



Amendment No. 2

To: Village of Park Ridge
Steve Menzel
24 Crestwood Drive
Stevens Point, WI 54481

Date of Issuance: August 20, 2025

MSA Project No's.: 09617004

This is an amendment to the Agreement dated September 16, 2024, and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

Project Name: Village of Park Ridge Hillcrest Drive and Greenbriar Avenue Reconstruction

The project scope has changed due to: Design and Construction Administration, Staking and Observation Services for an additional 100 feet of Hillcrest Drive from Sunrise Avenue towards the Iverson Park entrance (Village Limits)

The scope of the work authorized is: See attachment A: Scope of Services

The schedule to perform the work is: Approximate Start: August 2025
Approximate Completion: September 2026

The estimated fee for Design, Construction Admin and Staking:	\$ 4,800.00
The estimated fee for Construction Observation:	\$ 2,500.00
	\$ 7,300.00

Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the Agreement. Payment for these services will be on a lump sum basis or time and material basis as listed above.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

VILLAGE OF PARK RIDGE

MSA PROFESSIONAL SERVICES, INC.

Steve Menzel
Village President
Date: _____

Daniel Borchardt
Team Leader
Date: 08/20/2025

Attest: Village Clerk

Anne Arndt, Village Clerk (715)-343-1590

Date: _____

146 North Central Ave., Suite 201
Marshfield, WI 54449
Phone: (715) 304-0448
dborchardt@msa-ps.com

**ATTACHMENT A:
SCOPE OF SERVICES**

PROJECT DESCRIPTION

The project consists of:

1. Hillcrest Drive Reconstruction (Sunset Avenue to the east Village limits.) - Approximately 100 LF of Street Reconstruction

- a. Work includes unclassified excavation, base aggregate dense, HMA pavement, erosion controls, traffic control and restoration.

The majority of Hillcrest Drive has already been designed, bid out, and awarded to A-1 Excavating, LLC. The Village has requested that an otherwise orphaned piece of Hillcrest Drive be reconstructed as being done with the remainder of Hillcrest Drive other than the pavement width, matching the pavement exiting Iverson Park (27 feet).

This project add on would address the remaining approximate 100' of Hillcrest Drive at the entrance to Iverson Park which includes the Green Circle Bike Trail. The proposed work includes 27 feet wide pavement with one foot gravel shoulders on both sides with swales to remove stormwater from the HMA pavement surface. The road would remain a ditched section with no curb and gutter.

This add on work is expected to be accomplished via the existing bid by A-1 Excavating LLC for the 2025 Hillcrest Drive and Greenbriar Avenue Reconstruction project contract items, with a small change order for other work types if necessary.

SCOPE OF SERVICES

MSA will provide services as set forth below.

1. Design

- **Project Administration**
 - Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- **Quality Assurance/Quality Control**
 - Employ documented quality-assurance/quality-control procedures throughout project.
- **Project Site Information (topo survey for short approximate 100' gap between Sunrise Avenue and the east Village limits.**
 - Right-of-Way Research: utilize recorded survey documentation in project area to determine right-of-way locations.
 - Contact Utility One Call: utilize marking and mapping provided by one-call agency to assess locations of existing private utilities in the area.
 - Topographic Survey: collect location and elevation data of existing features at the site for use as basis of design.
- **Design – Street (design for short approximate 100' gap between Sunset Drive and the east Village limits**

- Roadway Design: Develop horizontal and vertical alignments for roadway. Match Hillcrest pavement design, develop new cross sections.
- Erosion Control Design: Determine location and type of erosion control devices needed to meet regulatory requirements.
- Construction Cost Estimate: Develop a preliminary construction cost estimate based on preliminary plans. Develop an engineers estimate of construction cost based on quantities computed from final plans. Unit prices from the awarded A-1 Excavating LLC contract will be used.
- **Plan Preparation and Drafting**
 - Preliminary Plan Preparation: Prepare preliminary plans showing topographic survey information and horizontal and vertical alignments of roadway.
 - Final Plan Preparation: Prepare final plans based on preliminary plans, Owner feedback, and additional design development. Final plans will include:
 - One Plan & Profile Sheet
 - One Erosion Control Sheet
 - Two Cross Section Sheets

CONSTRUCTION STAKING

- Provide line and grade stakes for:
 - Roadway subgrade and base courses

SUBCONSULTANTS

MSA does not plan to utilize subconsultants on this work.

Construction Administration

- Contact the WDNR stormwater for the additional length of Hillcrest Drive
- Prepare Change order and negotiate the proposed change order on behalf of the Village.
- Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- Coordinate with Stevens Point Parks and Recreation Department for the additional closure of Hillcrest Drive exiting Iverson Park
- Coordinate the additional closure with the Green Circle Trail Committee.

Construction Observation

- Furnish a Construction Observer to observe the progress and quality of the Contractor's work on the Project. Duties and responsibilities of the CO include:
- Attend meetings with Contractor, such as preconstruction conferences and progress meetings.
- Assist in communication between Engineer, Contractor and Owner, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
- Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
- Verify that tests, equipment, and systems start-ups are conducted and documented appropriately.

- Maintain orderly files and prepare a daily report recording Contractor's hours and activities at the site.
- Review applications for payment with regard to Work completed, and materials and equipment delivered at the Site.
- Participate in visits to the Project to determine punch list items, and readiness for Substantial Completion and Final Completion.

DELIVERABLES

MSA will provide the following deliverables:

1. Preliminary plans: one PDF file of the preliminary plans, and construction cost estimate for Owner review.
2. Preliminary Construction Cost Estimate
3. Final plans: one PDF file of the final plans and construction cost estimate, for Owner review.
4. Final Construction Cost Estimate
5. Record Drawings: one (1) paper copy, and one PDF file

ADDITIONAL SERVICES

Services that are not included in the above Scope of Services can be provided under separate contract or by amending the scope and fee listed in this Agreement. Examples of additional services that may be needed or desired for completion of the project include:

1. Funding applications and administration
2. Additional meetings not specifically listed in the scope.
3. Accommodations for environmental hazards, endangered species, or historical or cultural issues at or near the project site.

PROJECT SCHEDULE

MSA anticipates the following estimated project schedule:

Date	Milestone
August 2025	Owner approves Professional Services Agreement
August 2025	MSA begins work
September 2025	Final Plans complete and Change Order request received and reviewed.

OWNER'S RESPONSIBILITIES

- Owner is responsible for accuracy and completeness of the information provided to MSA.
- Owner will provide MSA with full information as to Owner's requirements for the project.
- Owner will provide timely response to questions and review of engineering submittals (preliminary and final plans).
- Owner will pay MSA as follows:

CHANGE ORDER NO.: 2

Owner: Village of Park Ridge
 Engineer: MSA Professional Services
 Contractor: A-1 Excavating, Inc.
 Project: 2025 Hillcrest Drive and Greenbriar Avenue Reconstruction
 Contract Name: 2025 Hillcrest Drive and Greenbriar Avenue Reconstruction Village of Park Ridge
 Date Issued: August 20, 2025
 Owner's Project No.:
 Engineer's Project No.: 09617004
 Contractor's Project No.: 25-024
 Effective Date of Change Order: August 20, 2025

The Contract is modified as follows upon execution of this Change Order:

There is a need for temporary gravel at the outlet of Iverson Park. Jake Wald has Proposed \$10.50 per ton placed. One truck load will most likely be enough. (approximately 22 tons) for an approximate cost of \$ 231.00

Attachments: Proposal by A-1 enclosed (Option 1).

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 1,461,487.00		Substantial Completion:	No change
		Ready for final payment:	No change
{Increase} {Decrease} from previously approved Change Orders No. 1 to No.		{Increase} {Decrease} from previously approved Change Orders No.1 to No.	
\$ 0.00		Substantial Completion:	No Change
		Ready for final payment:	No Change
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 1,461,487.00		Substantial Completion:	No Change
		Ready for final payment:	No Change
{Increase} {Decrease} this Change Order:		{Increase} {Decrease} this Change Order: \$231.00	
\$ 231.00		Substantial Completion:	No Change
		Ready for final payment:	No Change
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 1,461,718.00		Substantial Completion:	No Change
		Ready for final payment:	No Change

Recommended by Engineer (if required)		Accepted by Contractor	
By:	_____	_____	_____
Title:	Project manager Engineering	_____	Project Manager
Date:	August 20, 2025	_____	_____
	Authorized by Owner	_____	Approved by Funding Agency (if applicable)
By:	<i>Steve Mangel</i>	_____	_____
Title:	Village President	_____	_____
Date:	8/22/25	_____	_____