

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,

CITY OF APPLETON (MUNICIPALITY)

AND AYRES ASSOCIATES INC (CONSULTANT) FOR

Project ID 4984-24-74
C Appleton, Lawe Street
College Avenue to Wisconsin Ave
Local Street, Outagamie County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in the City of Appleton Engineering Notice of Interest (NOI) dated February 1, 2023 and for topographic survey, environmental analysis and documentation, design reports, utility coordination, agency coordination, preliminary and final roadway plans, and PS&E documents. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Michael Cohen, PE; NE Region Project Manager; 944 Vanderperren Way, Green Bay, WI 54304; Michael.Cohen@dot.wi.gov; (920) 360-1476.

The MUNICIPALITY REPRESENTATIVE is: Mark A Lahay, PE; Assistant City Engineer; 100 N Appleton Street, Appleton, WI 54911; Mark.Lahay@Appleton.org; (920) 832-6486.

The CONSULTANT REPRESENTATIVE is: Troy Robillard, PE; Project Manager; 3376 Packerland Drive; Ashwaubenon, WI 54115; RobillardT@AyresAssociates.com; (920) 498-1200.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Northeast Region office located in Green Bay, WI and will be completed by May 1, 2026. Deliver PROJECT DOCUMENTS to 944 Vanderperren Way, Green Bay, WI 54304, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

DEPARTMENT MUNICIPALITY

For topographic survey, environmental analysis and documentation, design reports, utility and agency coordination, preliminary and final roadway design and PS&E documents, actual costs to the CONSULTANT up to \$366,895.93, plus a fixed fee of \$23,994.46, not to exceed \$390,890.39.

For subsurface investigation subcontracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$6,951.00 for units delivered based on their proposal dated March 24, 2023.

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Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Mobilization	1	Trip	\$525.00	\$525.00
Standard Penetration Test Borings (0' to 40')	80	Foot	\$18.00	\$1,440.00
Boring Abandonment	80	Foot	\$5.25	\$420.00
Pavement Patch	8	Each	\$77.00	\$616.00
Utility Clearance and Coordination	4	Hour	\$100.00	\$400.00
Traffic Control Signs and Cones	1	Day	\$110.00	\$110.00
Traffic Control 2-Person Flag Crew	1	Day	\$1,250.00	\$1,250.00
City of Appleton Street Excavation Permit Fee	1	Each	\$250.00	\$250.00
Laboratory Testing and Boring Log Preparation	6	Hour	\$65.00	\$390.00
Report Preparation – Staff Geotechnical Engineer	12	Hour	\$100.00	\$1,200.00
Report Preparation – Senior Geotechnical Engineer	2	Hour	\$175.00	\$350.00

For Archaeological and Historical investigations subcontracted to UWM Cultural Resource Management, the CONSULTANT'S actual cost to UWM Cultural Resource Management not to exceed \$32,912.99 based on their proposal dated March 23, 2023.

For title searches subcontracted to Dominion Title & Exchange Services, the CONSULTANT'S actual cost to Dominion Title & Exchange Services not to exceed \$9,180.00 for units delivered based on their proposal dated March 30, 2023.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
100-year Title Search Report	12	Each	\$200.00	\$2,400.00
Standard Letter Reports	66	Each	\$85.00	\$5,610.00
Title Search Updates	78	Each	\$15.00	\$1,170.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$439,934.38.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated July 1, 2015 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 8 pages.

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Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

By:  _____
6E382185232F4CC...

By: _____

Title: Vice President _____

Contract Manager, WisDOT

Date: 08 May 2023 _____

Date: _____

For the MUNICIPALITY

By: _____

Title: Director of Public works _____

Date: _____

Project ID 4984-24-74
C Appleton, Lawe Street
College Avenue to Wisconsin Avenue
Local Street, Outagamie County

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

A. DESIGN REPORTS

(1) Other Reports:

Prepare the following engineering reports/analyses as directed by the MUNICIPALITY:

- Pavement Design Report as set forth in the MANUAL
- Stormwater Spreadsheets
- Design Study Report
- Transportation Management Plan, Type 2
- Soil Report

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) Identify the Area of Potential Effect for the PROJECT. Conduct a reconnaissance survey as specified in the MANUAL. Submit the results of the archaeological and historical reconnaissance and evaluation studies to the region project manager. Obtain recommendations from SHPO, the

historian and the Project Manager regarding historical/architectural reconnaissance surveys. Obtain recommendations from the archaeologist, Bureau of Environment and the Project Manager prior to conducting evaluation studies when further work is needed.

- (b) Prepare a report as required in the "Guidelines for Preparation of Formal Report on Archaeological Materials or Sites" in accordance with the MANUAL. Document the results of the reconnaissance survey for architecture/history using the "Architecture/History Survey Form".
- (2) Hazardous Materials/Contamination Assessments
 - (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
 - (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
 - (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.
- (3) Native American Coordination
 - (a) Prepare an email notification and submit to the DEPARTMENT for review and approval. The emails will be sent out by the DEPARTMENT.

C. AGENCY COORDINATION

- (1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.
- (2) US Fish and Wildlife Service Coordination:
 - (a) Coordinate with the US Fish and Wildlife Service for potential impacts to endangered and threatened species.

D. RAILROAD/ UTILITY INVOLVEMENTS

- (1) Utility Coordination
 - Perform all utility coordination in accordance with:
 - a) The WisDOT "Guide to Utility Coordination" for non-TRANS 220 projects.

- (2) Transmit final utility related documents to the DEPARTMENT a minimum of 30 days prior to the final PS&E submittal date. This submittal shall include the following information:
 - a) Utility Status Report
 - b) Utility related special provisions
 - c) Plans specific to utility related items, including general notes, plan and profile, cross sections, and bridge sheets.
 - d) One utility coordination meeting
 - e) All agreement documents, including any utility conveyances, lump sum agreement, and audit agreements.
 - f) Approved work plans by the MUNICIPALITY
- (3) The CONSULTANT will survey new utilities after their relocation and prior to construction, to confirm their moves matched their proposed work plans.
- (4) The CONSULTANT will perform a railroad crossing report, and coordinate the PROJECT improvements with CN Railroad and the DEPARTMENT.

E. PUBLIC INVOLVEMENT

- (1) Public Involvement Meetings:
 - (a) Conduct or assist the MUNICIPALITY in holding one public involvement meeting and explain to the public concepts and probable impacts of this PROJECT.
 - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting.
 - (c) Prepare a summary report after the public involvement meeting.
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting.
 - (e) Make all the necessary arrangements for scheduling the public involvement meeting and provide notices and press releases for the MUNICIPALITY'S use.
 - (f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (g) Coordinate meeting schedules with the MUNICIPALITY'S representative.
 - (h) Prepare a Public Involvement Plan (PIP) for the PROJECT.

- (i) Attend two Municipal Services Committee meetings for MUNICIPALITY's approval of the design at an approximate 30% design level.
- (2) Project Mailings:

The MUNICIPALITY shall provide a mailing list for the public involvement meeting. The CONSULTANT is responsible for sending out letters for the public involvement meeting.

F. MEETINGS

- (1) Hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) A 30%, 60% and 90% Review meeting shall be at the City of Appleton public works building with the MUNICIPALITY and the DEPARTMENT.
- (3) Two project coordination meetings are anticipated to be held with City of Appleton's staff to discuss project improvements.
- (4) Attend the pre-construction conference as scheduled by the DEPARTMENT.

G. SURVEYS

- (1) Perform full topographic survey in the following areas along the PROJECT:
 - a. Perform full topo for approximately 4,200 lineal feet of roadway along Lawe Street in the City of Appleton at 50-foot intervals going to the lesser of, 50 feet on either side of centerline of Lawe Street or to building faces, and 100 feet down the centerline of side streets.
 - b. Set a minimum of 4 horizontal control points using conventional methods and 8 vertical benchmarks with digital level.
 - c. Measure and dip all storm structures within topographical limits and one beyond if applicable.
- (2) Diggers Hotline will be used to have underground utilities located. These utilities will be surveyed at the flagged/painted locations. The CONSULTANT is not liable for errors performed by Diggers Hotline for the location of existing utilities.
- (3) The CONSULTANT will create a 360-degree view of the existing roadway, for documentation of pictures along the project corridor.

H. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform 8 borings to a depth of 10 feet below the existing grade, to determine the existing pavement structure, including base courses and shoulders, in order to determine quantities and qualities of materials available for project needs.
- (2) The CONSULTANT shall backfill all boreholes and monitoring wells per the April 20, 1992, guidelines titled "Wisconsin Department of Transportation Geotechnical Section - Drilled Borehole and Monitoring Well Abandonment Procedures". Spoil

material from boring samples shall be disposed of such that the surrounding environment is not adversely impacted, including any nearby streams.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

I. ROAD PLANS

Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:

Pavement Marking, and Permanent Signing Plan
Pedestrian Detour
Vehicular Detour
Lighting Plans (College Ave to North Street)
Storm Sewer Plans (for inlets and laterals)

- (1) The CONSULTANT will do a storm sewer plan for inlets/leads/laterals along the project corridor. The MUNICIPALITY will be designing the storm sewer main, that will be replaced prior to construction.
- (2) The CONSULTANT will analyze existing street lighting levels along the PROJECT and give recommendations for lighting. The CONSULTANT shall design lighting plans for Lawe Street, between College Avenue and North Street.
- (3) The CONSULTANT will evaluate three different typical sections along Lawe Street, and pedestrian enhancements at the North Street and Washington Street intersections.
- (4) The CONSULTANT shall submit 30%, 60% and 90% plans to the DEPARTMENT and the MUNICIPALITY for review and comment. Included in each of the plan submittals will be an estimated project cost and an estimate of the road builders' quantities.

J. TRANSPORTATION PROJECT PLATS

- (1) The CONSULTANT shall prepare a transportation project plat for the PROJECT in accordance with the MANUAL. The plat is estimated to be 12 fee parcels, 66 TLE's and confined to five transportation project plat sheets and/or temporary limited easement (TLE) exhibits, and one plat title sheet.
 - (a) Prepare the transportation project plat sheet showing coordinates on all section corners and on all main line and side road survey line/reference line PI's.
 - (b) All coordinate information will be referenced to the Wisconsin County Coordinate Reference System (English) NAD 1983, (2011) adjustment.
 - (c) Show all newly monumented right-of-way points and reestablished right-of-way points with the size and kind noted (e.x. 1" I.P.) in accordance with the MANUALS.

- (d) Show all recovered monuments with the size and kind noted in accordance with the MANUALS.
 - (e) Note on the plat existing property lines along with CSM's, subdivisions, assessor plats, county plats, and condominium plats, plats of survey and other surveys of record.
 - (f) Assign a note or table to transportation project plat to include the historical basis for dimensioning the existing highway right-of-way; include intersecting roads.
 - (g) Show the bearing and distance along the section line to the adjacent quarter corner or section corner whenever the mainline reference line and the right-of-way lines cross a section line. Note on the plat the type and coordinates of the section corner.
- (2) The CONSULTANT will provide up to 12 full title searches, and 12 title updates. In addition, the CONSULTANT will provide up to 66 current deed of record with utilities for TLE parcels.
 - (3) Provide right-of-way descriptions for all individual parcels of land and interests to be acquired as right-of-way for the PROJECT. Write descriptions in accordance with the MANUALS.
 - (4) The CONSULTANT shall temporary stake proposed right of way for appraisals, and monument the new right-of-way points with a 1" by 24" iron pipe, as depicted on the transportation project plat, prior to construction.
 - (5) The CONSULTANT shall be responsible for all revisions to the transportation project plat and right-of-way descriptions, unless specifically excluded by the CONTRACT. All amendments or revisions to the recorded transportation project plat shall be made in accordance with the transportation project plat guidelines.

K. TRAFFIC

- (1) The CONSULTANT will collect 12-hour vehicle turning movement counts at the following locations:
 - Lawe Street & College Avenue
 - Lawe Street & Wisconsin Avenue
- (2) CONSULTANT will perform a project crash review of the PROJECT corridor.
- (3) CONSULTANT will perform operational analysis for the following:
 - Lane assignment of Lawe Street approaching College Avenue. This includes analyzing southbound queuing for determining turn bay lengths and analyze the cross-section with or without dedicated bike lanes.
 - South of Wisconsin Avenue, analyze the southbound 2 lane to 1 lane transition through the existing S-curve. Analysis will include lane assignment of southbound Meade Street at Wisconsin Avenue, and an

option to relocate E Summer St to intersect Lawe St at a 90-degree angle.

L. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- (1) As-built plans, if available
- (2) Publish the press release and provide the mailing list for the public involvement meeting
- (3) Traffic control for soil boring operations.
- (4) Traffic forecasts through ECWRPC
- (5) Traffic signal timings

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT proposes to sublet these services to
 - Engineering Consulting Services (ECS) for soils investigation
 - University of Milwaukee – Cultural Resource Management for historical and archaeological surveys
 - Dominion Title & Exchange Services for title searches
- (3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by June 1, 2023.

Report Title	Date
Survey	6/2023
Operational Planning Meeting	8/2023
30% Plans	12/2023
Section 106 submittal	1/2024
Public Involvement Meeting	3/2024
Environment Document Submittal	5/2024
Design Study Report Submittal	7/2024
60% Plans	7/2024
Preliminary Plat	8/2024
Final Plat	10/2024
90% Plans	4/2025
Finals PS&E Submittal	8/1/2025
LET date	12/9/2025
Preconstruction Meeting	4/2026

Certificate Of Completion

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Subject: Complete with DocuSign: 49842474-1400045926-202305-C.pdf	
Source Envelope:	
Document Pages: 11	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
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Time Zone: (UTC-06:00) Central Time (US & Canada)	4822 Madison Yards Way
	Madison, WI 53705
	brenda.veeser@dot.wi.gov
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Signer Events

Eric Sorensen
sorensene@ayresassociates.com
Vice President
Security Level: Email, Account Authentication (None)

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Danielle Block
danielle.block@appleton.org
Director of Public Works
Security Level: Email, Account Authentication (None)

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CAU Consultant SG

Signing Group: CAU Consultant SG
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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: david.esse@dot.wi.gov

To advise Wisconsin Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at david.esse@dot.wi.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Department of Transportation during the course of my relationship with you.