



April 6, 2010

Dear Resident,

Construction is set to begin the week of April 12th on the urbanization of the North Boundary Run Subdivision. This project will directly affect residents on Hiawatha Drive, Roselawn Drive, Seneca Drive, Chappell Drive, Chappell Court, Suncrest Lane, and Whitney Drive. You will need to be aware of several things as construction proceeds.

Contacts

If you have any issues during construction, please contact us.

Project Engineer – OMNI Associates, Inc.	
Robert Givens – Project Manager 920-830-6171 Bob.givens@omni.com	Todd Schneider – Onsite Inspector 920-830-6184 & cell 920-585-9246 Todd.schneider@omni.com Auto - 2006 Nissan Xterra Brown
Prime Contractor – Peters Concrete	Driveway & Landscape Subcontractor – Sam Sommers
Kevin Moore (920) 621-1739 kmoore125@tds.net	Sam Sommers (920) 851-9200 samsommersconst@aol.com
Town of Grand Chute	
Thomas Marquardt – Director of Public Works 920-832-4771 thomas.marquardt@grandchute.net	Mark Heling – Street Superintendent 920-832-4771 mark.heling@grandchute.net

Safety

Please remember there are many safety hazards around a construction project. Driving at a reduced speed will make it safer for everyone concerned. Also, a roadway reconstruction project makes a very dangerous but attractive playground for children. Please warn them of the dangers and please keep them clear of the construction area.

Updates and Scheduling

Weekly updates will be posted every Wednesday to our website <http://www.omni.com/projects-active.html> and the Town’s website www.grandchute.net. The tentative project schedule will be posted on both websites. We will also be experimenting with Twitter during construction to provide more up to date information. Links to the Twitter posting will be provided on the above websites. A posting board will also be installed at each of the mailbox locations.

The contractor’s hours will be 7:00-5:00, Monday through Friday.

The contractor intends to begin construction on Whitney Drive. Generally, the project will progress from east to west or from Whitney to Chappell Drive.

Some new gas mains will be installed. We are currently coordinating this with WE Energies. WE Energies will be responsible for notifying residents of any gas disruption.

Important Information Regarding Driveway Upgrades

The contractor is required to repair or replace the apron of each driveway, matching the existing material and width. Hard surface, asphalt or concrete, is required for all driveway aprons. If you would like to upgrade your driveway material from asphalt to concrete, sign the attached “Waiver of Special Assessment Notices and Hearings*” and mail one copy to the Town in the attached self addressed envelope. Estimated costs plus a 5% administrative fee are provided in the waiver. Waivers must be received by the Town prior to May 15, 2010. A \$250 late fee will be required for all upgrade request waivers received between May 16th and June 15th. No waivers will be accepted for driveway upgrades after June 15th since this may delay construction and could reduce the quality of the driveways installed.

If you would like to widen your driveway within the construction limits please contact Mark Heling at 832-4771. A permit will be required and there will be additional cost. If you would like to replace your driveway anywhere from the construction limits to your garage you must contract for this outside the Town project. The driveway subcontractor is willing to provide quotes for this work. You should make sure any quote you get includes restoration (topsoil & seeding) adjacent to your driveway improvement. Property owners are not required to use the driveway subcontractor for work outside the construction limits.

Concrete Care

The Wisconsin Concrete Pavement Association prepared a letter for all residential properties regarding driveway care, maintenance and performance. A copy of this letter will be available on the project website. The most important thing to note from this letter is that salt application over the winter should be minimized. The safest salt to use is sodium chloride (NaCl). Most bagged deicing salts have magnesium chloride (MgCl), calcium chloride (CaCl) and potassium chloride (KCl) which can be extremely destructive to concrete. These salts will chemically react with concrete causing surface scaling. This is particularly true during the first two winters after installation and these types of salts should not be used.

Access to Driveways

You should be able to access your driveway during most of the project’s construction. The exceptions will be when they are working adjacent to your lot and once the string line is put up for curb placement. The contractor will be excavating one block at a time to minimize the disturbance. You may be asked to park on an adjacent street during the construction of your block. Once the string is put up, you will not be able to drive across the curb area for seven to ten days. You will be allowed to park on the street in front of your home during this time. The contractor will be responsible for notifying you at least 24-hours in advance of any driveway access restrictions.

*A “Waiver of Special Assessment Notices and Hearings” allows the Town to assess a special charge for work that benefits a single property without holding public hearings and passing preliminary and final resolutions.

Access Along the Construction Route

The Town and contractor will do their best to maintain access through the construction site; however, road closures on a block by block basis may require the contractor to institute temporary closures. These closures will cause temporary detours but access will still be provided.

Refuse Collection

Refuse will still be picked up on the same day it is currently. If refuse cannot be picked up in front of your home due to the construction, you may need to place your refuse on the nearest side street until the work is completed adjacent to your property.

Mail & Newspaper Delivery

Residents directly affected by the road construction will have the group mail boxes moved to various locations within the project. The group mailboxes will be reinstalled toward the end of construction. During construction, mail delivery will be made via these group boxes. The contractor will be coordinating with the post office and will notify you of the location of your temporary mail box during construction.

Newspaper boxes will be removed by the contractor and placed in the yard. Residents are responsible for reinstalling the newspaper boxes after construction. Newspaper delivery will be made in bins adjacent to the group mailboxes during construction.

Limits of Work

Most of the construction will be within the right-of-way. However, some construction is planned to be just outside the right-of-way (in your yard). This is to properly blend the new construction into the yards and driveways. The approximate construction limits will be painted prior to the contractor beginning work.

Existing Landscape Features

Any plants or other landscape features within the construction zone that you wish to save must be removed prior to construction in your area. Other features may include flag poles, patio blocks, retaining walls and fences (both above and below ground) will need to be removed. Trees and bushes that are in conflict with the new construction will be marked prior to construction so property owners can arrange for moving them, if desired. The identified construction limits can be used to show what needs to be removed and what can remain. The contractor will remove and dispose of any items left within the construction limits as work progresses past your house. If you have any questions about what can stay and what will need to be removed please contact Todd Schneider of OMNNI Associates.

Lawn Maintenance

The contractor is responsible for topsoil, seed, mulch and initial fertilizer. Residents are responsible for all maintenance thereafter. This includes watering, weeding, additional fertilizing and mowing. Lawn maintenance recommendations will be posted on the websites.

Sump Pump or Downspout Connections

The utility contractor will be responsible for connecting existing sump pump and downspout ditch discharges to the proposed storm sewer as a part of this project. During the survey phase, we identified the visible locations of sump pump and downspout discharges to the road ditches. We ask that you expose or remark your sump pump or downspout lines at the ditch line so that they are clearly visible.

If you would like an additional storm lateral for your sump pump or downspouts, a “Waiver of Special Assessment Notices and Hearings” will be required to be filed with the Town. Additional costs will be based upon the actual quantities placed using the contract unit prices, plus an administration fee. To proceed with this, please contact Thomas Marquardt from the Town of Grand Chute for processing before April 16th.

Culvert Pipes

The contractor will place your removed driveway culvert pipe and/or ditch enclosure pipe in your yard when the storm sewer is installed. You own this culvert pipe. If you desire to keep the pipe, it must be removed from the construction zone within one week. The Town will arrange for its removal and disposal after this time.

Water Service

The Town intends to provide water service during the entire project and water service disruptions will be kept to a minimum. However, it may be necessary to temporarily shut down the watermain during storm sewer installation. The Town will notify you one day prior to any foreseen water service disruptions. You will be notified of any unforeseen disruptions (i.e. watermain break, discovery of a bad valve, etc.) as soon as possible after the shut down.

Assessments

The assessment notice and payment options will be sent out by October 1, 2010. Residents will need to return the remittance copy to the Public Works office by October 31, 2010. If no arrangements are made, residents will be put on the 5-year payment plan. If you do not wish for the assessment to be added to your tax bill, payment must be received by October 31, 2010.

Quality Control

The Town’s construction contract specifies materials verification or testing that shall be performed prior to certain materials being used on the project. The following materials will be verified or tested for conformance with the specifications:

- Topsoil
- Backfill
- Concrete
- Asphalt
- Seed, Mulch & Fertilizer
- Storm sewer and watermain piping and structures
- Aggregates (stone below the asphalt)

Summary

We appreciate your understanding during this construction project. We will work to minimize any inconvenience and we know the finished roadway will make this process worthwhile. Again, if you have any questions please feel free to contact us.