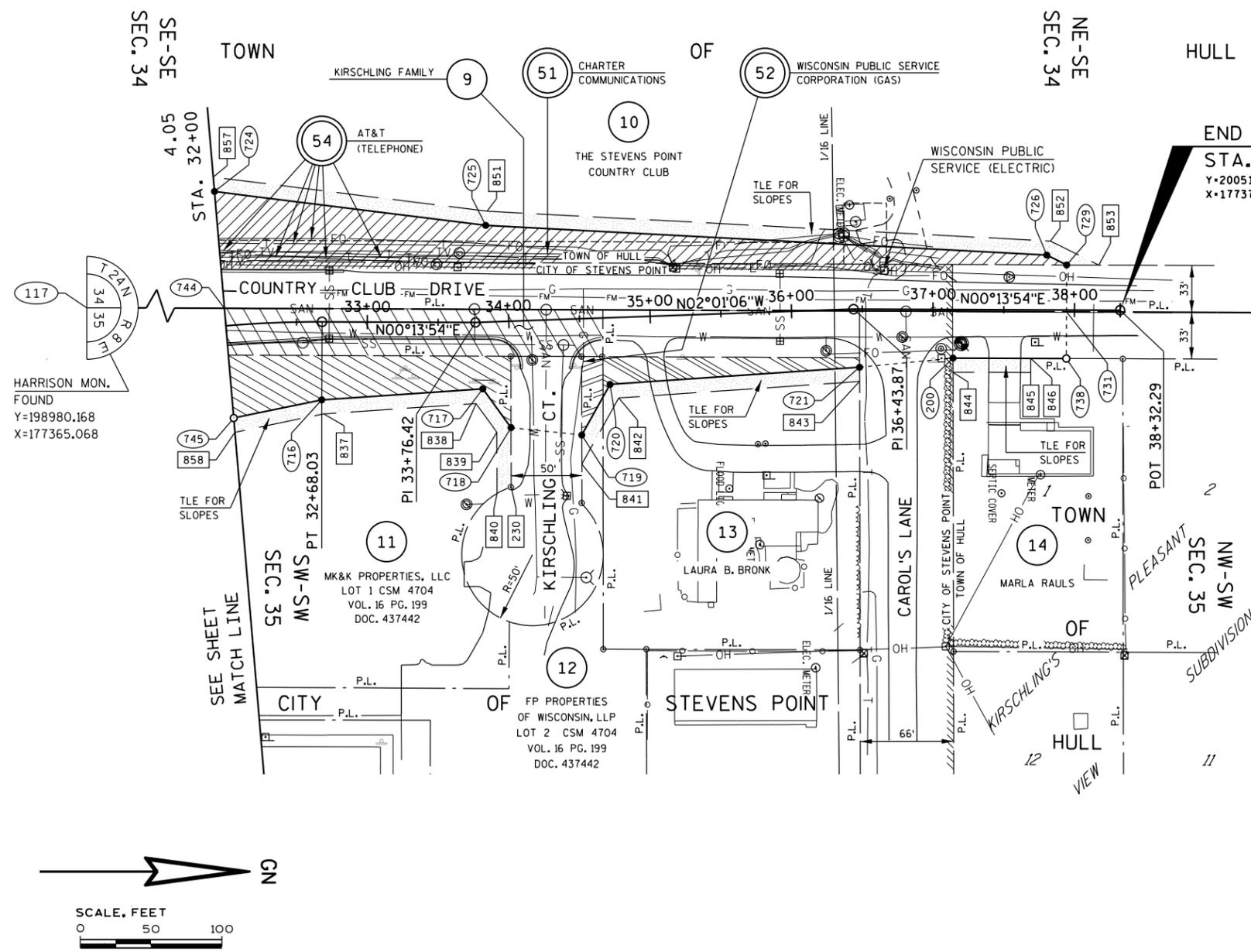


P.I. = 31+79.20
Y 199859.427
X 177377.902
Δ. = 13°22'01" RT.
D. = 07°29'23"
T. = 89.64'
L. = 178.47'
R. = 765.00'

P.I. = 33+76.42
Y 200057.462
X 177378.703
Δ. = 02°15'00" LT.

P.I. = 36+43.87
Y 200324.745
X 177369.283
Δ. = 02°15'00" RT.

POT = 38+32.29
Y 200513.163
X 177370.045



REVISION DATE	DATE	SCALE, FEET	HWY: COUNTRY CLUB DRIVE	STATE R/W PROJECT NUMBER	PLAT SHEET 4.06
	GRID FACTOR N/A	0 50 100	COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

September 8th, 2015

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: E.M. Copps Drive – Brilowski Road intersection

As part of the new Skyward Development on the north side of E.M. Copps Drive a Developer’s Agreement was created between the City of Stevens Point and Skyward LLC.

One of the conditions of the Developer’s Agreement is improvements be made to the E.M. Copps Drive and CTH R intersection. However, given this intersection’s location there are a couple big picture items needing to be analyzed prior to beginning an intersection improvement design.

The first consideration is how much additional traffic can be expected as a result of the Skyward Development and what makes this intersection challenging is the anticipated growth at the East Park Commerce Center just to the east. The second item to be considered is the close proximity of the intersection to the hill of the grade separation.

Therefore, the first step in understanding what improvements may be required at this intersection is to perform a Traffic Impact Analysis (TIA). The TIA will help categorize what type of short term and long term improvements may be required at this intersection.

AECOM will present their TIA findings, answer any questions and talk about what the next steps will be.

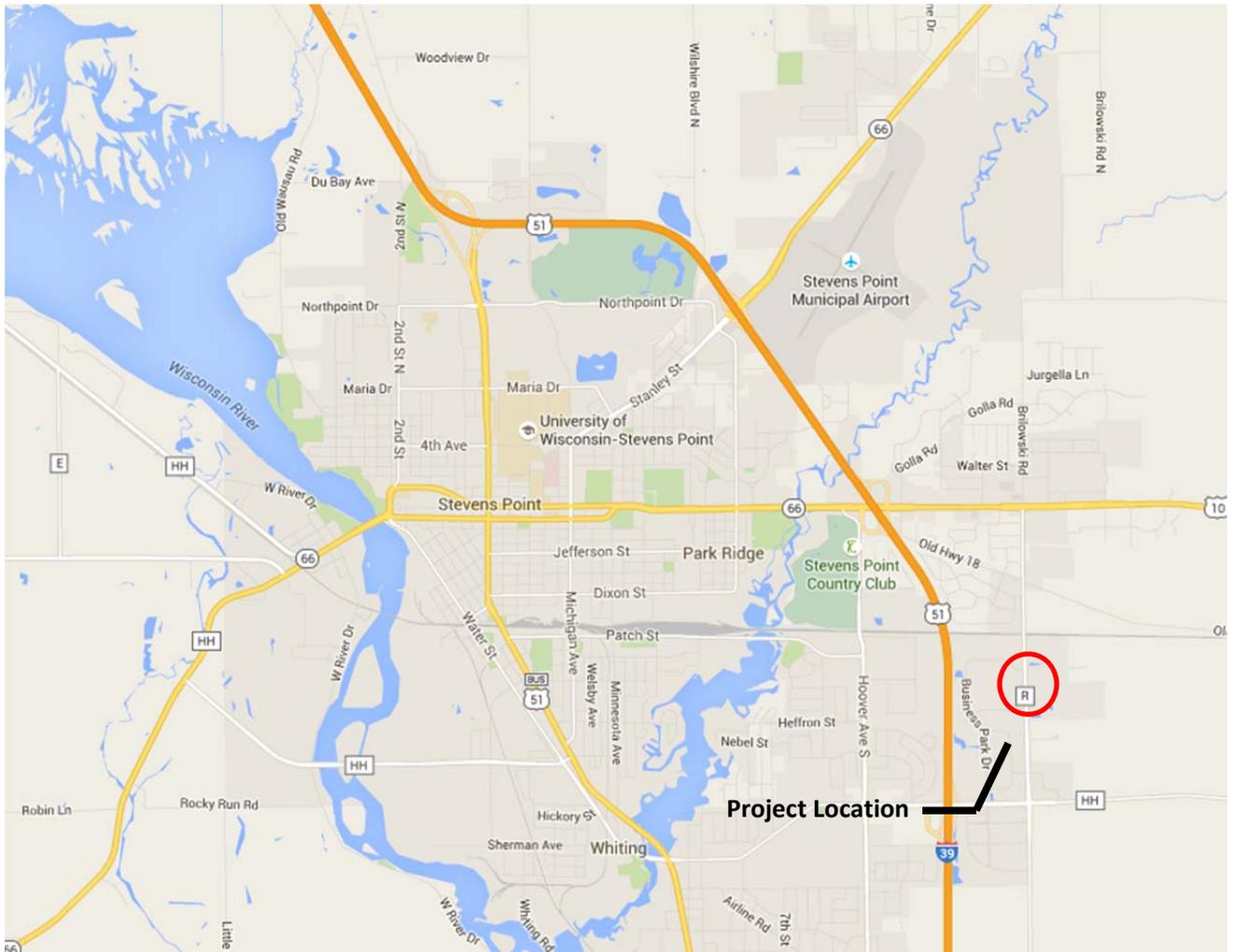
If there are any questions, please don’t hesitate to contact me.

Thank you.

Introduction

Skyward, Inc is relocating from their current location in the Stevens Point Industrial Park to a new location in the Portage County Business Park. The new location will be in the northwest quadrant of the intersection of County R and E M Copps Drive. In addition to Skyward, potential expansion of Service Cold Storage and the East Park Commerce Center may attract traffic to this intersection. AECOM has evaluated the existing operations and safety of the intersection, determine its capacity to accommodate projected traffic, and recommended improvements, if needed, to provide safe and efficient operations at the intersection.

For this analysis, we evaluated existing operations of the County R and E M Copps Drive intersection, evaluated development including the growth of Skyward and the East Park Commerce Center, and reviewed crash data to determine any existing safety deficiencies.



Existing Site Conditions

The Skyward development site is located on the southeast side of the City of Stevens Point near the intersection of County R and E M Copps Drive. A detailed project location map is in **Appendix A, Site Location Map**.

The current traffic control for the intersection of County R and E M Copps Drive is stop control for the eastbound and westbound movements and no control for northbound and southbound movements. County R is a 45 mph, 4-lane divided roadway. E M Copps Drive is a 25 mph, 2 lane roadway. To the north of the intersection, a railroad overpass is approximately 1,100 ft away. The approach grade to the overpass starts just north of the intersection. To the east, E M Copps Drive is a two lane road that provides access to Service Cold Storage and Lands End. Approximately 1,275 ft to the south of the County R and E M Copps intersection is the signalized intersection of County R and Clem's Way/Lands' End Way. To the west, E M Copps Drive provides access to the Portage County Business Park.

Safety Analysis

Crash data was collected and crash reports were reviewed for the County R and E M Copps Drive intersection. There were no significant crash concerns as only one crash occurred at the intersection between January, 2010 and December, 2014. The crash diagram is in **Appendix B, Crash Diagram**.

A field review of the site revealed the following safety concerns:

1. The landscaped medians on E M Copps Drive decrease visibility for those traveling eastbound or westbound at the intersection.
2. The current eastbound and westbound lanes of E M Copps Drive have a negative offset, decreasing visibility and causing potential for truck path overlap.
3. The down grade from the bridge north of the intersection increases stopping distances for vehicles approaching the intersection.
4. The proximity of the E M Copps and County R intersection to the signalized County R and Lands' End Way intersection makes signalization of the E M Copps intersection undesirable.

Proposed Development Description

Skyward, Inc.

The Skyward development is located in the northwest quadrant of the County R and E M Copps Drive intersection. The office building will initially house approximately 380 employees. The current site plan shows access to E M Copps Drive with two driveways. One of these driveways is approximately 1600 ft west of the County R and E M Copps Drive intersection. The other is on the curve in which E M Copps Drive turns into Business Park Drive.

Skyward plans to expand by building a similarly sized building in approximately 10 - 15 years. At that time, approximately 890 employees will work at their facility. The site plan for Skyward is in **Appendix C, Site Plan**.

Service Cold Storage

Service Cold Storage is located in the northeast quadrant of the intersection. Service Cold Storage is planning to expand if they are awarded a new contract. Based on discussions with business representatives, they anticipate an increase of up to 250 trucks per day.

East Park Commerce Center

The East Park Commerce Center is located east of the intersection. The East Park Commerce Center has an unknown rate of development and can potentially hold a variety of types of businesses.

Background Traffic

Weekday AM and PM peak hour traffic volumes at the County R and E M Copps Drive intersection were counted by AECOM on May 28, 2015. The AM peak hour was determined to be 7:30 am-8:30 am and the PM peak hour was determined to be 4:30 pm-5:30 pm. These counts were used as the base year background volumes. The future year (2025) volumes were determined using the existing traffic data and a growth rate of 1% per year for County R traffic.

Weekday AM and PM peak hours were analyzed for this study. The background volumes for 2015 and 2025 are in **Appendix D, Background Volumes**.

Trip Generation

These developments will generate traffic to and from the site and the anticipated trips generated by the Skyward and East Park Commerce Center developments were estimated using trip generation rates from the Institute of Transportation Engineers (ITE) *Trip Generation*, 9th edition. The anticipated trips generated by Service Cold Storage were determined from conversations with business representatives.

The trips for Skyward were calculated using rates based on the current number of employees for the base year (2015) and the anticipated number of employees for the future year (2025).

The trips for the East Park Commerce Center were calculated using rates based on the number of acres that could be developed. It's anticipated half of the East Park Commerce Center traffic would use County HH to enter and exit, so 360 acres of the 720 acre park were used for trip generation calculations. Scenarios evaluated were 25% build-out, 50% build-out, and 100% build-out of the East Park Commerce Center by 2025.

Potential growth of Service Cold Storage, located northeast of the County R and E M Copps Drive intersection evaluated. Service Cold Storage is planning to expand if they are awarded a new contract.

Based on discussions with business representatives, they anticipate an increase of up to 250 trucks per day, distributed somewhat evenly throughout the day.

Linked trips were not used because there is little chance drivers would make two stops in the Portage County business park during peak hours. Pass-by trips were not used because these developments do not generate pass-by trips.

The trips generated by Skyward and the East Park Commerce Center are in **Appendix E, Trip Generation**.

Trip Assignment

For each scenario, trips generated by Skyward, Service Cold Storage, and/or the East Park Commerce Center were added to the background traffic, resulting in the total traffic for the County R and E M Cops Drive intersection. The trips generated by these developments were assigned based on approximated percentages of traffic traveling in a certain direction to and from the development.

The distribution of trips and total volumes is in **Appendix F, Trip Assignment and Total Volumes**.

Scenarios Evaluated

AECOM performed a signal warrant analysis and capacity analysis for the intersection of County R and E M Cops Drive for the following scenarios:

1. Existing Conditions
2. Current Development (2015)
 - a. Skyward Relocation
 - b. Skyward Relocation and Service Cold Storage Expansion
3. Future Year Development (2025)
 - a. Skyward Expansion
 - b. Skyward Expansion and Service Cold Storage Expansion
 - c. Skyward Expansion, Service Cold Storage Expansion, and 25% build-out of the East Park Commerce Center
 - d. Skyward Expansion, Service Cold Storage Expansion, and 50% build out of the East Park Commerce Center
 - e. Skyward Expansion, Service Cold Storage Expansion, and 100% build out of the East Park Commerce Center

Signal Warrant Analysis

The warrant analysis used methods detailed in **Trip Generation** and **Trip Assignment** sections, except daily trips generated on a weekday were calculated in place of peak hour trips. The daily trips generated for each development were distributed throughout the day based on an hourly percentages spreadsheet developed by WisDOT SE Region. The volumes placed in a warrant analysis spreadsheet to determine if warrants are met.

Synchro 8 software was used to analyze each scenario. The existing year scenarios were analyzed using existing traffic control with both existing geometry and proposed geometry. The future year scenarios were analyzed using proposed geometry with both current traffic control and a traffic signal. The County R and Clem’s Way intersection was modeled based on existing lane configurations and signal timing. Refer to **Appendix G, Signal Warrant Analysis** for warrant results.

Table 1 - Traffic Signal Warrant Analysis Results		
Analysis Year	Scenario	Traffic Signal Warrants Met?
2015	No-Build	No
2015	Current Skyward Relocation	No
2015	Skyward Relocation & Service Cold Storage Expansion	No
2025	Skyward Expansion	Yes (4-hour)
2025	Skyward Expansion & Service Cold Storage Expansion	Yes (4-hour)
2025	Skyward Expansion, Service Cold Storage Expansion, & 25% East Park Commerce Center Build-Out	Yes (4-hour, 8-hour)
2025	Skyward Expansion, Service Cold Storage Expansion, & 50% East Park Commerce Center Build-Out	Yes (4-hour, 8-hour)
2025	Skyward Expansion, Service Cold Storage Expansion, & 100% East Park Commerce Center Build-Out	Yes (4-hour, 8-hour)

Capacity Analysis

Criteria for evaluating traffic operations include level of service (LOS) for the turning movements at an intersection and for the overall intersection. Level of service is based on the average control delay per vehicle experienced at the intersection. Control delay is calculated based on a number of factors that relate to intersection control, geometrics, traffic, and incidents. Level of service A indicates operations with very low control delay while level of service F describes operations with extremely high average control delay. Level of service F is considered unacceptable by most drivers. LOS D or better is considered acceptable.

Each of the scenarios were analyzed for the AM and PM peak hours. The capacity analysis is in **Appendix H, Synchro Reports**.

Existing Conditions

Background traffic in the base year 2015 was analyzed with the existing intersection geometry and traffic control. This analysis helped identify the existing operating conditions and establish a base comparison to determine the impacts of future development. The level of service analysis results for County R and E M Cops Drive existing intersection are in the following table.

Table 2 - Capacity Analysis Results (Existing Conditions)											
Existing Year 2015											
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach							
				Eastbound		Westbound		Northbound		Southbound	
				LTR		LTR		L	TR	L	TR
County R & E M Cops Dr.	Side Road Stop Control	AM	LOS	B	B	A	-	A	-	-	
			Delay (s/veh)	12	11	8	-	8	-	-	
			95th % Q (ft)	0	0	0	-	0	-	-	
			v/c Ratio	0.05	0.01	0.01	-	0.00	-	-	
		PM	LOS	C	B	A	-	A	-	-	
			Delay (s/veh)	18	14	8	-	9	-	-	
			95th % Q (ft)	25	0	0	-	0	-	-	
			v/c Ratio	0.14	0.02	0.01	-	0.00	-	-	

No-Build Analysis Results

A no-build analysis was completed to determine the effects of traffic increases due to development and background growth. Results of the future year (2025) analysis are shown with side road stop control. The following are results of the no-build analysis with future development scenarios.

Table 3 - Capacity Analysis Results											
Skyward Relocation											
Existing Year 2015											
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach							
				Eastbound		Westbound		Northbound		Southbound	
				LTR		LTR		L	TR	L	TR
County R & E M Cops Dr.	Side Road Stop Control	AM	LOS	B	B	A	-	-	A	-	-
			Delay (s/veh)	14	12	8	-	-	8	-	-
			95th % Q (ft)	0	0	0	-	-	0	-	-
			v/c Ratio	0.09	0.01	0.04	-	-	0.00	-	-
		PM	LOS	D	B	A	-	-	A	-	-
			Delay (s/veh)	25	14	8	-	-	9	-	-
			95th % Q (ft)	75	0	0	-	-	0	-	-
			v/c Ratio	0.50	0.02	0.01	-	-	0.00	-	-

Table 4 - Capacity Analysis Results											
Skyward Relocation & Service Cold Storage Expansion											
Existing Year 2015											
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach							
				Eastbound		Westbound		Northbound		Southbound	
				LTR		LTR		L	TR	L	TR
County R & E M Cops Dr.	Side Road Stop Control	AM	LOS	B	B	A	-	-	A	-	-
			Delay (s/veh)	15	11	8	-	-	8	-	-
			95th % Q (ft)	0	0	0	-	-	0	-	-
			v/c Ratio	0.10	0.04	0.04	-	-	0.01	-	-
		PM	LOS	D	B	A	-	-	A	-	-
			Delay (s/veh)	28	15	8	-	-	9	-	-
			95th % Q (ft)	75	0	0	-	-	0	-	-
			v/c Ratio	0.53	0.07	0.01	-	-	0.01	-	-

Table 5 - Capacity Analysis Results									
Skyward Expansion									
Future Year 2025									
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach					
				Eastbound	Westbound	Northbound		Southbound	
				LTR	LTR	L	TR	L	TR
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	C	B	A	-	A	-
			Delay (s/veh)	19	13	9	-	8	-
			95th % Q (ft)	25	0	0	-	0	-
			v/c Ratio	0.19	0.01	0.09	-	0.00	-
		PM	LOS	F	C	A	-	A	-
			Delay (s/veh)	98	16	9	-	9	-
			95th % Q (ft)	275	0	0	-	0	-
			v/c Ratio	1.03	0.02	0.02	-	0.00	-

Table 6 - Capacity Analysis Results									
Skyward Expansion & Service Cold Storage Expansion									
Future Year 2025									
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach					
				Eastbound	Westbound	Northbound		Southbound	
				LTR	LTR	L	TR	L	TR
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	C	B	A	-	A	-
			Delay (s/veh)	20	13	9	-	8	-
			95th % Q (ft)	25	0	0	-	0	-
			v/c Ratio	0.20	0.05	0.09	-	0.01	-
		PM	LOS	F	C	A	-	A	-
			Delay (s/veh)	118	17	9	-	9	-
			95th % Q (ft)	325	0	0	-	0	-
			v/c Ratio	1.09	0.09	0.02	-	0.01	-

Table 7 - Capacity Analysis Results									
Skyward Expansion, Service Cold Storage Expansion, & 25% East Park Commerce Center Build-Out									
Future Year 2025									
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach					
				Eastbound	Westbound	Northbound		Southbound	
				LTR	LTR	L	TR	L	TR
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	F	E	A	-	A	-
			Delay (s/veh)	68	41	9	-	9	-
			95th % Q (ft)	75	75	0	-	25	-
			v/c Ratio	0.54	0.50	0.09	-	0.23	-
		PM	LOS	F	F	A	-	A	-
			Delay (s/veh)	506	397	9	-	9	-
			95th % Q (ft)	600	775	0	-	0	-
			v/c Ratio	1.97	1.78	0.02	-	0.07	-

Table 8 - Capacity Analysis Results											
Skyward Expansion, Service Cold Storage Expansion, & 50% East Park Commerce Center Build-Out											
Future Year 2025											
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach							
				Eastbound		Westbound		Northbound		Southbound	
				LTR	LTR	L	TR	L	TR		
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	F	F	A	-	B	-		
			Delay (s/veh)	265	357	9	-	11	-		
			95th % Q (ft)	125	275	0	-	50	-		
			v/c Ratio	1.09	1.51	0.09	-	0.41	-		
		PM	LOS	F	F	A	-	A	-		
			Delay (s/veh)	993	961	9	-	9	-		
			95th % Q (ft)	750	1575	0	-	0	-		
			v/c Ratio	3.01	3.04	0.02	-	0.11	-		

Table 9 - Capacity Analysis Results											
Skyward Expansion, Service Cold Storage Expansion, & 100% East Park Commerce Center Build-Out											
Future Year 2025											
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach							
				Eastbound		Westbound		Northbound		Southbound	
				LTR	LTR	L	TR	L	TR		
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	F	F	A	-	C	-		
			Delay (s/veh)	2496	5761	9	-	24	-		
			95th % Q (ft)	225	650	0	-	200	-		
			v/c Ratio	5.16	12.77	0.09	-	0.78	-		
		PM	LOS	F	F	A	-	A	-		
			Delay (s/veh)	3919	2147	9	-	10	-		
			95th % Q (ft)	950	2775	0	-	25	-		
			v/c Ratio	9.21	5.66	0.02	-	0.17	-		

The no-build analysis results indicate unacceptable LOS may occur in 2025 once Skyward expands and the East Park Commerce Center begins to develop.

Proposed Improvements

Based on the no-build analysis results, we recommend adding an eastbound and westbound left turn lane to the County R and E M Copps Drive intersection to improve capacity and provide better sight distance. Results of the future year (2025) analysis are shown with both side road stop control and traffic signal control. This would include removal of the landscaped medians on E M Copps Drive. We also recommend adding northbound and southbound right lanes to allow right turners to decelerate out of the through lane. The suggested lane configurations would work well with future signalization of the County R and E M Copps Drive intersection if that were to occur. The proposed lane configuration is in **Appendix I, Proposed Lane Additions**.

Summaries of the operational analysis results for the improved intersection are below:

Table 10 - Capacity Analysis Results Skyward Relocation (Stop Control) Existing Year 2015													
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach									
				Eastbound		Westbound		Northbound			Southbound		
				L	TR	L	TR	L	T	R	L	T	R
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	B	A	B	A	A	-	-	A	-	-
			Delay (s/veh)	14	10	12	9	8	-	-	8	-	-
			95th % Q (ft)	0	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.07	0.01	0.00	0.00	0.03	-	-	0.00	-	-
		PM	LOS	D	B	C	B	A	-	-	A	-	-
			Delay (s/veh)	25	11	18	11	8	-	-	9	-	-
			95th % Q (ft)	50	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.43	0.06	0.01	0.01	0.01	-	-	0.00	-	-

Table 11 - Capacity Analysis Results Skyward Relocation and Service Cold Storage Expansion (Stop Control) Existing Year 2015													
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach									
				Eastbound		Westbound		Northbound			Southbound		
				L	TR	L	TR	L	T	R	L	T	R
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	B	A	B	A	A	-	-	A	-	-
			Delay (s/veh)	14	10	13	9	8	-	-	8	-	-
			95th % Q (ft)	0	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.07	0.01	0.03	0.02	0.03	-	-	0.01	-	-
		PM	LOS	D	B	C	B	A	-	-	A	-	-
			Delay (s/veh)	27	11	19	12	8	-	-	9	-	-
			95th % Q (ft)	50	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.46	0.06	0.05	0.03	0.01	-	-	0.01	-	-

Table 12 - Capacity Analysis Results Skyward Expansion (Stop Control) Future Year 2025													
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach									
				Eastbound		Westbound		Northbound			Southbound		
				L	TR	L	TR	L	T	R	L	T	R
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	C	A	B	B	A	-	-	A	-	-
			Delay (s/veh)	17	10	14	10	8	-	-	8	-	-
			95th % Q (ft)	25	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.13	0.02	0.00	0.01	0.07	-	-	0.00	-	-
		PM	LOS	F	B	C	B	A	-	-	A	-	-
			Delay (s/veh)	68	11	21	13	9	-	-	9	-	-
			95th % Q (ft)	200	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.88	0.11	0.01	0.01	0.02	-	-	0.00	-	-

Table 13 - Capacity Analysis Results Skyward Expansion (Signal Control) Future Year 2025														
Intersection	Control Type	Analysis Period	Data Type	Totals	LOS and Queue Results By Movement By Approach									
					Eastbound		Westbound		Northbound			Southbound		
					L	TR	L	TR	L	T	R*	L	T	R*
County R & E M Coppins Dr.	Traffic Signal	AM	LOS	B	B	B	B	C	A	A	A	A	B	B
			Delay (s/veh)	11	16	17	17	32	8	8	4	9	11	15
			95th % Q (ft)		25	0	0	0	25	25	50	0	75	125
			v/c Ratio		0.15	0.18	0.00	0.03	0.17	0.16	0.07	0.01	0.33	0.56
		PM	LOS	B	B	B	B	A	A	B	A	A	B	A
			Delay (s/veh)	12	15	18	18	0	8	11	7	9	11	9
			95th % Q (ft)		100	50	0	0	0	100	50	0	100	25
			v/c Ratio		0.48	0.48	0.02	0.01	0.05	0.47	0.24	0.00	0.43	0.10

*Westbound and northbound right turns were entered as synchro results due to HCM reports not showing the results for these movements.

Table 14 - Capacity Analysis Results Skyward Expansion and Service Cold Storage Expansion (Stop Control) Future Year 2025													
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach									
				Eastbound		Westbound		Northbound			Southbound		
				L	TR	L	TR	L	T	R	L	T	R
County R & E M Coppins Dr.	Side Road Stop Control	AM	LOS	C	A	C	B	A	-	-	A	-	-
			Delay (s/veh)	18	10	15	10	8	-	-	8	-	-
			95th % Q (ft)	25	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.14	0.02	0.03	0.02	0.07	-	-	0.01	-	-
		PM	LOS	F	B	C	B	A	-	-	A	-	-
			Delay (s/veh)	83	11	22	13	9	-	-	9	-	-
			95th % Q (ft)	200	0	0	0	0	-	-	0	-	-
			v/c Ratio	0.93	0.11	0.06	0.03	0.02	-	-	0.01	-	-

Table 15 - Capacity Analysis Results Skyward Expansion & Service Cold Storage Expansion (Signal Control) Future Year 2025														
Intersection	Control Type	Analysis Period	Data Type	Totals	LOS and Queue Results By Movement By Approach									
					Eastbound		Westbound		Northbound			Southbound		
					L	TR	L	TR	L	T	R*	L	T	R*
County R & E M Coppins Dr.	Traffic Signal	AM	LOS	B	B	B	B	C	A	A	A	A	B	B
			Delay (s/veh)	12	16	17	17	23	8	9	0	9	11	16
			95th % Q (ft)		1	0	0	1	1	1	0	0	3	5
			v/c Ratio		0.15	0.18	0.05	0.12	0.17	0.17	0.01	0.03	0.33	0.56
		PM	LOS	B	B	B	B	A	A	B	A	A	B	A
			Delay (s/veh)	12	16	18	19	0	9	12	0	9	11	9
			95th % Q (ft)		100	50	0	0	0	125	0	0	100	25
			v/c Ratio		0.48	0.48	0.06	0.04	0.05	0.48	0.01	0.03	0.43	0.10

*Westbound and northbound right turns were entered as synchro results due to HCM reports not showing the results for these movements.

Table 16 - Capacity Analysis Results													
Skyward Expansion, Service Cold Storage Expansion, & 25% East Park Commerce Center Build-Out (Stop Control)													
Future Year 2025													
Intersection	Control Type	Analysis Period	Data Type	LOS and Queue Results By Movement By Approach									
				Eastbound		Westbound		Northbound			Southbound		
				L	TR	L	TR	L	T	R	L	T	R
County R & E M Copps Dr.	Side Road Stop Control	AM	LOS	F	B	E	C	A	-	-	A	-	-
			Delay (s/veh)	51	11	41	20	8	-	-	8	-	-
			95th % Q (ft)	50	0	25	1	0	-	-	1	-	-
			v/c Ratio	0.37	0.03	0.32	0.17	0.07	-	-	0.19	-	-
		PM	LOS	F	B	F	B	A	-	-	A	-	-
			Delay (s/veh)	407	11	236	13	9	-	-	9	-	-
			95th % Q (ft)	450	0	350	2	0	-	-	0	-	-
			v/c Ratio	1.72	0.11	1.34	0.34	0.02	-	-	0.07	-	-

Table 17 - Capacity Analysis Results														
Skyward Expansion, Service Cold Storage Expansion, & 25% East Park Commerce Center Build-Out (Signal Control)														
Future Year 2025														
Intersection	Control Type	Analysis Period	Data Type	Totals	LOS and Queue Results By Movement By Approach									
					Eastbound		Westbound		Northbound			Southbound		
					L	TR	L	TR	L	T	R*	L	T	R*
County R & E M Copps Dr.	Traffic Signal	AM	LOS	B	B	B	B	C	B	B	A	A	B	B
			Delay (s/veh)	13	16	18	16	15	11	14	3	10	11	16
			95th % Q (ft)		1	1	1	2	1	2	2	4	3	5
			v/c Ratio		0.14	0.31	0.15	0.45	0.18	0.29	0.25	0.40	0.34	0.57
		PM	LOS	B	B	B	B	C	B	B	A	B	B	B
			Delay (s/veh)	16	17	8	17	32	12	17	0	12	15	12
			95th % Q (ft)		125	25	125	275	0	150	0	25	125	25
			v/c Ratio		0.44	0.57	0.48	0.88	0.06	0.56	0.09	0.20	0.44	0.10

*Westbound and northbound right turns were entered as synchro results due to HCM reports not showing the results for these movements.

Table 18 - Capacity Analysis Results														
Skyward Expansion, Service Cold Storage Expansion, & 50% East Park Commerce Center Build-Out (Signal Control)														
Future Year 2025														
Intersection	Control Type	Analysis Period	Data Type	Totals	LOS and Queue Results By Movement By Approach									
					Eastbound		Westbound		Northbound			Southbound		
					L	TR	L	TR	L	T	R*	L	T	R*
County R & E M Copps Dr.	Traffic Signal	AM	LOS	B	B	B	B	C	B	B	A	B	B	B
			Delay (s/veh)	13	17	19	17	17	11	14	4	12	11	16
			95th % Q (ft)		1	0	1	2	1	2	2	6	3	5
			v/c Ratio		0.14	0.20	0.20	0.38	0.19	0.29	0.44	0.61	0.33	0.55
		PM	LOS	B	B	C	B	C	B	C	A	B	B	B
			Delay (s/veh)	19	19	28	17	17	15	21	0	14	17	14
			95th % Q (ft)		150	50	200	100	0	175	0	50	150	25
			v/c Ratio		0.46	0.57	0.61	0.72	0.06	0.60	0.14	0.29	0.45	0.10

*Westbound and northbound right turns were entered as synchro results due to HCM reports not showing the results for these movements.

Table 19 - Capacity Analysis Results														
Skyward Expansion, Service Cold Storage Expansion, & 100% East Park Commerce Center Build-Out (Signal Control)														
Future Year 2025														
Intersection	Control Type	Analysis Period	Data Type	Totals	LOS and Queue Results By Movement By Approach									
					Eastbound		Westbound		Northbound			Southbound		
					L	TR	L	TR	L	T	R*	L	T	R*
County R & E M Copps Dr.	Traffic Signal	AM	LOS	C	B	B	B	C	B	B	A	D	B	B
			Delay (s/veh)	25	17	19	17	15	12	15	11	43	12	17
			95th % Q (ft)		1	0	2	2	1	2	4	15	3	5
			v/c Ratio		0.14	0.20	0.27	0.45	0.19	0.30	0.79	0.97	0.33	0.56
		PM	LOS	C	C	D	C	C	B	C	A	B	C	B
			Delay (s/veh)	23	24	35	21	32	19	28	3	18	21	18
			95th % Q (ft)		7	75	350	275	25	225	25	100	175	25
			v/c Ratio		0.50	0.62	0.78	0.88	0.07	0.67	0.25	0.44	0.45	0.10

*Westbound and northbound right turns were entered as synchro results due to HCM reports not showing the results for these movements.

Based on these results, the improved intersection will initially operate acceptably and may need signalization in 2025 if Skyward expands and the East Park Commerce Center begins to develop.

Recommendation

While the future signalization of the County R & E M Copps Drive intersection works from an operations standpoint, we recommend not signalizing for the reasons stated in the **Safety Analysis** (proximity to Lands’ End Way signal, location at the bottom of County R overpass downgrade). Rather, we recommend improving the intersection as suggested and utilizing the Lands’ End Way signal for access to the East Park Commerce Center. This signal appears to have excess capacity, though additional study would need to be completed to confirm acceptable operations.

Additional roadway connections and modifications would be desirable to make this concept work. A new road behind Lands’ End would provide access to a signalized intersection for Service Cold Storage. If the Skyward relocation or future expansion causes safety or operational concerns at the County R and E M Copps Drive intersection, access at the intersection could be modified to right-in/right-out, and Worth Court could be extended to Clem’s Way to provide easy access to a signalized intersection. A conceptual layout of these improvements is in **Appendix J, Potential Access Improvements**.



Traffic Impact Analysis County R and E M Copps Drive

Presented by:
Jeff Sandberg, AECOM

September 14, 2015



Project No. 60345262 July 2015
1350 Deming Way Suite 100

APPENDIX A
SITE LOCATION MAP
CURRENT YEAR (2015)

Traffic Impact Analysis

What was evaluated?

Safety

Operations

Signal Warrants





Scenarios Evaluated

Existing Conditions

Current Development (2015)

- Skyward Relocation
- Skyward Relocation and Service Cold Storage Expansion

Current Development (2015)

- Skyward Expansion
- Skyward Expansion and Service Cold Storage Expansion
- Skyward Expansion, Service Cold Storage Expansion, and 25% build-out of the East Park Commerce Center
- Skyward Expansion, Service Cold Storage Expansion, and 50% build-out of the East Park Commerce Center
- Skyward Expansion, Service Cold Storage Expansion, and 100% build-out of the East Park Commerce Center

Traffic Signal Warrant Analysis Results



Analysis Year	Scenario	Traffic Signal Warrants Met?	Operations
2015	Existing Conditions	No	Acceptable
2015	Current Skyward Relocation	No	Acceptable
2015	Skyward Relocation and Service Cold Storage Expansion	No	Acceptable
2025	Skyward Expansion	Yes (4-hour)	Unacceptable
2025	Skyward Expansion and Service Cold Storage Expansion	Yes (4-hour)	Unacceptable
2025	Skyward Expansion, Service Cold Storage Expansion, and 25% East Park Commerce Center Build-Out	Yes (4-hour, 8-hour)	Unacceptable
2025	Skyward Expansion, Service Cold Storage Expansion, and 50% East Park Commerce Center Build-Out	Yes (4-hour, 8-hour)	Unacceptable
2025	Skyward Expansion, Service Cold Storage Expansion, and 100% East Park Commerce Center Build-Out	Yes (4-hour, 8-hour)	Unacceptable

Recommendations: Proposed Lane Additions



Recommendations: Suggested Access Additions



Questions

