



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Board of Public Works	BPW Meeting Date: 1/8/2026
ID Number: ID#25-02831	Ordinance/Resolution Number (if applicable): N/A
Department Submitting: Department of Public Works	Common Council Meeting Date: 1/20/2025
Agenda Item Title: Review and possible action on Contract Amendment #1 with MSA Professional Services, Inc. for Private Development Review Services.	

Issue Before the Council:

In late 2024, the City entered a Contract with MSA Professional Services to provide private development review services on an hourly, as needed basis. MSA has provided this service for the Engineering Division through the entirety of 2025 and has yielded very positive results for private development projects. Contract Amendment #1 is attached and only adjusts the hourly rates to the 2026 staff rates provided by MSA. All other Contract items remain as-is.

Options & Alternatives:

1. Approve Contract Amendment #1 for the revised 2026 staff hourly rates.
2. Not approve the Contract Amendment.

Additional Details:

With the filling of some vacancies within the Engineering Division, MSA's primary role within Private Development Review is to complete reviews of submitted projects which can be billed back to the development applicants. While there may be minor hourly expenses that cannot be billed back to the individual applicants, the goal is to have MSA's time 100% covered by private development applicants by the end of quarter 1 in 2026. A brief summary 2026 hourly fee schedule is shown below:

Staff Type	Hourly Rate
On-Site Engineer	\$184.00
Staff Engineers	\$90.00 - \$157.00
Engineering Technicians	\$105.00 - \$159.00
Survey	\$90.00 - \$208.00
Admin	\$90.00 - \$160.00

What is the Strategic Plan Priority this item relates to:

N/A

What impact will this item have on the Strategic Plan Priority?

N/A

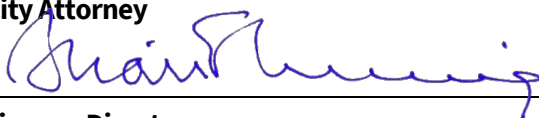
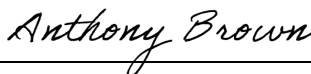
Financial Remarks:

Most of the services provided by MSA will be billed back to private development applicants, however, it is anticipated that in early 2026, a small portion of these services would be covered by Engineering's operating budget. This is estimated at \$7,500.00 or less. The total anticipated amount to be billed back to private development applicants will be dependent on the number and size of submitted applications through 2026.

Recommended Motion:

Move to approve Contract Amendment #1 with MSA Professional Services, Inc. for Private Development Review Services pending final review by the City Attorney.

Reviewed By:

City Attorney 	Date Reviewed 29 Dec 2025
Finance Director Joseph P. Ciurro	Date Reviewed
City Administrator Anthony W. Brown 	Date Reviewed 1/5/2026



Amendment

Amendment No: 1

MSA Project Number: 09714009

Date of Issuance: 12/15/2025

This is an amendment to the Agreement signed & dated 11/22/2024 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1230 South Boulevard, Baraboo, WI 53913

Phone: 262-295-7787

Representative: Josh Meyerhofer

Email: jmeyerhofer@msa-ps.com

CITY OF WAUKESHA (OWNER)

Address: 201 Delafield Street, Waukesha, WI 53188

Phone: 262-524-3500

Representative: Brandon Schwenn

Email: bschwenn@waukesha-wi.gov

Project Name: Private Development Review Services

The scope of the work authorized is: No change in project scope. Scope of work as stated in original contract remains applicable.

The schedule to perform the work is: Approximate Start Date: 01/01/2026
Approximate Completion Date: 12/31/2026

The fee for the work is: Project Manager \$184 per hour &
2026 Rate Schedule (Attachment B)

Original contract amount: Project Manager \$174 per hour &
2025 Rate Schedule

Any attachments or exhibits referenced in this Amendment are made part of the original Agreement. Payment for these services will be on a time and expense basis.

Attachment B: Rate Schedule is attached and made part of this Agreement

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.

CITY OF WAUKESHA

Brandon Schwenn
Deputy Director/City Engineer
Date: _____

Shawn N. Reilly
Mayor
Date: _____

Katie Panella
City Clerk
Date: _____

MSA PROFESSIONAL SERVICES, INC.



Joe DeYoung
MSA Regional P.W. Manager
Date: 12/15/2025



Bill Pinnow
Project Manager-Public Works
Date: 12/15/2025



Josh Meyerhofer
Senior Project Engineer
Date: 12/15/2025

**ATTACHMENT A:
SCOPE OF SERVICES**

Per 11/22/2024 signed contract.

ATTACHMENT B: RATE SCHEDULE

Administrative	\$ 90 – \$160/hr.
Architects	\$ 90 – \$208/hr.
Community Development Specialists	\$144 – \$208/hr.
Digital Design.....	\$121 – \$159/hr.
Environmental Scientists/Geologists	\$116 – \$203/hr.
Geographic Information Systems (GIS).....	\$105 – \$203/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$115 – \$160/hr.
IT Support	\$184 – \$203/hr.
Land Surveying	\$ 90 – \$208/hr.
Landscape Designers & Architects.....	\$ 90 – \$231/hr.
Planners.....	\$ 90 – \$226/hr.
Principals	\$230 – \$330/hr.
Professional Engineers/Designers of Engineering Systems	\$163 – \$214/hr.
Project Managers.....	\$126 – \$259/hr.
Real Estate Professionals	\$147 – \$203/hr.
Staff Engineers	\$ 90 – \$157/hr.
Technicians.....	\$105 – \$159/hr.
Utility Treatment Operators	\$ 90 – \$190/hr.

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2026.