



PROPOSAL TO PROVIDE  
**REAL ESTATE ACQUISITION SERVICES –  
STH 49 (MAIN STREET)**

*Prepared for the City of Waupun, WI  
January 6, 2014*

**ORIGINAL**



January 6, 2014

Waupun Board of Public Works  
201 East Main Street  
Waupun, WI 53963  
Attn: Dick Flynn

Re: Proposal for Real Estate Acquisition Services  
STH 49 (Main Street) State Street to County Park Road  
P002120055

Dear Mr. Flynn

Selecting a real estate acquisition team requires thoughtful consideration. You must weigh all the pros and cons of the proposals to determine which team will effectively act as an extension of your staff. MSA Professional Services, Inc. (MSA), in partnership with AJ Appraisals and Real Estate, LLC, David Deneen, and GJ Miesbauer and Associates, Inc., has assembled a qualified team of real estate professionals, environmental engineers, and civil engineers to work with you throughout all phases of the land acquisition process.

The members of our team have worked on many WisDOT projects and are familiar with all state and federal requirements. We have also worked on numerous LPA projects and understand the unique needs of local projects. With our diverse project experience, we can provide the needed expertise to handle even the most complex situations.

We understand that even a straight forward design project can still present challenging acquisitions. Our team has worked **together** on numerous WisDOT acquisition projects and know what it takes to deliver real estate meeting project timelines. Our engineering staff has worked on projects in Waupun, know the City standards and procedures, and have exceeded the expectations of City staff.

We welcome the opportunity to continue our professional relationship with Waupun and work on this important project.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Glenn Speich, Jr." in a cursive style.

Glenn Speich, Jr., PE, RLS  
Real Estate Team Leader

A handwritten signature in black ink that reads "Beth A. Steinbauer" in a cursive style.

Beth A. Steinbauer  
Project Manager

**More ideas. Better solutions.®**

MSA Professional Services, Inc. is a multi-disciplinary consulting firm serving public and private clients throughout the Midwest. Our real estate, planning, engineering, and architectural professionals meet the needs of a diverse client base with an emphasis on creativity and results. We provide our clients with more ideas and better solutions.

*The information contained within this proposal is of proprietary nature and is submitted in confidence for use by the clients of MSA Professional Services, Inc. only. The information contained herein is and remains property of MSA Professional Services, Inc. Receipt or possession of this information confers no right or license to use or disclose to others the subject matter contained herein for any uses but authorized purposes.*

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## **CONTENTS**

Letter of Interest	
Acquisition Services/Methodology	1
Project Schedule	2
Personnel Experience	3
Capacity	9
Similar Project & References	10
Compensation	12

# ACQUISITION SERVICES/METHODOLOGY

The Wisconsin Department of Transportation (WisDOT) plans to reconstruct STH 49 from State Street to County Park Road in 2015. The City of Waupun is responsible to obtain the necessary right-of-way for the project consisting of 18 parcels in fee and 75 TLE parcels. The City is also responsible for relocation of one residential unit and razing that residential structure.

The project data book will be researched and ready to be submitted to the City for approval approximately 45-60 days after a signed contract is received. The Nominal Payment Parcel Report and Appraisals will proceed when the data book is approved. AJ Appraisals and Real Estate, LLC (Aari Roberts) will furnish appraisal information. Aari provides accurate and timely appraisals to keep projects on schedule. The procedures for approving the data book, offers and payment will be coordinated with the City of Waupun.

Dave Deneen, will provide the appraisal reviews. Dave is a Wisconsin Certified General Appraiser, has over 30 years experience working for the State of Wisconsin, specializing in eminent domain.

All parcel files can be created and the owner's packet of documents can be assembled concurrently with the Nominal Payment Parcel Report and Offering Price Reports being approved.

MSA will create an introduction letter to be approved by the City that will be mailed to all of the property owners along with the owner's rights brochure and information on the project, including:

- Staking schedule (staking provided by City)
- Expected timeline for appraisals
- Meetings and contact information for the MSA project manager

The MSA negotiators will make initial contact with owners as soon as the Nominal Payment Parcel Report or appraisals are approved. The offer packages will be sent via certified mail to each property owner. We will then make a follow-up call to answer questions regarding the information. Meetings will be scheduled as requested by landowners to address additional concerns regarding the project. All meetings are anticipated to be held in the Waupun area.

When negotiated settlements have been reached, payment requests will be provided to the City. MSA will distribute the checks to the landowners. MSA will record the original documents and provide copies to the City.

If a negotiated settlement can't be reached, MSA will prepare the Jurisdictional Offer, Lis Pendens and Award of Damages for signature and delivery by the City. We anticipate the City Attorney will handle the condemnation proceeding after the Award of Damages.

MSA has a strong record of completing its projects prior to their due dates. Based on early contracts with owners, a schedule is prepared of milestone dates that will set timelines for owner appraisals and final offers. This procedure will provide sufficient time for the condemnation process, if necessary. Monthly progress spreadsheets will also be provided to the City to keep officials informed of the progress and any negotiation issues.

The Acquisition Stage Relocation Plan and providing Relocation Assistance for one residential unit will be provided by Peter Miesbauer of GJ Meishauer & Associates. Peter has provided relocation services on projects with both residential and commercial relocations.

Richard Lyster, P.G, CPG, and Jayne Englebert, PG, CPG, will prepare the Hazardous Materials Investigation (Phase 1) and building inspection. These investigations will determine the potential presence of asbestos or other hazardous materials. This service will be provided during the same period as the appraisals, so that if hazardous materials are discovered, the appraisal can reflect that impact on value.



# ACQUISITION SERVICES/METHODOLOGY

MSA will provide bidding documents for demolition and clearing of one residential unit (parcel 23) at the intersection of Main Street and Fox Lake Road. Information from the Phase 1 Hazardous Materials Investigation will play a big role in developing the demolition plan. Mike Laue, P.E. will prepare the construction and bidding documents following City procedures and incorporating technical specifications and special provisions MSA has developed specifically for the City on previous projects. Kristi DuBois, P.E. will assist in the preparation of the technical specifications for building demolition. Kristi has prepared numerous building demolition plans for residential and commercial properties. MSA will prepare electronic bidding documents for distribution, prepare the bid ad for City publication, answer contractor questions during the bidding period, conduct the public bid opening at City Hall, compile the bid results and assist the City in preparation and execution of the construction contract.

During the construction period (actually demolition period), MSA will conduct a preconstruction conference, maintain communication with the Contractor and City staff, review Contractor pay requests and make recommendations to the City for payment, attend a final walk thru when demolition is complete, and assist the City with project close-out documentation. We anticipate City Staff could provide inspection of the demolition contract. However, MSA could provide site visits during demolition as an extra service.

## PROJECT SCHEDULE

TASK DESCRIPTION	DAYS AFTER CONTRACT IS RECEIVED <i>Days shown are approximate. We intend to expedite the project as quickly as possible.</i>
Project Data Book	45-60 days
Introduction Letter to Property Owners	45-60 days
Nominal Payment Parcel Reports and Appraisals	75-100 days
Offer Package to Owners	80-105 days
Negotiations	85-120 days
<i>Eminent Domain</i>	<i>If desired by the City</i>



# PERSONNEL EXPERIENCE

## MSA PROFESSIONAL SERVICES, INC.

As a full service consulting firm, MSA has the experience and breadth of knowledge to provide exceptional service and build strong communities. Nearly 300 MSA employees operate out of 14 offices across the Upper Midwest. MSA has been providing professional services for 51 years. Our real estate services are exclusive to Wisconsin.

MSA's real estate team is comprised of four professionals, all of whom are on the WisDOT list of approved negotiators. Our real estate professionals often work alongside MSA designers to review right-of-way impacts to property owners, and they also work for many municipalities throughout Wisconsin, acquiring right-of-way for projects designed by others. Our team has two master contracts with WisDOT – one for completing full service right-of-way activities, including appraisal and relocation, and the other for reasonable access studies, which are completed when access is being changed.

Real Estate Team Leader **Glenn Speich Jr. PE, RLS**, has more than 40 years of transportation engineering and surveying experience. He also has more than 20 years of experience managing and completing eminent domain real estate projects. His broad experience allows him to recognize potential issues early on that may be of future concern for the property owner. Glenn's strength is in balancing his understanding of Waupun's acquisition needs with sensitivity to owner concerns over property impacts. He will approach this project as an advocate for the City, making his number one goal a negotiated settlement. Glenn has also provided oversight for many building demolition projects.

**Beth Steinhauer** has more than 25 years managing and negotiating eminent domain projects. She serves as project manager for MSA's real estate acquisition projects. Her experience includes STH 13 in Park Falls (116 parcels), STH 33 in Beaver Dam (57 parcels) and South Howell Ave in Oak Creek (64 parcels). Beth will serve as project manager and lead negotiator for the STH 49 project.

**Barb Halley** has six years of experience as an eminent domain negotiator. She has more than 15 years of experience as an engineering technician, working on field staking, surveying and plat creation as a CAD designer. She

is vastly experienced in title work and legal descriptions, and can easily locate plat parcels in the field.

**Barbara Skibinski** has five years of experience completing eminent domain real estate acquisition work. Her background in sales and business makes her an invaluable asset throughout parcel file and document creation. Her attention to detail plays a large role in our team's quality assurance process.

**Richard Lyster, PG, CPG**, has performed more than 50 Phase I Hazardous Materials Assessments per the WisDOT Facility Design Manual procedures. Additionally, Mr. Lyster has experience conducting an assortment of environmental feasibility studies and site investigations. He has completed environmental assessments for a number of downtown community redevelopment projects, including brownfield site assessment grant projects and transportation design projects

**Jayne Englebert, PG, CPG**, has performed numerous Phase I Hazardous Materials Assessments and Asbestos/Lead Investigations. She is a Wisconsin Certified Asbestos and Lead Inspector.

**Michael Laue, PE**, has more than 35 years of experience in the field of municipal engineering along with valuable insight related to project funding, permitting and successful budget control. Mike has worked on numerous projects in the City of Waupun and understands the City standards, procedures, and the expectations of City staff.

**Kristi DuBois, PE**, has more than 20 years of engineering experiences. She has prepared numerous building demolition and material reuse plans for commercial and residential properties.

Beth Steinhauer and Barb Halley, with oversight from Glenn Speich and assistance from Barbara Skibinski, bring strong experience in completing the acquisitions on time and on budget. Richard Lyster, Jayne Englebert, Mike Laue and Kristi DuBois will provide environmental, bidding, and construction administration for razing the one residential structure. Our team has sufficient capacity to complete the project as requested in the RFP, along with any additional parcels that may be necessary as the plan is completed.



# PERSONNEL EXPERIENCE



## GLENN SPEICH, PE, RLS

Real Estate Team Leader

Glenn oversees all real estate acquisition services, including project scoping, design standards/review, utility involvement, public involvement, management of sub-consultants, agency coordination, right-of-way plat and descriptions. His expertise in civil engineering will be invaluable throughout the project. This background will allow him to identify potential issues and assist the rest of the real estate team in navigating those challenges.

### PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator  
Professional Engineer, WI  
Registered Land Surveyor

### RELATED PAST EXPERIENCE

*Glenn has served in similar roles throughout the following projects:*

- **City of Park Falls**, STH 13
- **City of Prairie du Chien**, STH 35/18, Washington Street to Webster Street, including 8 commercial and 9 residential relocations.
- **City of Appleton**, STH 441
- **City of Neenah**, Winneconne Ave & Green Bay Road
- **WisDOT**
  - Project 6300-01-24 STH 22, Waupaca County
  - Project 6320-08-22 STH 13/73, Wood County
  - Project 7188-02-21 USH 12, Monroe County
  - CTH R, *Sherman Street to Oriole Lane*
  - CTH N, *McCleary Bridge; Park Road to Lily Lane*
  - STH 29/CTH Y Interchange
- **UW-Marathon County Campus Expansion**
- **Crawford County**, CTH B
- **City of De Pere**, STH 32
- **City of Wausau**, Sherman Street
- **Marathon County**
  - CTH N, *USH 51 to CTH NN; CTH NN to Mallard Lane; Lily Lane to CTH KK*
  - CTH R, *Oriole Lane to Park Road*
  - CTH SS Reconstruction
  - CTH X Design, *Ross Avenue to Northwestern Avenue; Western Avenue*
  - CTH XX Design, *Bus 51 to Teach Lane*
  - CTH N Design, *USH 51 to CTH NN*



## BETH STEINHAUER

Project Manager | Real Estate Negotiator

Beth provides project management for real estate acquisition services on rural and urban roadway design projects. She provides guidance on various components of such projects, including project scoping, design standards/review, utility involvement, public involvement, management of sub-consultants, agency coordination, right-of-way plat, title work and legal descriptions. Beth places an emphasis on interpersonal communication skills to effectively negotiate with clients and the public.

### PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator  
Wisconsin Real Estate Broker's License

### RELATED PAST EXPERIENCE

*Beth has completed project manager/negotiator tasks for the following projects:*

- **City of Oak Creek**, South Howell Avenue (64 parcels)
- **City of Park Falls**, STH 13 (116 parcels)
- **City of Beaver Dam**, STH 33 (57 parcels)
- **City of Prairie du Chien**
  - Iowa & Wisconsin Street
  - STH 35/18, *Washington Street to Webster Street*
- **Mauston - New Lisbon Union Airport**, 2.8 acre parcel and storage building
- **West Bend Municipal Airport**, Single Family Residence
- **WisDOT**
  - Project 1440-13-22 STH 23, Sheboygan County
  - Project 6320-08-22 STH 13/73, Wood County
  - Monona Drive (Broadway-Nichols Road)
  - USH 41
  - STH 29/CTH Y Interchange
  - CTH N, *McCleary Bridge*
- **Village of Weston**
  - Schofield Avenue
  - Weston Avenue
- **City of La Crosse**
  - Enterprise Avenue
  - West Avenue
- **Marathon County**
  - CTH X- *Camp Phillips Road, Ross to Northwestern; Northwestern to CTH N; Pleasant to Weston*
  - CTH X-CTH N Intersection
  - Trillium Lane
  - CTH N, *CTH KK to Lily Lane*



# PERSONNEL EXPERIENCE



## BARB HALLEY

Real Estate Negotiator | Senior Engineering Technician

Barb has performed real estate acquisition duties on projects ranging from small, rural easements to large, commercial parcels with corporate offices spread across the country. Her duties include title search review, appraisal review, parcel file creation, document creation and negotiations to acquire the required land or easements.

Barb has created transportation project plats and traditional plats, written legal descriptions and created associated deeds. Her experience in creating plats allows her to easily explain the intricacies of them to owners during the negotiation process.

In addition to her experience in the real estate area, she has worked on municipal and WisDOT roadway and bridge design projects since 1995, using CADD design software.

### PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator

### RELATED PAST EXPERIENCE

*Barb has completed real estate negotiation tasks similar to those outlined above for the following projects:*

- **City of Oak Creek**, South Howell Avenue (64 parcels)
- **City of Park Falls**, STH 13 (116 parcels)
- **City of Prairie du Chien**
  - Iowa & Wisconsin Street
  - STH 35/18, Washington Street to Webster Street
- **WisDOT**
  - Project 1440-13-22 STH 23, Sheboygan County
  - Project 1440-25-21 STH 23 & CTH E Intersection, Sheboygan County
  - Project 1440-26-21 STH 23 & CTH M Intersection, Sheboygan County
- **City of Baraboo**, South Boulevard
- **UW-Marathon County Campus Expansion**
- **Crawford County**, CTH B
- **City of Neenah**, Winneconne Ave & Green Bay Road
- **City of Fond du Lac**, Main Street
- **Cottage Grove Utility Project**, CTH N, CTH KK to Lily Lane



## BARBARA SKIBINSKI

Real Estate Negotiator

Barbara is experienced in negotiations and project administration. Her project experience includes negotiations for relocations, partial acquisitions, temporary limited easements, and permanent limited easements. Her administrative experience includes parcel file preparation, document preparation and recording, appraisal review and client reimbursement. She has worked with homeowners, absentee owners, trusts, businesses and corporations.

Barbara was instrumental in setting up and organizing the City of Park Falls blitz meetings.

### PROFESSIONAL REGISTRATION

Approved WisDOT Negotiator

### RELATED PAST EXPERIENCE

*Barbara has served in similar capacities throughout the following projects:*

- **City of Oak Creek**, South Howell Avenue (64 parcels)
- **City of Appleton**, STH 441
- **City of Park Falls**, STH 13 (116 parcels)
- **WisDOT**
  - Project 6300-01-24 STH 22, Waupaca County
  - Project 6320-08-22 STH 13/73, Wood County
  - Project 7188-02-21 USH 12, Monroe County
- **Marquette County**, CTH CX
- **City of De Pere**, STH 32, 8<sup>th</sup> & 9<sup>th</sup> Street Intersection
- **UW-Marathon County Campus Expansion**



# PERSONNEL EXPERIENCE



**RICHARD LYSTER, PG, CPG**  
Senior Hydrogeologist

Richard is a team leader and project manager on a wide variety of environmental engineering projects. He has performed more than 40 Phase I and Phase II Hazardous Materials Assessments per the WisDOT Facility Design Manual procedures. Additionally, Mr. Lyster has experience conducting an assortment of environmental feasibility studies and site investigations. He has completed environmental assessments for a number of downtown community redevelopment projects, including brownfield site assessment grant projects and transportation design projects.

## PROFESSIONAL REGISTRATION

Professional Geologist, WI, IL  
ASTM (American Society for Testing and Materials)  
Association of Engineering Geologists  
Wisconsin Ground Water Association  
American Institute of Professional Geologists

## RELATED PAST EXPERIENCE

*Dick performed hazardous material assessments on the following projects.*

- **City of Waupun**, Phase I Hazardous Materials Investigations and Asbestos Inspection, Meadowview School
- **City of Waupun**, Phase II Hazardous Materials Investigations, former State of Wisconsin Department of Corrections farm
- **City of Waupun**, Environmental services closed landfill
- **Village of Oregon**, Phase I Hazardous Materials Investigations, Main Street Reconstruction Project
- **City of Madison**, Phase I Hazardous Materials Investigations, State Street Reconstruction Project
- **City of Fond du Lac**, Phase I Hazardous Materials Investigations, Main Street Reconstruction Project
- **City of Horicon**, Brownfield Redevelopment for former Gardner Manufacturing facility
- **City of Oshkosh**, Phase I Hazardous Materials Investigations, Main Street Reconstruction Project
- **Village of Holmen**, Phase I Hazardous Materials Investigations, CTH SN Reconstruction Project



**JAYNE ENGLEBERT, PG, CPG**  
Senior Hydrogeologist

Jayne's experience includes site investigations relating to petroleum and solvent release sites, hazardous waste compliance, Phase I and Phase II environmental site assessments, hazardous materials investigations, property transactions, and Brownfield redevelopment. She is a Wisconsin Certified Inspector for Asbestos, Lead, and Site Assessments.

## PROFESSIONAL REGISTRATION

Wisconsin Professional Geologist, WI, MN  
Wisconsin Certified Asbestos Inspector  
Wisconsin Certified Lead Risk Assessor  
Wisconsin Certified Site Assessor  
Wisconsin Registered PECEFA Consultant

## RELATED PAST EXPERIENCE

*Jayne's has performed site assessments and hazardous materials on similar projects.*

- **West Bend Municipal Airport**, Hazardous Materials Site Assessment and Asbestos/Lead Inspection of 1.2 acre parcel with one single family home and out buildings to be removed for runway approach protection.
- **East Lake Street Bridge, City of Horicon, Dodge County**, Phase I and II Hazardous Materials Assessments for bridge replacement design.
- **City of Waupun**, Phase I Environmental Site Assessment for property transfer, Meadowview School development parcels.
- **Mauston – New Lisbon Union Airport**, Hazardous Materials Site Assessment and Asbestos Inspection of 2.8 acre site with 60' x 60' building to be acquired for reuse as a Snow Removal Equipment Storage building
- **City of Marshfield**, Former Quick Cleaners Property, Environmental Site Investigations and Remediation.
- **City of Baraboo**, Alliant Energy Property, Phase I Environmental Site Assessment.
- **Sheridan Springs Road Bridge, Town of Lyons, Walworth County**, Phase I Hazardous Materials Assessment for bridge replacement design.
- **City of Barneveld Public Library**, Asbestos Containing Materials (ACM) inspection prior to renovation



# PERSONNEL EXPERIENCE



**MICHAEL LAUE, PE**  
Senior Project Engineer

Mike coordinates the efforts of various project teams, working to make clients successful through prudent planning, cost-effective design and seamless project implementation. He serves as the primary client advocate and point of contact throughout municipal projects' duration. Mike has more than 35 years of experience in the field of civil engineering along with valuable insight related to project funding, permitting and successful budget control.

## PROFESSIONAL REGISTRATION

Professional Engineer, WI, MI  
Registered Land Surveyor, WI

## RELATED PAST EXPERIENCE

*Mike planned, designed and construction infrastructure for the following projects.*

- **City of Waupun**, Utility and Street Reconstruction Projects, Reconstruction of five of the City's residential roadways.
- **City of Waupun**, WIS 49, Main Street, Planned, designed and constructed infrastructure for the business park.
- **City of Waupun**, Harris Mill Park, Planned, designed and constructed infrastructure for the park including shoreline improvements and aesthetic enhancements.
- **City of Hartford**, STH 83/Union Street, Reconstructed 0.8 miles of urban highway including new storm sewer, right-of-way plat, pavement markings, permanent signing, retaining walls and hazardous material investigation.



**KRISTI DUBOIS, PE**  
Senior Project Engineer

Kristi has prepared numerous building demolition and material reuse plans for commercial and residential properties. Kristi has designed numerous remediation systems, including soil vapor extraction, groundwater extraction, dual phase extraction, and free petroleum product removal for the remediation of petroleum and chlorinated organic contaminated soil and groundwater.

## PROFESSIONAL REGISTRATION

Professional Engineer, WI  
Registered PECFA Consultant, WI  
WasteCap accredited professional in construction and demolition debris recycling

## RELATED PAST EXPERIENCE

*Kristi designed and provided construction observation for the following demolition projects.*

- **City of Horicon**, Former Manufacturing Facility, Demolition of 25,000 SF manufacturing facility with lead abatement.
- **City of Barron**, Primera Foods, Demolition of 53,000 SF former factory and water tower with lead and asbestos abatement.
- **West Bend Municipal Airport**, Demolition of one single family home and out buildings with asbestos removal.
- **Town of Phelps**, Demolition of 3 buildings totaling 5,000 SF.
- **Town of Frederic**, Frederic Farmers Co-Op Demolition
- **Two Harbors, MN**, J&J Casting Demolition of 116,000 SF building complex, asbestos abatement and reuse of lead coated concrete from building demolition
- **Eagle River**, Demolition of two-story house and out buildings. Disposal of recyclable materials and asbestos abatement.



# PERSONNEL EXPERIENCE

## AJ APPRAISALS

### AARI K. ROBERTS

Appraisal Services

Mr. Roberts has been involved with projects that include the valuation and acquisition of land and other interests for highway projects, electric transmission lines, gas transmission lines, conservation uses and conservation easements. Highway project appraisals have been completed according to WisDOT and other applicable regulations. Acquisition of land and other interests for conservation uses and conservation easements have been completed according to the Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book). The appraiser has been hired by the acquiring agency as well as property owners. Agricultural, residential, industrial and vacant land appraisals have been completed for various entities. It should be noted that in March of 2008, the appraisal business was moved from an individual basis to a LLC. January, 1998 to present.

### PROFESSIONAL REGISTRATION

Certified General Appraiser in Wisconsin

Assessors Certification, Level 2

Broker's License

*International Right of Way Association (IRWA) Classes*

*Course 103 – Ethics and Right of Way Profession*

*Course 201 – Communications and Real Estate Acquisition*

*Course 214 – Skills of Expert Testimony*

*Course 401 – Appraisal of Partial Acquisitions*

*Course 407 – Valuation of Contaminated Properties*

*Course 502 – Business Relocation*

*Course 603 – Understanding Environmental Contamination in Real Estate*

*Course 802 – Legal Aspects of Easement*

*Course 902 – Property Description*

*Appraisal Institute*

*Valuation of Conservation Easements*

*Uniform App. Standards for Federal Land Acquisitions (Yellow Book)*

## David J Deneen, Self employed

### DAVID DENEEN

Review Appraisal Services

Mr. Deneen is a Wisconsin Certified General Appraiser has over 30 years experience working for the State of Wisconsin and specializing in eminent domain.

### PROFESSIONAL REGISTRATION

Certified General Appraiser in Wisconsin

## GJ Miesbauer & Assoc.

Right of way acquisition corporation established by Mr. Gerald Miesbauer, SR/WA, in January 1998 to meet the needs of Wisconsin agencies.

### PETER MIESBAUER

Relocation Specialist

Mr. Miesbauer has provided relocation services on projects with both residential and commercial relocations services for both public and quasi-public entities

#### **West Bend Municipal Airport**

*Project involved relocation plan and relocation assistance for one single family residential unit*

#### **USH 12 - City of Middleton**

*Project involved relocation services for eight businesses on the USH 12 Improvement Project in Middleton with collaboration with the WisDOT. It involved very complex relocation assistance services. All businesses have been relocated successfully and the project has been constructed.*

#### **USH 151 – Madison to Sun Prairie**

*This WisDOT project involved acquisition services and relocation assistance services for commercial as well as residential properties. The scope of work involved preparation of a Relocation Stage Acquisition Plan, negotiation and acquisition of 16 parcels and relocation of four parcels.*

#### **North Washburn Street – City of Oshkosh**

*Project involved a 0.4 mile relocation and reconstruction of a frontage road serving the interchange area of USH 41 and STH 23. The project consisted of six parcels and the relocation of two new auto dealerships.*

#### **CTH C, Ozaukee County**

*Project involved acquisition of 64 parcels for Ozaukee County. This project involved the acquisition of common areas from two condominium complexes. Relocation activities were provided to three families*



# CAPACITY

MSA Professional Services, Inc. personnel are committed to the following projects and have the necessary availability to complete the STH 49 project according to the City of Waupun's schedule.

STAFF	CURRENT PROJECTS	AVAILABILITY
Glenn Spiech	<ul style="list-style-type: none"> <li>Breezewood Lane – Bell Street, Right-of-way acquisition, Neenah</li> </ul>	80% January 2014 – April 2015
Beth Steinhauer	<ul style="list-style-type: none"> <li>Right-of-way services, Plymouth</li> <li>Right-of-way services, Crawford County</li> <li>Right-of-way services, Beaver Dam</li> <li>Right-of-way services, Oak Creek</li> </ul>	70% January 2014 – April 2015
Barb Halley	<ul style="list-style-type: none"> <li>Right-of-way services, Oak Creek</li> <li>Right-of-way services, Sun Prairie</li> <li>Assistance on several WisDOT right-of-way acquisition projects</li> <li>Road approach drafting, several Local Program Bridge projects</li> </ul>	60% January 2014 – April 2015
Barbara Skibinski	<ul style="list-style-type: none"> <li>WisDOT surplus land sales</li> <li>Various real estate parcel acquisition contracts</li> </ul>	50% January 2014 – April 2015
Richard Lyster	<ul style="list-style-type: none"> <li>Various environmental projects</li> </ul>	80% January 2014 – April 2015
Jayne Englebert	<ul style="list-style-type: none"> <li>Various environmental projects</li> </ul>	80% January 2014 – April 2015
Michael Laue	<ul style="list-style-type: none"> <li>Various municipal projects</li> </ul>	80% January 2014 – April 2015
Kristi DuBois	<ul style="list-style-type: none"> <li>Various municipal projects</li> </ul>	80% January 2014 – April 2015

<p><b>Professional Registrations and Affiliations</b></p>	<ul style="list-style-type: none"> <li>» State of Wisconsin Department of Safety and Professional Services</li> <li>» Licensed to do business in the State of Wisconsin as an architecture and engineering corporation</li> <li>» All real estate team members on DOT's approved list to work on state and federally funded projects</li> </ul>
<p><b>Size</b></p>	<p>300 employees</p>
<p><b>Local Office</b></p>	<p>Madison, WI (45 employees) Beaver Dam, WI (14 employees)</p>
<p><b>Major areas of consulting</b></p>	<ul style="list-style-type: none"> <li>» Real Estate Acquisition</li> <li>» Municipal Engineering</li> <li>» Stormwater Management</li> <li>» Environmental Engineering</li> <li>» Community Planning</li> <li>» Surveying</li> <li>» GIS</li> </ul>



# SIMILAR PROJECTS AND REFERENCES

## SOUTH HOWELL AVENUE

OAK CREEK, WI  
(NOVEMBER 2012 - PRESENT)

The City of Oak Creek needed an experienced real estate consultant to provide acquisition and appraisal services for its role in sidewalk installation during a WisDOT highway maintenance project. MSA partnered with the City to provide acquisition services for the 2.5-mile project length. Because the project was managed by WisDOT, our team was required to comply with WisDOT and Federal Highway Administration procedures.

Throughout the project, which is nearly complete, our team has acted as an extension of the City's staff, advocating on behalf of their needs while remaining sensitive to the land owner concerns and questions. We have coordinated numerous "blitz" meetings, making our team available at a local location to discuss parcel acquisition and potential impacts with property owners. The project involved 64 parcels.



*Reference* | Brian Johnston, PE, Development Engineer  
City of Oak Creek  
8640 S. Howell Avenue  
Oak Creek, WI 53154  
(414) 768-6531  
bjohnston@oakcreekwi.org

## STH 33

BEAVER DAM, WI  
(AUGUST 2011 - PRESENT)\*

*Reference* | Ritchie Piltz, Engineering Coordinator  
City of Beaver Dam  
205 South Lincoln Avenue  
Beaver Dam, WI 53916  
(920) 356-2543  
rpiltz@cityofbeaverdam.com

WisDOT is currently reconstructing STH 33, a connecting highway, through the center of Beaver Dam. The City of Beaver Dam is reconstructing sidewalks as part of the project. The majority of acquisitions are TLE parcels for the sidewalk work. This project involves both high-end commercial properties in the downtown area and residential parcels. This project did not require appraisal services. Phase 1, which is completed, included 47 parcels. Phase 2, includes 7 Fee and 3 TLE parcels to allow for handicap accessible ramps. Two of the parcels are early acquisitions for the removal of a 3-story building.



*For the STH 33 project in Beaver Dam, the majority of acquisitions are TLE parcels for the sidewalk work.*

\*Date range covers both phases of the project.



# SIMILAR PROJECTS AND REFERENCES

## STH 13

PARK FALLS, WI  
(FEBRUARY 2011 - JUNE 2012)

*Reference* Phil Bochler, Assessor/Building Inspector/  
Zoning/Safety Director  
City of Park Falls  
400 4th Avenue  
Park Falls, WI 54552  
(715) 762-2436  
assessor@cityofparkfalls.com

MSA provided acquisition services for the City of Park Falls on a connecting highway project on STH 13. This project involved 116 parcels, of which 96 were temporary limited easement (TLE) only parcels. One of the challenges of this project was its tight timeframe.

We held a kick-off meeting to introduce MSA's negotiation team and present the project. When we were ready to present the offers, we held blitz meetings at City Hall that allowed us to meet as many landowners as possible within the tight timeframe. All four of our negotiators were present at all of these meetings.

Blitz meetings were held from 8:00 a.m. to 8:00 p.m. on a Tuesday, Wednesday and Thursday one week, and were held during the same hours on a Thursday, Friday and Saturday two weeks later. During these blitz meetings, we encouraged owners to either stop by City Hall to discuss how the project affected their parcels or call and arrange an on-site meeting with a negotiator.

Parcel ownership ranged from out-of-state owners and corporations to local individuals and family-run businesses. Because many owners were not local, some acquisitions had to be handled via post mail.

Another challenge associated with this project was keeping track of the status of all the parcels during the negotiation phase. A large project demands close attention to the status of the parcels. Our team created several project-specific spreadsheets to track different components of each individual parcel. This organization was key in keeping our staff up-to-date on the progress of the project and allowed us to readily share this information with the City of Park Falls.



# COMPENSATION

SERVICE PROVIDED	METHOD OF PAYMENT	ESTIMATED NUMBER	UNIT COST	TOTAL ESTIMATED COST
Project Management	Lump Sum	1	\$500.00	\$500.00
Project Data Book	Lump Sum	1	\$2,500.00	\$2,500.00
Appraisals <sup>(1)</sup>	Each	10	\$1,400.00	\$14,000.00
Appraisal Review	Each	10	\$300.00	\$3,000.00
Acquisition for Land Parcels - TLE only <sup>(2)</sup>	Each	75	\$825.00	\$61,875.00
Acquisition for Land Parcels - Fee or Highway Easement <sup>(3)</sup>	Each	18	\$1,475.00	\$26,550.00
Relocation Services	Lump Sum	1	\$2,200.00	\$2,200.00
Acquisition Stage Relocation Plan	Lump Sum	1	\$1,750.00	\$1,750.00
Asbestos/Hazardous Contaminant Assessment	Each	1	\$4,575.00	\$4,575.00
Coordination, oversight, and development of razing and abatement contract	Each	1	\$3,800.00	\$3,800.00
Encroachment resolution	Each	16	\$100.00	\$1,600.00

**Total Cost Not to Exceed      \$122,350.00**

1) Additional court work (if required) is not included

2) Recording Fees of \$30 per parcel = \$2,250 included

3) Recording Fees of \$30 per parcel = \$540 included

4) If condemnation is required, anticipate City Attorney will handle process after award of damages is prepared.

