

JANUARY 6, 2020

Jack Zabrowski  
Associate Planner  
City of La Crosse Planning and Development Department  
400 La Crosse Street  
La Crosse, WI 54601  
zabrowskij@cityoflacrosse.org



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RE: Professional Land Surveying Services Proposal – Easement Sketch and Description

Dear Jack,

ISG appreciates the opportunity to submit this proposal for professional land surveying services. Based on the request and the information provided, ISG recognizes the need to have its multi-disciplinary team prepare an easement sketch and description. Building on over 46 years of experience, ISG's ability to respond to client needs has been displayed in the firm's work with an ever-growing list of repeat clients in the U.S. The following scope of services will be provided to meet this project's needs.

## SCOPE OF SERVICES

### Easement Sketch and Description

ISG staff will visit the site to perform a topographic survey to locate the existing pavement, as traveled, of Rivercrest Drive South as it crosses Rivercrest Village, said is owned by Juniper Partners LLC. Upon completion of the field work, ISG staff will write a description of said pavement and the description will be shown on a sketch that will be provided to the City.

## CLIENT RESPONSIBILITIES

In preparing this proposal, ISG assumes that the following will be provided:

- Access to the property during the site survey process to observe and document existing site conditions. ISG assumes the client will notify the appropriate persons at the property before arrival.

## COMPENSATION + SCHEDULE

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

SERVICE	COMPENSATION
Easement Sketch and Description	\$1,900.00

### Reimbursable Expenses

Anticipated reimbursable expenses such as travel time, mileage expenses, and printing costs are included within the compensation listed above.

### Schedule

ISG is prepared to dedicate the resources necessary to complete the sketch and description within two weeks of a notice to proceed.

### Additional Services

If any unforeseen circumstances are discovered as a result of the survey work described above, additional fees may apply. If this situation arises, ISG will notify the client immediately before proceeding any further.

ISG's goal for this proposal is to be flexible to accommodate the requirements of this project. Upon request, ISG can provide a subsequent proposal to assist with any other necessary professional design, bid administration, or construction phase services that will be necessary to facilitate construction of this project as it moves forward.

We greatly appreciate the opportunity to provide a solution for your professional land surveying needs. If this proposal is acceptable, please sign the acknowledgement and return a copy to our office. Upon receipt of a signed proposal, ISG will schedule work on this project.

Please contact me with any questions or comments you may have at 608.789.2034. We look forward to hearing from you.

Sincerely,



**James R Osborne, PLS**  
Land Surveyor  
Jim.Osborne@ISGInc.com

#### ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

For: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

This proposal is valid for 30 days.