



**City of Waukesha**  
 201 Delafield St. Waukesha, WI 53188  
 Tel: 262.524.3700  
 waukesha-wi.gov

<b>Committee:</b> Board of Public Works	<b>Date:</b> 11/20/2024
<b>Common Council Item Number:</b> ID #24-11230	<b>Date:</b> 12/3/2024
<b>Submitted By:</b> Alex Damien, Director of Public Works	<b>City Administrator Approval:</b> Anthony W. Brown, City Administrator
<b>Finance Department Review:</b> Joseph P. Ciurro, Finance Director	<b>City Attorney's Office Review:</b> Brian Running, City Attorney
<b>Subject:</b> Review and act on the Consultant Contracts for Construction Site Representation Services for 2025-2026 Private Development Construction Projects.	

**Details:**  
 The Department of Public Works solicited proposals for consultants to provide construction site representation services for 2025-2026 private development construction projects. Six firms responded to the request for proposals for professional services. The City's review committee evaluated the responses based on the credentials of the team, project understanding, project approach, and cost/rates. Below are the rankings of the firms:

	R&M	Sigma	Corre	Ayres	Graef	raSmith
Credentials of Team (30%) Score Average	2.70	2.50	2.30	2.50	1.90	1.50
Project Understanding (15%) Score Average	1.35	1.20	1.15	1.40	1.25	1.35
Project Approach (15%) Score Average	1.35	1.00	1.20	1.40	1.15	1.35
Project Cost (40%) Score Average	3.20	3.60	3.20	2.40	3.20	2.80
<b>Total Score</b>	<b>8.60</b>	<b>8.30</b>	<b>7.85</b>	<b>7.70</b>	<b>7.50</b>	<b>7.00</b>
Rank	1	2	3	4	5	6

The selection committee is recommending moving forward with 3 firms as they have the required qualified professionals and have provided acceptable hourly rates.

The Construction Site Representation/Inspection services work for 2025 and 2026 will be paid at the approved hourly rates for the amount of work requested by the City. The hourly fee schedule for the recommended consultants is listed below:

	R&M	Sigma	Corre	Ayres	Graef	raSmith
Position	Rate	Rate	Rate	Rate	Rate	Rate
Project Manager	\$ 162.00	\$ 175.00	\$ 170.00	\$ 170.00	\$ 165.00	\$ 165.00
Sr CSR	\$ 131.00	\$ 145.00	\$ 140.00	\$ 140.00	\$ 117.00	\$ 143.00
CSR II	\$ 115.00	\$ 90.00	\$ 130.00	\$ 125.00	\$ 110.00	\$ 105.00
CSR I	\$ 97.00	\$ 85.00	\$ 110.00	\$ 85.00	\$ 90.00	\$ 98.00
Record Drawings				\$ 85.00	\$ 100.00	

**Options & Alternatives:**

One of the consultants could be dropped from the selection, however, providing 3 as an option allows for an improved balance of work, and reduces the potential for one consultant to not have the availability to provide required services.

**Financial Remarks:**

When a private development requires the installation of new public infrastructure, the work requires City oversight. Prior to construction starting, the City will collect funds from the developer to pay for the consultant construction oversight of the project according to Section 7 of the City of Waukesha Development Handbook. The expenses related to this work are variable and unique to each project and dependent on the type and amount of Private Development that occurs. A small project may cost \$500 and a large project (new subdivision) may cost \$45,000.

The anticipated cost for 2025 is \$75,000.

Account Breakdown:

Revenue: 3291.45320 - \$75,000

Expense: 3291.52190 - \$75,000

**Executive Recommendation:**

Recommend approval of the hourly wages in the proposals and to contract with Ruckert & Mielke, Corre, and Sigma for Construction Site Representation for Private Development construction pending final approval by the City Attorney.