

**CITY OF WAUKESHA****Administration**

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Committee: Finance	Date: 7/26/2016
Common Council Item Number: ID# 16-1205	Date: 8/2/2016
Submitted By: Jennifer Andrews, Community Development Director	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BR
Subject: Approve a contract for professional services from Sigma Group to review the construction costs related to the HSA industrial project in TID 25 with any changes required by the City Attorney.	

Details:
In the TID 25 TIF agreement between the City and HSA there is a clause that requires a third party review of the construction costs related to the project. The purpose is to verify that the costs were customary for a project of this type and that the costs align with those estimated at the time the agreement was approved. The Community Development Department posted an RFP twice for services. In total 2 responses were received. The Sigma Group was the low cost response and has the expertise necessary to perform the review.

Options & Alternatives:

1. Approve the contract for professional services from Sigma Group with any changes required by the City Attorney.
2. Deny the contract and repost the RFP for additional responses.

Financial Remarks:
This is a TID expense and will be charged to TID 25. The cost of the professional services is \$4,955. The estimate cost for reimbursable expenses such as mileage and plan reproduction is \$500.
Account:: 8125.52190

Executive Recommendation:
Approve the contract as proposed.

