Resolution 002.2023R
VILLAGE CONTRACT FOR CONCEPTUAL AND FINANCIAL PLANNING SERVICES FOR STREET R.O.W. IMPROVEMENTS

THE VILLAGE BOARD OF THE VILLAGE OF PARK RIDGE DOES RESOLVE AS FOLLOWS:

WHEREAS, the Village Board of Trustees formally adopted a Strategic Plan for the Village at its November 14, 2022 meeting, and

WHEREAS, within that Strategic Plan, goal number 1(b) calls for the Village to "complete a study and/or conceptual plan detailing the prospects for functional fire hydrants, municipal water, storm water management, street lighting, telecommunications and improved streets - with a focus on infrastructure needs, opportunities and constraints", and

WHEREAS, in its 2023 Budget approved at its November 14, 2022 meeting, the Village Board of Trustees approved funding to hire an engineering consulting firm to provide conceptual and financial planning services to help guide the Village's capital improvement decisions within the street rights-of-way, and

WHEREAS, the Village approved and distributed a Request for Proposals "seeking a consultant for street and right-of-way improvements" and reviewed all submitted proposals,

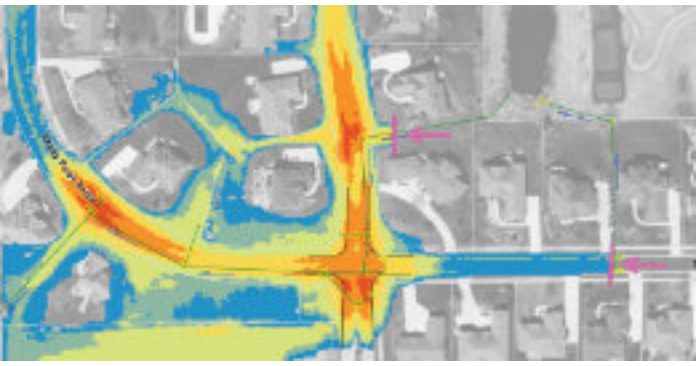
NOW THEREFORE BE IT RESOLVED that the Village of Park Ridge Board of Trustees hereby agrees to accept the proposal submitted by MSA Professional Services, Inc., to contract for "conceptual and financial planning services for street, water main, stormwater, and lighting infrastructure capital improvement planning and estimating.

Passed and adopted by the Village Board of the Village of Park Ridge on this thirtieth day of March 2023.

s/ _____
Steve Menzel
Village President

s/ _____
Shanna Behrend
Village Clerk

Attest: s/ _____
Shanna Behrend
Village Clerk









MSA

PROPOSAL TO PROVIDE

Conceptual and Financial Planning Services:

Street, Watermain, Stormwater, and Lighting Infrastructure

Capital Improvement Planning and Estimating

Prepared for:

Village of Park Ridge, WI

March 17,2023









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March 17,2023

Steve Menzel, Village President
Village of Park Ridge
512 Sunset Avenue
Stevens Point, WI 54481

Re: Letter of Interest to Provide Conceptual and Financial Planning Servicesfor Improvements to the Village Street Rights of Way

Dear Steve,

The Village of Park Ridge has an exciting, transformative few years ahead. You've earmarked investments in infrastructure that will change the way residents and visitorstravel in the Village, improving safety, connectivity and creating more opportunities for economic development. MSA Professional Services, Inc. (MSA) is eager to use this opportunity to reintroduce ourselvesand our capabilities to the Village.

While MSA may be new to Park Ridge, we know you have an understanding of our staff, our commitment to technical excellence and our dedication to top-tier client service. With 380+ employees across 17 offices in the Upper Midwest, we have the bench strength to serve the Village's multifaceted needs while still providing the prompt, personalized service you expect from a firm that servesas an extension of your staff. With in-house transportation and traffic engineers, water resources engineers, urban planners, lighting designers, GIS analysts, environmental professionals and funding experts, we're positioned to build project teams that very preciselymeet the needs of each project. This range of specialties also allows us to create cohesive support teams so your design solutions aren't developed in silos. We look at projects holistically, and then zero in on the specific tasks at hand to deliver the greatest value per dollar.

As your main point of contact, I will be responsiblefor connecting the Village with the right internal experts to make your projects successful.

As you'll see in our enclosed project experience, we have a robust resume of projects that directly correlate to the projects planned for Park Ridge. Our wide range of project experience, combined with our 50+ years of serving municipal clients, makes us well-positioned to serve you. Projects come and go, but relationships last. At MSA, we believe in building honest, open relationshipsthat go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. If you have further questions, please do not hesitate to contact me at (715)304-0448 or dborchardt@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.

Daniel Borchardt, PE
Project Manager

FIRM PROFILE.

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to the 1919. Once a rural land survey company, our firm now consists of approximately 380 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

380+
TEAM MEMBERS



17
OFFICE LOCATIONS

ENABLING PEOPLE TO **POSITIVELY IMPACT** THE LIVES OF OTHERS SINCE 1919

$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients secure to help offset the cost of infrastructure projects

33
INDUSTRY AWARDS EARNED SINCE 2017

CLIENT EXPERIENCE

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98% ACCURACY

96% HELPFULNESS

98% RESPONSIVENESS

98% SCHEDULE

99% QUALITY

97% SCOPE & FEES

APPROACH TO PLANNING, ORGANIZING AND MANAGEMENT OF PROJECTS

As a full-service consulting firm, MSA's client service approach is simple; we strive to be our client's trusted partner. We understand that Park Ridge's need for our services may ebb and flow. At times, you may require a dedicated project team spending hundreds of hours to bring a complicated project from concept to completion. At other times, we may just need to stay in touch to make sure your planning, engineering and survey needs are being met. Although your needs may vary, MSA's commitment to your community will not waver.

At any given time, our communication levels with your staff and elected officials will be commensurate with current project needs. Large projects will feature kick-off meetings, plan review meetings, status update emails, and written monthly updates to the Village. Small projects may be accomplished with just a few emails and phone calls. Our goal is for you to always know how we are working on behalf of your community, and what the cost of that work will be.

In addition to being available upon your request, MSA also proactively communicates opportunities and identifies potential issues, so small concerns do not grow into big problems. When new funding programs are announced, MSA shares that information with you, and reviews the programs with your potential projects in mind. We do the same with new regulations that have potential to impact your community. And while we are happy to share information, professional advice, and recommendations, we recognize that you are the decision makers.

Communication is crucial to becoming a trusted partner, and that starts with a lead engineer who is well versed in managing a range of municipal projects and who can effectively facilitate communication amongst all vested stakeholders. Dan Borchardt has both the tools and experience to be your lead engineer.



Dan Borchardt, PE
PROJECT MANAGER &
VILLAGE'S SINGLE POINT OF CONTACT

TECHNOLOGY RESOURCES: High-quality information systems are critical to our firm's operations. MSA equips employees with the latest technology, enabling core business relationships with other employees, clients, and additional external partners through digital networks. MSA's use of Microsoft Teams and VPN enables our staff to remain connected to their clients and projects, even when they're on the go. When needed, we bring that technology to you, to allow for virtual meetings, dynamic presentations and real-time collaboration.

Advanced video conference technology empowers our team members to interact with other MSA employees, clients, agency officials, and contractors remotely, allowing us to consistently apply the knowledge of our strongest internal experts, regardless of their location.

MSA's commitment to technology enables our professionals to provide the highest level of service possible. Technology at MSA serves a multi-tiered purpose: cutting-edge technology enhances the quality of each project we deliver, while also allowing us to work more efficiently and effectively, saving our clients money.

AGENCY COORDINATION: MSA has more than 60 years of experience coordinating with local, state and federal agencies. We maintain excellent relationships with WDNR, DOA and WisDOT staff to assure we're setting our clients' projects up for success.

QUALITY ASSURANCE AND QUALITY CONTROL: We implement a robust quality control and quality assurance program on every project we work on. Each project is reviewed by an assigned QC Manager, and milestone reviews are part of each project's Quality Management Plan and file. Our goals are to always provide quality design documents, avoid schedule delays, and minimize design issues during construction.

INNOVATION: Our local strength, knowledge, and relationships, coupled with our outstanding technical expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. Peoria depends on its consultants to bring smart solutions to each challenge faced. We suggest that an effective strategy for consulting services is to achieve "the best of two worlds" by integrating local project management with award-winning technical experts. In line with evidence-informed practices in engineering and management, our proposed project approach is designed with the aim of enhancing the quality of professional services with a streamlined experience and depth of technical expertise.

CONSISTENCY IS KEY: Having a clear, concise and consistent approach to engineering, planning and funding will be key to the success of each project for the Village. By partnering with MSA, you'll receive just that. We know that consistency improves efficiency during the planning, design and review of construction processes. This also builds a sense of trust and comfortability with an individual or company — which cannot necessarily be explained on paper or quantified — but is crucial when it comes to community development.



Daniel Borchardt, PE, ENV SP, M.ASCE

PROJECT MANAGER

Dan will be responsible for project management and serve as the Village's main point of contact for all projects. He will also act as the Village's part-time engineer. Dan brings extensive experience as a design engineer and field engineer on several trail and transportation projects that have included utility coordination and complex construction staging. He has amplified his practical knowledge and leadership qualities necessary to help a project reach completion. His responsibilities have included managing, design and project development. This experience ensures all aspects of a project are thoroughly encompassed. Dan's education, proficient skill level and experience in transportation and municipal engineering are a valuable contribution to our project team. Dan has coordinated with the railroad on several projects for utility, trail, and roadway crossings. Dan is experienced with trail and bridge structure feasibility studies and river hydrology modeling and has experience with trail layout and minimizing wetland impacts.

EDUCATION

B.S., Civil Engineering
University of Wisconsin-Platteville

CERTIFICATIONS

Professional Engineer, WI
Envision Sustainability Professional

MEMBERSHIPS

M. ASCE, Distinguished Membership of American Society of Civil Engineers (ASCE)

AREAS OF EXPERTISE

- Project Management
- Project Estimating
- Roadway Design
- Utility Design
- Construction Management
- Construction Inspection
- Construction Staking
- Topographic Surveying

SELECTED PROJECT EXPERTISE

Seven-Year Capital Improvement Plan (CIP) 2014-2020, Rothschild, WI
Project manager and design engineer for process to identify, evaluate and prioritize CIP projects. Public streets and drainage, sanitary sewers and water mains projects were included in CIP process. Estimates of project cost were prepared for key municipal projects. The CIP provided a working document for the Village to budget appropriately for future projects and helped establish a means to prioritize projects accordingly.

Frontage Road Design and Construction Auburndale, WI
Managed design and plan development for a new street between Old US 10 through the Village and the US 10 bypass. Project site featured significant wetlands and required special roadway geometry to avoid or minimize impacts. Extensive coordination with businesses and the Village was required for this new street.

South Biron Drive Reconstruction & Water Distribution Improvements, Biron, WI
Project manager and design engineer for the basin and roadway cross-section layout, utility design calculations, client meetings, bidding administration, public meetings, shop drawing review and construction management.

Mountain View Road, Athens, WI
Project manager for a $1.16-million rural road design including wetland permitting, stormwater pond design, culvert sizing, pavement design, signing plan and detour plan.

Margaret Street and Military Road Reconstruction, Rothschild, WI
Project manager for the full reconstruction of Margaret Street. The project included plat development, real estate acquisition, separated multi-use path accommodations, flood mitigation, and water and sanitary sewer utilities improvements.

STH 173 Utilities, Nekoosa, WI
Project manager for this urban street and water/sewer utility project in the City of Nekoosa. This project included reconstruction of water main, sanitary sewer, storm sewer, curb and gutter, sidewalk, and the replacement of lead water services. It was funded in part by the Clean Water Fund Program and Safe Drinking Water Program.

Sidewalk Safe Routes to School/Spruce Street, Abbotsford, WI
Provided design services for new sidewalks along Spruce Street (Business STH 29), new sidewalk along Fourth Avenue and crosswalk improvements at several intersections. Work involved rail coordination and a rail crossing.



Chad Grundemann, PE
PROJECT ENGINEER

Chad will serve as the lead design engineer.

Chad brings extensive experience and knowledge of capital improvement conceptual planning and local street and utility design for municipalities. He is well versed in the needs of small communities and also has experience with a variety of funding programs and grants applicable to local street and utility projects. His experience includes serving as lead design and construction engineer for both urban and rural trail and park projects.

Education
B.S., Civil Engineering, Michigan Technological University

Registration
Professional Engineer, WI

Selected Project Experience
- Birch and Division Street, Utilities, and Storm Sewer Reconstruction and River Outfall Improvements, Rothschild, WI
- 1st Street and Monroe Street, Utilities, and Storm Sewer Improvements, Pittsville, WI
- Military Rd. Street, Utilities, and Stormwater Improvements and Bioretention Basin, Rothschild, WI*
- Margaret, Shorey, Reed, and Lambert Street, Utilities, and Drainage Improvements / Stormwater Ponds, Rothschild, WI
- Becker, Peggy, Schmidt Street, Utilities, and Storm Sewer Reconstruction, Rothschild, WI
- 7 Year Capital Improvement Planning, Rothschild, WI
- Weston Ave. Corridor Planning, Weston, WI
- Lilac Ave. Corridor Planning, Rib Mountain, WI
- BUS 51 Bypass Trail Planning, Schofield, WI
- River Trail Corridor Study and Planning - GHT, Eagle River, WI
- 2022-2028 Capital Improvement Planning, Wautoma, WI
- Five-Year Capital Improvement Plan, Pittsville, WI
- Sandcrest, Valley View, and Green Meadow Storm Sewer Improvements and Stormwater Pond Expansion, Wautoma, WI
- Water St. Storm Sewer Improvements, Wautoma, WI
- River St. Rehabilitation and Stormwater Ditching / Culvert Rehabilitation, Wautoma, WI
- Swan Ave. Rehabilitation and Drainage Improvements, Rib Mountain, WI
- City Garage Parking Lot Reconstruction and Drainage Improvements, Wautoma, WI

**Denotes experience prior to MSA.*



Mark Porlier, DES
LIGHTING DESIGN SPECIALIST

Mark will provide lighting design servicesfor the Village.

Mark has diversified experience in electrical power, lighting, and systems related to the design of street lighting, municipal buildings, libraries, fire and EMS stations, police stations, public works garages, county highway garages buildings, park structures, schools, churches, and commercial projects consisting of new construction, additions, remodeling and roadway lighting.

As Electrical Designer, he serves as coordinator and communicator of the project's lighting/electrical design in overall concept and in all parts. His prime responsibility of coordinating with the Lead Engineer for all phases of design, preparation of construction documents, and construction. His experience extends for 43 years in the building design industry.

Education
A.S., Electrical Engineering Technology, Purdue University

Registration
Designer of Engineering Services - Electrical, WI

Selected Project Experience
- Rugar Avenue Roadway Lighting, Janesville, WI
- Rockwell Avenue Roadway Lighting, Fort Atkinson, WI
- STH 182 Lighting Design, Park Falls, WI
- WIS 42 (Lincoln Avenue) Electrical and Lighting Design, Two Rivers, WI
- 2020 5th Avenue: Superior Street to Lincoln Street Roadway Lighting, Antigo, WI
- 2020 Trout Road Lighting Design, Wisconsin Dells, WI
- 2022 Fitzgerald Road Lighting Design, Wisconsin Dells, WI
- 2019 West Milwaukee Street Roadway Lighting, Janesville, WI
- 2021 East Milwaukee Street Lighting, Janesville, WI
- N. Second Avenue Lighting, Park Falls, WI
- LED Roadway Lighting Conversion Feasibility Study and Design, Stevens Point and Shawano, WI
- USH 2 from Superior, WI to Duluth, MN, WisDOT and MnDOT
- 2023 US 33 Roadway Lighting, West Baraboo, WI
- 2022 Military Roadway Lighting, Fond du Lac, WI
- 2022 STH 82 Roadway Lighting, Mauston, WI



Eric Thompson, PE
STORMWATER ENGINEER

Eric leads MSA's water resources team. He has been involved in a wide range of stormwater management activities, including drainage design, flood reduction, water quality improvements, and stream, lake and wetland restoration. He has completed stormwater planning and design projects throughout the U.S., including Iowa, Wisconsin, Minnesota, Illinois, Ohio, Pennsylvania, Georgia and Texas. Eric is expert in the use of all the common hydrologic, hydraulic and water quality models used for stormwater design, including HEC-1, HEC-HMS, TR-20, TR-55, HEC-2, HEC-RAS, XP-SWMM, P8, WinSLAMM, MOUSE, and MIKEURBAN. He is very proficient in ArcMap and uses GIS daily in his regular duties.

Education
B.S. and M.S., Civil Engineering, University of Minnesota

Registration | Certification
Professional Engineer, WI, IA, MN, IL
ASFPM Certified Floodplain Manager

Selected Project Experience
- **Stormwater Management Plan, Rib Mountain, WI**
- **Stormwater Master Plan, Rib Mountain, WI**
- **Margaret Street, Rothschild, WI**
- **Mount View Lane Reconstruction, Athens, WI**
- **Neighborhood Drainage and Flood Reduction Studies, Sun Prairie, WI**

Police Station, Davenport, IA

Served as stormwater design engineer for the development of a new police station building. Final design was LEED-certified and received points for sustainable stormwater management infrastructure by reducing peak rates and volumes of runoff by 25 percent by incorporating green roofs and sidewalk biofiltration devices.

Southern Wisconsin Regional Airport – Distributed Green Infrastructure Assessment, Janesville, WI

Served as project manager and lead engineer on the evaluation of green infrastructure practices on the Southern Wisconsin Regional Airport in support of a credit application from the City's stormwater utility.

Green Alley Performance Study, Dubuque, IA

Served as project engineer to quantify the effects of planned reconstruction of 17 miles of downtown alleys using permeable pavements. Developed a one-off calculation tool to evaluate each green alley system, incorporating variability of watershed development densities; alley length, width, and depths; different storage layers with different porosities; the presence or absence of drain tiles; and varying infiltration capacities of native soils.

WORKLOAD & AVAILABILITY

MSA submits this SOQ with the commitment that our staff will be available to accomplish the work in sequence and according to established timetables. Our team has the capacity to handle this project and provide excellent service. MSA has a strong record of providing innovative and effective solutions for our clients. Based on our honest commitment to our clients, we immediately establish accountability of all personnel involved in a project's completion. When our team starts a project, we analyze the proposed schedule and compare it to each team member's potential workload. This approach helps to foster a team mentality and results in personal accountability of all team members involved.

FIRM'S SPECIFIC ABILITIES & EXPERTISE



MUNICIPAL EXPERIENCE

MSA is home to a wide variety of skilled technical team members. In addition to our municipal, environmental, GIS and transportation engineers, our local offices house registered land surveyors and a deep bench of field technicians. These services are further complemented by the support of our 16 additional offices, including a full division of dedicated funding staff, architects, landscape architects and planners. We understand that your projects may sometimes require the attention, knowledge, and manpower of disciplinary experts located elsewhere in MSA's organization. In such instances, your dedicated MSA client liaison will act as the conduit between your community and MSA's network of experts.

How We Help

- Planning and design for:
  - Urban and rural roadways
  - Water distribution systems
  - Sanitary and storm sewer conveyance systems
  - Recreational trails, parks and boat launches
- Trenchless methods for utility projects
- Site and land development civil design services
- Construction services
- Municipal engineer, zoning administration and building inspection
- Street Lighting



STORMWATER EXPERIENCE

In 2002, MSA recognized a need for a dedicated team of water resources specialists to deal with the increasing number of stormwater, flooding, drainage, and water quality issues that our clients are facing. Our water resources team has completed more than two dozen municipal stormwater master plans in the past 15 years. In addition, our water resources team has prepared hundreds of designs for stormwater management facilities, delineated floodplain boundaries for hundreds of miles of streams, and routinely works with communities on the development and implementation of stormwater management ordinances.

Our water resources team has developed a reputation for their passion and commitment to excellence, and forms the core of MSA's Stormwater Community of Practice (CoP), which includes another 13 professionals outside of our water resources team.

How We Help

- Sustainable Site Design
- Master Planning
- Hydraulic Design
- Floodplain Studies
- Stormwater Utilities
- Educational Outreach
- Water Resource Restoration
- Dam Inspections, Design and Repair



LOCAL ROADS IMPROVEMENT PROGRAM (LRIP) EXPERIENCE

MSA is an established leader in delivering projects that are funded by the Local Roads Improvement Program (LRIP) and experienced in following WisDOT design methodologies, ranging from local road rehabilitation projects to larger-scale roadway reconstruction projects. The proposed project team, in particular, has played a role in many road projects that have been successfully completed through the LRIP program. In fact:

- In the past five years, MSA's project team has completed more than **30 rural roadway improvement projects**.
- In the past seven years, MSA's Marshfield project team alone has completed **more than 15 Local Road Improvement Program (LRIP) projects** following the required WisDOT eligibility standards.
- **MSA is the leading firm in Wisconsin to complete the most LRIP projects in the state.**
- The project team is familiar with designing projects to Trans Code 204 Standards.
- MSA has completed similar reconstruction projects with similar project sites, schedules, and environmental constraints.

EXPERIENCE& FAMILIARITY WITH WISDOT

MSA is an established leader in delivering projects following WisDOT design methodologies, ranging from Local Program bridge rehabilitations to large-scale roadway rehabilitation projects. We are actively involved with the WCHA and ACEC-Wisconsin Transportation Committee, helping to establish standards and focus on improvements to our transportation infrastructure across the state of Wisconsin. This leadership role helps to keep MSA surveyors at the forefront of new standards, requirements, and innovations. The leadership mentality continues through to each project and enhances the experience we provide.

MSA has been under a survey master contract with WisDOT for more than eight years. Throughout this time, MSA staff have utilized WisDOT structures for numerous control, property and topographic surveys. MSA utilizes a WisDOT CADD platform to conform with WisDOT standards and deliverables.

The team members featured within this proposal have specific experience with providing all of the services identified in the RFP for federally funded WisDOT TAP projects and have proven themselves through years of work with similar communities and on similar projects.

FUNDING SERVICES

We turn every stone in order to find both public and private sources to help you fund your project. We know the ins and outs of a wide variety of programs to help you maximize funding sources, manage timelines, and take care of the details to satisfy the fund requirements. With MSA's support, you can complete the projects you must, and deliver more of the projects you want, all while getting closer to the balanced, sustainable community you've always envisioned.

We understand that the Village of Park Ridge seeks a firm to identify grant opportunities related to the Climate Action Plan implementation and to solicit and manage grants as needed for the Planning Department on an ongoing basis. MSA's team of in-house funding experts actively maintains a database of hundreds of funding sources and programs ranging from services related to public works (infrastructure, utilities, community facilities), roadways, trails, land development, remediation and blight elimination, parks and recreation, and housing, to Tax Increment Districts, public safety, private sources and many more.

EXPERIENCEWITH GRANT-FUNDED PROGRAMS

Making the necessary upgrades to your community's infrastructure is often costly and can put stress on your long-term planning efforts. At MSA, we are here to help take that burden off of your shoulders. **For nearly 40 years, MSA's team of in-house funding specialists have worked to put our client's needs and interests first.** We've been on the community's side of funding projects and understand the complexities of project funding. Our long-standing relationships with agencies allows us to position your projects to be more successful. **Our team has helped secure $625+ million and counting in grant funding and low-interest loans for our clients**. And with the historic investments that will come with the Bipartisan Infrastructure Law distributions, our team is well positioned to help advise the Village on how to optimize projects for funding.

MAXIMIZING FUNDS

MSA helps your community explore funding options that go beyond traditional public sources. Our dedicated funding specialists bring to the table a broad knowledge base of public funding sources, and are resourceful when it comes to identifying private, non-profit and other sources of funding. Financing methods and programs such as tax incremental financing (TIF), business districts, and local, state and federal grants and loans **can be packaged** with community resources to complete the must-do projects as well as create or enhance parks, recreational facilities, libraries and other projects that improve the fabric of your community. We help you strategize by combining our knowledge of a variety of funding sources with our expertise in bundling them together to help keep your costs low.

COMMUNITY DEVELOPMENT BLOCK GRANT

MSA has extensive experience with the CDBG program. Since 1977, MSA has secured more than $120 million in CDBG funding for our client communities. These have included projects that incorporate improvements to public facilities for economic development (PFED), housing and emergency assistance. In the last five years alone, we've helped 44 Wisconsin communities secure $41.2 million in CDBG funding.

PUBLIC ENGAGEMENT

From consulting on special assessments to creating the case for support and leading crucial conversations, our public engagement skills and capabilities go well beyond what you'd find from most engineering and planning partners.

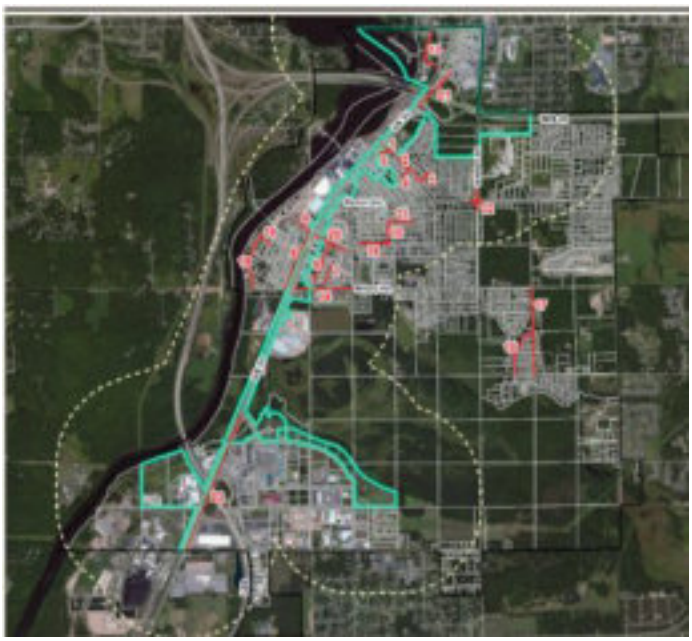


UNIVERSITY OF WISCONSIN-STEVENSPOINT STEAM DAYS

MSA participated in two STEAM outreach events at UW-Stevens Point involving 712 middle-school students who were exposed to a variety of STEAM activities and career paths.

Events run by AET and MSA employees included making edible asphalt cookies and designing stormwater filters. The problem of runoff was explained along with how filters assist in cleaning both stormwater and drinking water.

MUNICIPAL PLANNING STUDIES PROJECTS

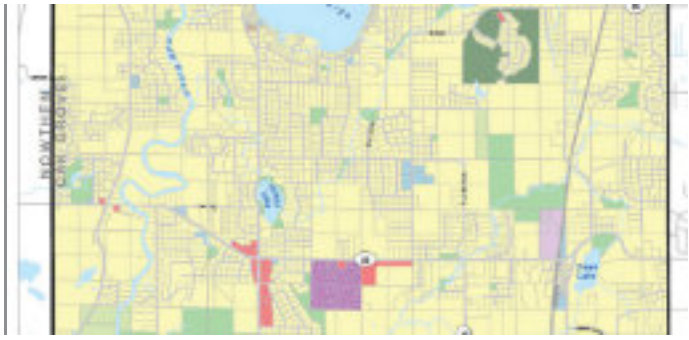


SEVEN-YEAR CAPITAL IMPROVEMENT PLAN

Rothschild, WI

MSA prepared the Village of Rothschild's Seven-Year Capital Improvement Plan (CIP) 2014-2020 for three primary public infrastructure components:

- Public Streets, Sidewalks and Drainage Improvements.
- Public Utility Improvements (Water System and Sanitary Sewer System).
- Pavilion Marketplace Redevelopment and Pavilion Park Master Plan Improvements.



GENERAL SERVICES

Oak Grove, MN

MSA provides engineering and planning services to the City of Oak Grove. MSA wrote the 2040 Comprehensive Plan, and has assisted with implementation of the plan and its policies. The plan provided the City of Oak Grove a unique approach to growth and development that fits the City's goals and Metropolitan Council guidelines. MSA also provides on-call planning services.



GENERAL SERVICES

Somerset, WI

MSA's Planning + Design Studio provides planning services to Somerset, Wisconsin, on an as-needed basis. This ranges from all types of zoning application review and reporting to land use planning, as well as attendance at City Council and Planning Commission meetings as requested by the City.



PLANNING SERVICES

Florence Township, MN

MSA's Planning + Design Studio provides planning services to Florence Township on an as-needed basis. This ranges from all types of zoning application review and reporting to attendance at Town Board of Supervisors and Planning Commission meetings.



GENERAL SERVICES

Pine City, MN

MSA has been providing Pine City, Minnesota, with on-call planning and engineering services. Our services to Pine City have included a parks inventory and assessment, staff reports and reviews for zoning applications and updated ordinances for the City.

PROJECT SCOPE OF SERVICES

Communities today are faced with the difficult task of allocating limited resources among a seemingly unlimited number of demands and needs for public services. In many instances, local officials must determine the merits of one project over another without the benefit of comparison, which may result in misjudgment and further limit the community's ability to act precisely on major budget allocation decisions. One method available to local units of government to help manage and systematize the budget allocation process is a Capital Improvement Program.

Capital Improvement Programming (CIP) is simply an ongoing, systematic approach to identify, schedule, and efficiently allocate public dollars to needed capital projects. Typically, a CIP schedules needed village projects over a period of five years. Projects, including cost estimates and funding sources, are assigned a date for completion based on community needs and revenues. Each year the program is updated and extended one year to stay responsible to the community's changing needs. A CIP will help eliminate "crisis" or reactive financial management actions.

A carefully developed CIP allows a community to anticipate its facility needs and to schedule improvements according to project needs and local financial capabilities. The CIP process offers several additional benefits to a community:

1. Aids in the task of effectively allocating limited resources among a seemingly unlimited number of demands and needs for public service;
2. Improves communications and cooperation among various interests in the community;
3. Provides continuity in financial decisions by linking long-term planning to the programming and budgeting of major projects;
4. Stabilizes local tax rates by more effectively relating expenditures to financial capacity in a given time frame;
5. Improves local ability to use state and federal grant-in-aid programs.

THE CIP PROCESS

While the process may vary from community to community, a typical CIP procedure will include the following steps:

A. Analyze Community Facility Needs
B. Prepare Project Descriptions
C. Estimate Project Costs
D. Analyze Fiscal Capacity
E. Set Project Priorities
F. Develop and Adopt CIP
G. Update CIP Annually

1. Analyze Community Facility Needs - A community begins by analyzing its community facilities and the services it provides with an emphasis on its adequacy to serve the people and identify future capital improvement needs. The analysis will typically include Village facilities such as public water and sewer systems, streets and sidewalks, Village protection facilities, recreational facilities, and certain economic development-related interests of the community.
2. Prepare Project Descriptions - After determining the need for capital improvements, it is necessary to collect details on the project so that its implementation priority can be accurately and equitably assigned. Cost estimates, project schedule, locations, and potential funding sources are listed for each project.
3. Estimate Project Costs: Prepare planning level conceptual estimates that are street specific accounting for public utilities, roadway characteristics and includes inflationary values for the anticipated year of construction. MSA will provide the resolution to the Village board to finalize and adopt the CIP.
4. Analyze Fiscal Capacity - The next step is to analyze the community's financial capacity to fund capital improvements. The financial analyses examine projected operating revenues and expenses for each year of the programming period. The amount of financing available for capital projects equals the surplus of projected operating revenues over expenditures. The analysis must also consider debt servicing as an alternate form of financing.
5. Set Project Priorities - Since a community will often identify more projects than can be funded, priorities must be established. By doing so, priorities can be established so that limited financial resources are allocated efficiently. To accomplish this task, criteria are set to provide some objective standards in establishing priorities.
6. Develop and Adopt CIP - The final CIP combines the individual project descriptions, priorities, and financial analyses into a recommended schedule of capital projects. Upon general consensus of local officials, the CIP should be adopted by resolution supporting the recommended program.
7. Implementation and Updating - It should be emphasized that

the CIP is a flexible and dynamic document that is updated annually to reflect changing needs and new priorities. Each year the community will identify new projects, monitor fiscal capacity and set new priorities for the upcoming year. Through annual review and updating, the CIP will reflect the most current goals and priorities of the community.

VILLAGE OF PARK RIDGE'S CAPITAL IMPROVEMENT PLAN

The Village of Park Ridge's Capital Improvement Plan will be prepared to determine the need for future capital improvements in the Village over a five-year period of time. The plan identifies anticipated capital improvements, potential funding sources, and ranks the relative priority for such improvements over the five-year period. The capital improvements will be presented by the Village Public Works Department and include projects pertaining to water, sewer, streets, and Village aesthetics. Only capital expenditures in excess of $20,000 will be outlined.

The Village is currently seeking a referendum from the residents to increase funding for infrastructure. The sanitary sewer is primarily lined, but the Village will review the need for current televising and provide up-to-date knowledge of the system for MSA to review and prioritization recommendation. The Village feels that the WISLR data is not current and they would like to have it updated as part of this planning process, which will be necessary to apply for LRIP grant funding. The Village is looking to replace the entire lighting system of about 40 poles — all wire and lights — within the Village and seeks a phased approach to align with street work and adjacent areas. The Village would like to maintain ownership of the lighting system. The Village routinely uses Dave Bushman at Bushman Electric to replace poles — (715) 340-8541 — and John Kraft — (715) 498-7700 or krafty605@charter.net — to assist with locating the electrical wiring in the system. The Village is looking for mapping of the system, estimates for replacement and alternatives for lighting fixtures options.

About 12 years ago, the Village had a functioning ditching and swale system to capture stormwater. Over time, the ditches and swales have filled in with sedimentation. The Village would like to re-establish a swale system and promote rain garden solutions (that can be maintained by residents) along newly reconstructed streets while meeting the DNR's stormwater requirements.

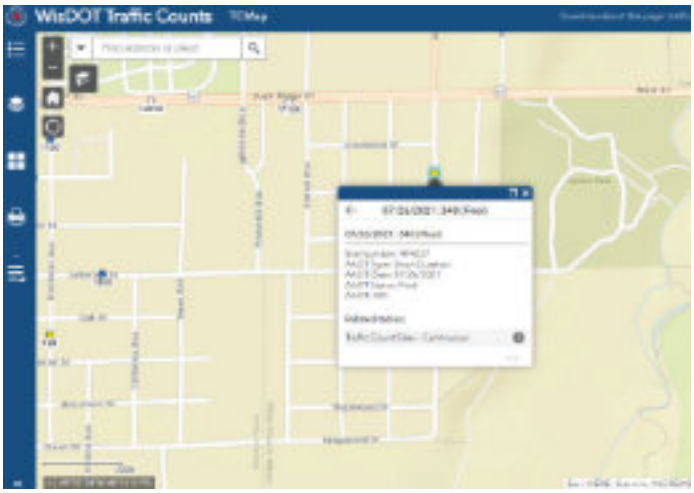
Currently, Park Ridge is eligible for 15% Principal Forgiveness for Safe Drinking Water Loan (SDW) and Clean Water Fund (CWF) and this number can fluctuate monthly based on DNR criteria. The Village of Park Ridge is 21.05% LMI (Low to Moderate Income) so the Village is not community wide eligible for Community Development Block Grant (CDBG) and would need to survey a service area to become eligible.

SCOPE OF WORK

MSA will prepare a Village of Park Ridge 5-Year Capital Improvement Plan that prioritizes (years) and estimates about 22,160 feet (4.20 miles) of street work including possible funding strategies to meet a Village budget for average year expenditures. Estimates will follow the FDM recommendations for collector streets and conceptual typical sections will be provided. Street work will be prioritized based on the functional classification of the roadway, PASER ratings based on WISLR and consultant review, and televising condition of sewer utilities. MSA will propose "green" stormwater solutions that meet the Village's needs for adhering to regulatory requirements. MSA will recommend low-maintenance, energy efficient lighting solutions and phasing plans for replacement of system wiring/fixtures.

1. MSA will prepare a 2024-2028 Capital Improvement Streets Plan including lighting, stormwater and fire protection and streets.
2. MSA will work with the Village on a preliminary List of Capital Improvement Projects (this will be based on the "Wish List" identified with the Village).
3. Preliminary cost estimates will be prepared for five (5) newly identified projects planned between years 2024-2028.
4. MSA will prepare a CIP map and identify projects visually including lighting, stormwater and water systems.
5. MSA will meet three (3) times (Kick-off, Draft Review Meeting and Final Meeting with the Village) with Village officials or staff to eliminate and/or add projects, discuss prioritization, and present the plan. We will coordinate with project stakeholders such as the City of Stevens Point Public Utilities Department's Joel Lemke, Stevens Point Fire Department's J.B. Moody, and Scott Beduhn with the City of Stevens Point Engineering. MSA will also coordinate with the PSC to understand what they would allow for fire protection in the Village for fire protection with or without hookups and the potential rates associated with hookups. The ISO rating for Park Ridge was rated a '4' and the Stevens Point Fire Chief is seeking to improve it to a '2' with improved fire protection to match the rest of the service area. Based on discussion with the fire chief, he stated that the biggest need for fire protection is in the SE corner of the Village and about 16 properties north of Hillcrest, where he would like to see an 8-inch watermain with 6-inch hydrant looped between Ridgewood Drive and Hillcrest Drive. The fire department







would like to see hydrants spaced every 500 feet to be able to meet the 3,500-gallon-per-minute ISO capacity requirements.

6. MSA will prepare and submit a draft copy of the CIP for Village review.
7. MSA will recommend grants, funding and strategies for projects listed in the CIP.
8. MSA will provide the resolution to the Village board to finalize and adopt the CIP.

MSA will coordinate with the Village to ensure that this list is complete and accurate. Using this list as a basis, MSA will prepare a 5-Year Capital Improvement Plan that lists all proposed projects and includes information on prioritization, cost, and scheduling. Once MSA and the Village have solidified the list, MSA will provide a matrix of possible funding sources.

DELIVERABLES

MSA will provide the Village of Park Ridge with two (2) hard copies of the CIP plan, a PDF and Word/Excel version of the final, adopted CIP.

- The Village will be responsible for confirming its “Wish List” of projects, as well as applicable plans, studies and existing cost estimates.
- The Village will be responsible for printing and dispensing the draft copy of the CIP for review.
- The Village will be responsible for collecting feedback after the draft review and sending it to MSA.
- MSA will take on one or more of these responsibilities if requested and funded by the Village.

PROJECT SCHEDULE

DATE	MILESTONE
April 2023	MSA performs site evaluations
May 2023	Meeting with the Village to discuss roadway parameters
June 2023	MSA prepares preliminary project cost estimates
August 2023	Draft CIP for Village review, and project prioritization, grant funding strategies, meeting with the Village
September 2023	Final CIP deliverable

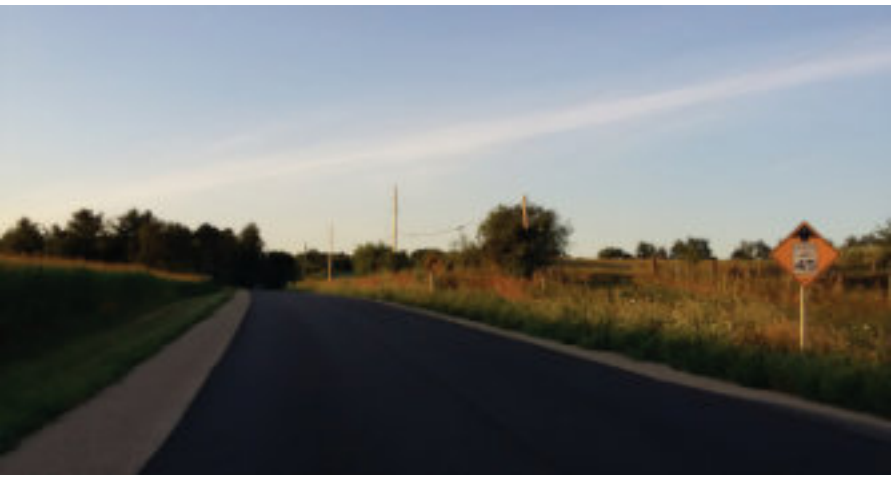
CIP ANALYSIS: POTENTIAL STREETPROJECTS FOR 5-YEAR CIP PLANNING

			LIMITS			
	PROJECT	FUNCTIONAL CLASSIFICATION	FROM	TO	LENGTH (FT)	ANTICIPATED CONSTRUCTION YR.
1	Ridgewood Dr.	Collector	Dixon St. (Village Limits)	Greenbriar Ave.	1,300	TBD
2	Hillcrest Dr.	Collector	Jefferson St. (Village Limits)	Sunrise Ave.	1,700	TBD
3	Greenbriar Ave.	Collector (AADT340)	Ridgewood Dr.	Park Ridge Drive (STH66)	2,600	TBD
4	Hazelwood Dr.	Local	Sunset Ave.	Greenbriar Ave.	1,130	TBD
5	Maplewood Dr.	Local	Sunset Ave.	Sunrise Ave	1,450	TBD
6	Oakcrest Dr.	Local	Sunset Ave.	Greenbriar Ave.	1,130	TBD
7	Woodlawn Dr.	Local	Sunset Ave.	Greenbriar Ave.	960	TBD
8	Ferndale Dr.	Local	Sunset Ave.	Sunrise Ave.	1,280	TBD
9	Crestwood Dr.	Local	Sunset Ave.	Greenbriar Ave.	960	TBD
10	Sunset Ave.	Local	Ridgewood Dr.	Hillcrest Dr.	1,270	TBD
			Hillcrest Dr.	Park Ridge Drive (STH66)	1,280	TBD
11	Fieldcrest Ave.	Local	Ridgewood Dr	Park Ridge Drive (STH66)	2,550	TBD
12	Linwood Ave.	Local	Ridgewood Dr	Park Ridge Drive (STH66)	2,550	TBD
13	Leroy Street	Local	Maplewood Dr.	Park Ridge Drive (STH66)	2,000	TBD
14	Watermain Improvement	N/A	TBD	TBD	TBD	TBD
15	Stormwater Improvements	N/A	TBD	TBD	TBD	TBD
16	Lighting Improvements	N/A	TBD	TBD	TBD	TBD

LRIP, MSID, AND TRID PROJECT EXPERIENCE LIST

MSA has a long history of working on both the application and design side of the Local Roads Improvement Program (LRIP). After the application has been submitted and approved, our roadway design teams become involved. To meet the requirements of the funding, the project must follow the WisDOT process for design, letting and construction. With our team of more than 60 engineers dedicated to the WisDOT process, we are well suited and experienced in every type of project that utilizes LRIP funding. In just the last few years, the following projects were designed by MSA utilizing LRIP funding.

PROJECT	LOCATION	PROJECT DATE
Weston Ave Reconstruction (*$733,463 LRIP Awarded*)	Village of Rothschild and Weston Joint Application	2024
Monarch and Jasper Streets (*$240,000 LRIP Awarded*)	City of Stratford, WI	2024
Lilac Avenue (*$1,133,262 LRIP Awarded)*	Town of Rib Mountain, WI	2024
16th Avenue (*$332,900 LRIP Awarded)*	City of Wautoma, WI	2023
Burma Road TRID and Spring Brook Road Rehabilitation	Town of Mosinee, WI	2022
W. Miller Street LRIP Application	City of Greenwood, WI	2021
Old Highway B	Town of Springvale, WI	2021
St. Wenceslaus Street LRIP-D	City of Ripon, WI	2021
Weston Avenue Reconstruction Planning	Village of Weston/ Rothschild, WI	2021
E Cougar Drive / Bobcat Street	Village of Oakdale, WI	2019
Ember Drive LRIP Survey Project between 16th Drive and 17th Drive	Town of Quincy, WI	2019
2019 LRIP Staking Assistance	Village of Kendall, WI	2019
Plum Lake Drive Eng. Certification LRIP	Town of Plum Lake, WI	2018
Bo Di Lac Drive TRID Project	Town of Minocqua, WI	2018
Bond and Burnett Street MSID - 2019	City of Eagle River, WI	2018
Main Street Construction	Village of Boyceville, WI	2017
Hancock Downtown Revitalization	Village of Hancock, WI	2016
Ladysmith - 8th & 9th Street Construction	City of Ladysmith, WI	2014





RECENT CIP PROJECT EXPERIENCE LIST

PROJECT | LOCATION	PROJECT DATE
Lake Delton, WI - 2017 General Services	2017
Barron, WI - Capital Improvement Plan	2017
Port Byron, IL - 2019-2024 Capital Improvement & Budget Implementation Plan	2017
Rothschild, WI - 2018-2024 CIP Updates	2017
Arcadis U.S., Inc. - Hilliard, CIP T-84 Cosgray Road Improvements	2017
Sumner, IA - Capital Improvement Planning	2017
Lake Delton, WI - 2018 General Services	2018
Stoughton, WI - GIS Services 2022	2018
Barron, WI - CIP Update Assistance	2018
Forest County Potawatomi Community Stone Lake and Carter - Public Water Supply and Distribution System	2018
Lake Delton, WI - 2019 General Services	2019
Janesville, IA - Capital Improvement Plan	2019
Lexington, MN - CIP Water System	2019
Merrillan, WI - Capital Improvement Plan	2019
Dorchester, WI - Capital Improvement Plan	2019
Cleveland, WI - 2020 CIP	2019
Elroy, WI - 2019 CIP Update	2019
Grafton, WI - WWTF CIP Planning	2019
Lake Delton, WI - 2020 General Services	2020
Urbandale, IA - Stormwater Drainage Study	2020
Suring, WI - Capital Improvement Plan	2020
Arena, WI - CIP Update	2020
Springville, IA - Strategic/CIP	2020
Eleva, WI - 2021 CDBG-PF Application	2021
Lake Delton, WI - 2021 General Services	2021
Auburndale, WI - CIP Update	2021
Riverdale, IA - Belmont Road Urban Renewal Plan	2021
Mosinee, WI - Abbreviated CIP	2021
Brodhead, WI - CIP Planning & User Rate Analysis	2021
Wautoma, WI - 2022-2028 CIP	2021
Reedsburg Utility Commission, WI- CIP Estimates 2022-2025	2021

PROJECT | LOCATION	PROJECT DATE
Lake Delton, WI - 2022 General Services	2022
Tigerton, WI - Wastewater Facility Plan	2022
Duluth North Shore Sanitary District, MN - 5-year CIP	2022
Luck, WI - CIP Assistance 2021	2022
Monona, WI - Ph V Sanitary Sewer I/I GIS	2022
Rothschild, WI - 2022-2029 CIP Update	2022
Waupun Municipal Well & Pump, WI - Yard Expansion Project	2022
Carlock, IL - Strategic Plan and CIP	2022
Story City, IA - CIPP Construction Permit	2022
Corydon, IA - Transportation CIP Update	2022
Ripon, WI - GIS Services 2023	2022
Lake Delton, WI - 2023 General Services	2023
Bluffview Sanitary District CIP Development	2023
Eureka, IL - CIP, CMOM and Street Analysis	2023

COSTS AND FEES

Lump Sum Fee $23,400
Pavement cores: $2,900 (*Village to contract directly with AET*)

NOTE: All lump sum costs include travel time and equipment costs.

We are available to begin work on this project immediately upon your approval and look forward to assisting the Village of Park Ridge.









