

**Consulting Services Contract
City of Waukesha – Clark Dietz, Inc.**

Project Name: Pebble Valley Pump Station Evaluation and Upgrade Design Engineering Services

This Contract is by and between the City of Waukesha, a Wisconsin municipal corporation, referred to herein as the City; and Clark Dietz, Inc., 759 N. Milwaukee St., #624, Milwaukee, WI 53202, referred to herein as the Consultant. Together, the City and Consultant are referred to as the Parties.

Recitals

The City published a Request for Proposals, referred to as the RFP, for consulting services in connection with the following Project:

Pebble Valley Pump Station Evaluation and Upgrade Design Engineering Services

The RFP contained a specific Scope of Work to be incorporated into the successful bidder's contract.

The Consultant submitted a proposal in response to the RFP, and was selected by the City to be awarded the contract for the Project.

The Consultant is willing to perform consulting services according to the Scope of Work stated in the RFP and the Consultant's responsive Proposal, as modified by the Parties, and to accept the award of the contract for the Project.

Now, therefore, the City and the Consultant agree and contract as follows:

1. **Scope of Work.** The Consultant shall perform the Work described in Schedule 1 and the alternative chosen by the City in Schedule 2, according to the terms and conditions of this Contract. Schedules 1 and 2 are incorporated into this Contract by reference.
2. **Standard of Work.** Consultant will perform the Work according to generally-accepted industry practices and the highest standards of the professions of the individual employees performing the Work for Consultant.
3. **Selection of Alternatives and Contract Price.** Two alternative proposals for the Work are shown in Schedule 2. Consultant shall initially do an analysis and assist the City in determining which alternative is the best overall choice, and City shall notify Consultant in writing of that choice. If Alternative A is chosen, then the City shall pay to Consultant a total, not-to-exceed Contract Price of \$87,236.00 for performance of the Work. If Alternative B is chosen, then the City shall pay to Consultant a total, not-to-exceed Contract Price of \$97,892.00 for performance of the Work. Consultant shall invoice the City monthly as the Work progresses. No more than 90% of the Contract Price shall be payable before Consultant's Work is complete and delivered to the City. All invoices shall be payable net 30 days.
4. **Time.** Consultant shall commence the Work as promptly after execution of this Contract as is possible, and shall complete the Work no later than **November 20, 2020**, subject only to delays for circumstances beyond Consultant's control, provided Consultant re-commences work promptly in good faith upon the return of normal circumstances.
5. **Ownership of Work Product.** All materials produced in the performance of the Work shall be the sole property of the City, and shall be kept confidential and not disclosed to any third party without the prior written permission of the City.
6. **Changes.** This Contract can only be amended by the written, mutual agreement of the Parties. No change to the scope of the Work, or the total amount to be paid to Consultant, shall be effective unless done by the written mutual agreement of the Parties.

7. **Indemnification.** Consultant shall indemnify, defend, and hold the City and its officials and employees harmless from any and all third-party claims, demands, causes of action, lawsuits, judgments, penalties, and other liabilities of any kind to the extent that they arise out of or in connection with Consultant's performance of the Work, including court costs and actual attorney fees.
8. **Insurance.** Consultant shall maintain insurance of the following kinds and for not less than the following limits, at Consultant's sole expense, at all times during the performance of the Work. Policies shall be occurrence, and not claims-made, policies, except for professional errors and omissions policies. Consultant shall obtain an endorsement making the City an additional insured, and Consultant's insurance shall be primary, not excess, and non-contributory. All policies shall be from insurers licensed to issue such policies in Wisconsin. Upon the execution of this Contract, Consultant shall deliver a certificate of insurance to City showing that all requirements of this section are met.
 - a. Commercial general liability, including products-completed operations, \$1,000,000 per occurrence, \$2,000,000 aggregate per project.
 - b. Automobile liability, \$1,000,000 bodily injury, \$1,000,000 property damage.
 - c. Excess liability-umbrella, \$5,000,000.
 - d. Worker compensation, statutory requirements.
 - e. Professional liability-errors and omissions, \$2,000,000, with extended-reporting period endorsement.
9. **Record Keeping.** Consultant shall keep all documents and records generated in the performance of the Work for no less than 7 years after completion of the Work, and shall make them available to the City at the City's request. Consultant acknowledges that such documents and records may be subject to Wisconsin's Open Records Law.
10. **Cooperation by City.** The City shall cooperate with the Consultant in the performance of the Work, and shall respond timely to all reasonable requests for information and access.
11. **Parties Are Independent Contractors.** Nothing in this Contract shall be construed to create any relationship between the Parties other than independent contractors. Unless specifically provided in this Contract, the Parties are not agents for one another, have no authority to bind the other to contracts, and have no vicarious liability for the other's acts or omissions.
12. **Governmental Immunities, Liability Limits, and Notice Requirements Preserved.** Nothing in this Contract shall be construed to be a waiver or modification of the governmental immunities, notice requirements, or limitations of liability imposed by Wis. Stats. §893.80 or any other law.
13. **Permits and Licenses.** Consultant shall be responsible, at Consultant's expense, for obtaining all permits and licenses required for the performance of the Work.
14. **Assignment Prohibited.** This Contract, and the Consultant's responsibility to perform the Work under this Contract, may not be assigned by the Consultant without the City's written consent.
15. **Notices.** All notices required by this Contract, and all other communications between the Parties, shall be addressed as follows:

To the City: Attention: Christopher Langemak, P.E.
 City of Waukesha
 130 Delafield Street
 Waukesha WI 53188

To Consultant: Attention: Diane Thoune, P.E.
Clark Dietz, Inc.
759 N. Milwaukee St., #624
Milwaukee, WI 53202

16. **Corporate Authorization.** The individuals executing this Contract on behalf of the Consultant warrant and represent that they are duly authorized to bind the Consultant to this Contract. Consultant warrants and represents that the execution of this Contract is not prohibited by the Consultant's articles of incorporation, by-laws, operating agreement, or other internal operating orders, or by any applicable law, regulation or court order. Consultant shall provide proof upon request.
17. **Assistance of Counsel, Voluntary Contract.** The Consultant acknowledges that it has either had the assistance of legal counsel in the negotiation, review and execution of this Contract, or has voluntarily waived the opportunity to do so; that it has read and understood each of this Contract's terms, conditions and provisions, and their effects; and that it has executed this Contract freely and not under conditions of duress.
18. **Adequacy of Consideration.** The Parties acknowledge that the consideration expressed in this Contract is adequate and sufficient to make the obligations contained in this Contract binding upon the Parties.
19. **Costs of Enforcement.** The Parties agree that in the event legal action is necessary to enforce any term or condition of this Contract, then the breaching Party will pay the non-breaching Party's costs incurred in such legal action, including actual attorney fees. If a judgment is taken, then costs of enforcement will be added to the judgment, subject to statutory governmental immunities and liability limits.
20. **Severability.** If any term of this Contract is held unenforceable by a court having jurisdiction, then to the extent the unenforceable term can be severed from the remainder of this Contract without affecting the enforceability of the remainder of this Contract or substantially frustrating its purpose, it will be so severed, and the remainder of this Contract will remain in effect and enforceable.
21. **Survival and Parties Bound.** Unless specifically limited in this Contract, any term, condition or provision of this Contract will survive the execution of this Contract or any stated time periods, to the extent necessary for their performance. This Contract is binding upon, and inures to the benefit of, the Parties' successors, assigns, heirs, executors, trustees and personal representatives.
22. **Governing Law and Jurisdiction.** This Contract will be construed and enforced according to the laws of Wisconsin. If a lawsuit arises out of this Contract, it shall be filed in the state Circuit Court for Waukesha County, Wisconsin. The Parties consent to personal and subject-matter jurisdiction in Wisconsin, and waive all jurisdictional defenses.
23. **Integration, Construction of Contract.** This Contract constitutes the entire agreement of the Parties formed as a result of the City's RFP and the Consultant's responsive proposal. All other agreements and understandings of the parties with respect to the subject matter expressed in this Contract are unenforceable. If there are any conflicts among the terms of this Contract and any documents incorporated into this Contract, including Schedules 1 and 2, then the terms of this Contract shall control.
24. **Termination.** Either party may terminate this Contract without cause by giving written notice of termination to the other party, with termination to occur no sooner than 20 days after delivery of the notice. Upon termination, Consultant shall be paid for all Work completed as of the date of termination.
25. **Limitation of Liability.** Consultant shall not be liable for incidental or consequential contract damages. There shall be no other limitations of Consultant's liability.

26. Confidentiality; Public Records. All documents created pursuant to this Contract, and all documents delivered to the City, are public records and will be subject to disclosure to the public under Wisconsin's Open Records law.

27. Effective Date. This Contract shall be effective as of the latest date of execution shown below.

City of Waukesha

By Shawn N. Reilly, Mayor
Date:_____

Attested by Gina L. Kozlik, City Clerk
Date:_____

To certify that funds are provided for payment:

Richard L. Abbott, Director of Finance
Date:_____

Clark Dietz, Inc.

By (print name)_____
Title:_____
Date:_____

By (print name)_____
Title:_____
Date:_____

Schedule 1 Scope of Work

Consultant scope of services will follow the scope outlined in the request for proposals (RFP), as shown below.

1. Provide, at a minimum, the following meetings with the City of Waukesha. Meeting attendees will be coordinated with the City's Engineering Division. All meetings, other than the bi-weekly conference calls, will take place at the City's offices. We will prepare and distribute minutes after each meeting.
 - a. Initial kickoff meeting
 - b. Bi-weekly conference calls
 - c. Flow analysis review meeting
 - d. Pump station design alternatives analysis review meeting
 - e. 60% plan review meeting
 - f. 90% plan review meeting

2. **Design Phase 1**

Review and evaluate the design assumptions in previous sewer system studies and assist the City in determining actual design criteria to accurately size the pump station and force main. It is our understanding that the previous reports included varying estimates of future flow. We will include discussion about the flow estimates in our flow analysis review meeting with City staff. We also understand that City staff are completing the design of the force main; our design will only include sizing recommendations and location of the force main on the lift station site.

3. **Design Phase 2**

There are two options for the station design: **Alternative A**, utilizing the existing structures for all station upgrades; and **Alternative B**, utilizing the existing structure for the mechanical and electrical upgrades while designing a new wet well structure. Regardless of the option chosen, the pump station analysis and design will consider the following:

 - a. Analysis of the flows to determine capacity needs, pump selection, force main sizing, and any structural changes needed to handle the design flow.
 - b. Average daily flows at the station compared to peak flows.
 - c. Review of recent infiltration and inflow (I/I) reduction measures.
 - d. Replacement of the pumps and controls. Selection of the equipment manufacturers will require input from City staff.
 - e. Replacement of the electrical and control systems including the addition of an on-site emergency generator set. It is anticipated that the generator will be placed outside, adjacent to the building. Our scope includes design of a new electrical service.
 - f. Review of the wet well condition and capacity. This review will determine the necessary wet well modifications.
 - g. Upgrading the ventilation system. Both design options include using the existing building in some capacity.
 - h. Building modifications including structural, operational, code compliance, and cosmetic updates. Design at minimum will include aesthetic updates to the exterior of the building.
 - i. Necessity of flood protection and design of any necessary improvements. Our scope does not include a hydrologic study of the station site.

These design tasks will be completed for **Alternative A** – Utilization of the entire existing structure:

- a. Development of a piping layout to accommodate the new pumping units.
- b. Design of structural modifications to the interior of the existing wet well based on the condition assessment. Provide coating recommendations if needed.

These design tasks will be completed for **Alternative B** – Design of a new structure(s) with utilization of portions of the existing structure:

- a. Development of a layout for the new piping and pumping units that will tie into the new wet well.
- b. Design of a new wet well and recommendations for coatings.

All analysis and design will be completed by Clark Dietz, Inc. , Inc. staff utilizing staff from the civil, mechanical, electrical, and structural teams. The City will enlist the services of a geotechnical firm if it is determined that soil borings are necessary.

4. Consultant will conduct an initial analysis of the station and prepare preliminary design drawings and budgetary cost estimates for both options. We will then meet with City staff to discuss the design alternatives, advantages and disadvantages, potential disruptions, and preliminary costs of each option.
5. Complete design of the chosen alternatives to create detailed construction plans, special provisions, and a cost estimate according to City of Waukesha standards. Design will be based on our evaluation and input from City staff.
 - a. Develop station design based on discussion of design alternatives.
 - b. Submit 60% draft construction plans and special provisions for City review.
 - c. Upon City review of the preliminary design, refine the design as necessary to produce 90% complete plans and special provisions.
 - d. Complete final Construction Documents.
6. The plan set at a minimum will include, but not be limited to the following:
 - Title page
 - General notes
 - Special details
 - Sanitary sewer and force main plans & profiles near the lift station
 - Pump station upgrade plans including site; demolition; and piping, building, structural, controls, and electrical plans and details
7. Complete the applications and apply for those permits required to construct the project. We understand that permit fees will be paid by the City. We plan to complete the following permit applications:
 - a. City of Waukesha Plan Commission
 - b. DNR sewer approval
8. Consultant will coordinate with utility companies regarding necessary changes or upgrades to the gas and electric services caused by the station improvements. The City will provide contact information.
9. A recommended station bypass plan will be developed and incorporated into the design documents. The plan will include a method for maintaining flow during project construction.
10. Consultant will work with City staff to ensure design criteria and standards are in accordance with City policy. The 60% and 90% reviews will help to ensure that City policy is being met.
11. Consultant will prepare digital files with AutoCAD Civil 3D using the City's modified WisDOT template.
12. Consultant will prepare a detailed cost estimate for the final design prior to bidding. The cost estimate will be based on a combination of recent bid prices, manufacturer's quotations, and our experience with similar projects. Consultant will submit an electronic copy of the cost estimate in Microsoft Excel format.
13. Consultant will furnish an electronic copy of the final sealed design plans in Adobe Acrobat "PDF" format (11x17 size) to the City. Distribution of the plans and project bidding will be conducted directly by the City.
14. Electronic copies of all plans in the latest version of AutoCAD will also be supplied to the City. Any special files required to view and/or print the plans will also be included.

15. A schedule of prices for the project will be prepared and assembled using the City's standard format. Electronic copies of the final schedule will be furnished to the City in Microsoft Excel and Adobe Acrobat formats.
16. Special provisions for the project will be prepared and assembled using the City's standard format. Electronic copies of the final specifications will be furnished to the City in Microsoft Word and Adobe Acrobat formats.
17. Bidding Phase Services: Consultant will provide miscellaneous bidding phase services such as: assisting the City in identifying appropriate contractors, clarification of bidder questions, preparation of addenda if needed, and providing a recommendation concerning award of the bid.
18. Construction Phase Services: Provide post-design services which include:
 - a. Responding to requests for information
 - b. Providing technical review of shop drawing and other data submitted by the contractor for conformance to information given in the contract documents and compatibility with the design concept of the project.

Project Approach

Input from City staff is critical to obtaining a complete picture of the lift station operation and deficiencies. Consultant will review the existing information and discuss their understanding with the City to ensure there is an agreement on a plan moving forward. Consultant's team will perform an on-site investigation of the lift station. The team presented herein includes mechanical, electrical, structural, and civil engineers to provide a complete inspection of the lift station.

Based on the consultant's understanding, one of the most important aspects of the project is a determination of the future flow expected at the station. Past engineering studies have made recommendations as to the expected flow. Consultant will discuss with City staff the improvements that have been made to reduce I/I in the service area. Once the City has flow metering data available, consultant will discuss with staff how the system improvements have affected peak flows at the station. Consultant will analyze flow data and pumping records provided by the City to compare daily average and peak flows. This data will be used to identify potential hydraulic issues in the system and gain a better understanding of the contributing flows to the station. Consultant will also discuss any possible changes to and within the service area that might affect future flow rates. This will be Phase 1 of the design process.

Consultant will use the data provided by the City and the inspection notes to evaluate lift station operation and maintenance. It is the consultant's understanding that all mechanical and electrical equipment in the station will be replaced. Consultant's structural engineer will evaluate whether improvements to the building are needed. Consultant's electrical engineer will evaluate the station's power supply and the necessary upgrades to the control and SCADA systems. One of the specific items mentioned in the RFP was an evaluation of the HVAC system. One of the Consultant's mechanical engineers will analyze the system and make recommendations for improvements. Draft recommendations will be provided to City staff for input and discussion prior to finalizing the station upgrade. The design will also include:

1. Verifying the sizing and condition of the wet well
2. Recommendations for wet well coatings/upgrades
3. Pump type and sizing options
4. Analysis of the capacity of downstream sewers
5. Suggestions of possible additions to the City's I/I reduction program
6. Emergency generator set options
7. Recommended aesthetic improvements to the building exterior

These work items will be completed as Phase 2. Consultant's preliminary design and budgetary cost estimates will be broken into Alternative A and Alternative B. We will discuss the two options with City staff and work with you to determine the preferred alternatives. At that point will begin preparation of the 60% design documents and continue with the provided scope of services.

PROJECT MANAGEMENT

Project management is critical to project performance and client satisfaction. We believe in clear and constant communication to eliminate surprises and work as a team to meet our goals. Our strategy to facilitate this sentiment is included in our scope:

1. Project Work Plan

- a. Project work plan. This document serves as a reference for all parties to reiterate the project goals, scope, and schedule. The plan includes recommendations for sharing information and contact information for all parties involved.

2. Kickoff Meeting

- a. The kickoff meeting is important to make sure all parties are on the same page from the start. In addition to the project kickoff meeting with the City, Consultant holds an internal kickoff meeting with all team members and the regional director to make sure everyone is aware of the project goals, responsibilities, and schedule.
- b. For all meetings, Consultant will prepare meeting minutes for review and comment by all parties involved. The meeting minutes will include action items that list decisions made and next steps. In this way we hope to achieve a mutual understanding of the project progression.

3. QA/QC

- a. Consultant requires a minimum of two rounds of QA/QC on every project. The first QA/QC review occurs earlier in the project to verify the approach, assumptions, and plan moving forward. The second occurs prior to submittal of the deliverable to review the design, recommendations, and ensure that the scope of the project has been met.
- b. All QA/QC is performed by senior engineers not directly involved in the design of the project.

4. Communication

- a. As part of the invoicing process, a brief memo of the project progress is provided every month. Coupled with the invoice, this document provides an understanding of project progress and performance.
- b. Consistent project communication.

Schedule 2
Project Alternatives and Costs

Alternative A:

CLARK DIETZ, INC. - FEE PROPOSAL
Pebble Valley Pump Station Evaluation and Upgrade
Alternative A - Utilize Existing Structure
Waukesha, WI

WORK TASKS	Total Hours / Task	Task Total
1. Project Administration	78	\$10,470
1.1 Develop a written Project Work Plan	2	\$252
1.2 Conduct a project Kick-Off Meeting with the City	6	\$1,006
1.3 Prepare Kick-Off Meeting minutes	2	\$252
1.4 Bi-weekly project status conference calls	20	\$2,520
1.5 Project Management	48	\$6,440
2. Planning Design Services - Design Flow Analysis	58	\$8,762
2.1 Review existing lift station reports and plans	12	\$1,672
2.2 Conduct detailed investigation & inventory of existing facilities	24	\$4,068
2.3 Review the hydraulic design and existing lift station reports	8	\$1,008
2.4 Calculate preliminary force main sizing	2	\$252
2.5 Calculate preliminary pump sizing	4	\$504
2.6 Preliminary pump sizing and selection	2	\$252
2.7 Conduct flow analysis review meeting	6	\$1,006
3A. Design Services - Existing Lift Station Rehab	429	\$58,496
3.1 Verify force main sizing and placement	6	\$692
3.2 Utility company coordination	6	\$884
3.3 Pump sizing and selection	8	\$1,008
3.4 Preliminary wet well layout and structural analysis	8	\$1,080
3.5 Flood protection analysis	6	\$854
3.6 HVAC system improvement analysis	4	\$680
3.7 Preliminary building exterior modifications	8	\$1,218
3.8 Electrical service review and modifications	4	\$544
3.9 Develop preliminary project drawings and cost estimates	36	\$4,364
3.10 Pump station design alternatives analysis review meeting	6	\$1,006
3.11 Prepare detailed specifications	32	\$4,672
3.12 Prepare project drawings	64	\$7,888
3.13 Flood protection design	12	\$1,482
3.14 Design of the SCADA and pump controls	24	\$3,264
3.15 Design of electrical power distribution	24	\$3,264
3.16 Design of the generator and enclosure	16	\$2,176
3.17 Finalize HVAC design	4	\$680
3.18 Finalize structural design	10	\$1,268
3.19 Finalize building improvement design	12	\$1,454
3.20 Prepare construction cost estimates	8	\$1,124
3.21 60% QA/QC	24	\$4,200
3.22 Submit 60% plans and specs to City	2	\$252
3.23 60% plan review meeting	6	\$1,006
3.24 Make revisions based on 60% review meeting comments	24	\$2,886
3.25 Develop the Basis of Design Report	6	\$756
3.26 Develop the bypass plan	4	\$472
3.27 Prepare Plan Commission permit documents	4	\$472
3.28 Prepare submittal documents for WDNR approval	4	\$504
3.29 90% plan review meeting	6	\$1,006

	Total Hours	Task
3.30 Finalize the plans and specifications for bidding	24	\$2,980
3.31 Finalize schedule of prices	5	\$608
3.32 Final QA/QC of all documents	20	\$3,500
3.33 Submit final plans and specs to City for bidding	2	\$252
4. Bidding Services	20	\$2,488
4.1 Review bidding contractors	3	\$378
4.2 Answer bidders' questions	8	\$1,008
4.3 Prepare and issue addenda	6	\$724
4.4 Review bids and recommend award	3	\$378
5. Construction Engineering Services	52	\$7,020
5.1 Respond to requests for information	12	\$1,620
5.2 Review shop drawings	40	\$5,400
TOTAL HOURS	637	
TOTAL COST		\$87,236

Schedule 2 continued

Alternative B

CLARK DIETZ, INC. - FEE PROPOSAL
Pebble Valley Pump Station Evaluation and Upgrade
Alternative B - New Wet Well Structure
Waukesha, WI

WORK TASKS	Total Hours /Task	Task Total
1. Project Administration	78	\$10,470
1.1 Develop a written Project Work Plan	2	\$252
1.2 Conduct a project Kick-Off Meeting with the City	6	\$1,006
1.3 Prepare Kick-Off Meeting minutes	2	\$252
1.4 Bi-weekly project status conference calls	20	\$2,520
1.5 Project Management	48	\$6,440
2. Planning Design Services - Design Flow Analysis	60	\$9,014
2.1 Review existing lift station reports and plans	12	\$1,672
2.2 Conduct detailed investigation & inventory of existing facilities	24	\$4,068
2.3 Review the hydraulic design and existing lift station reports	10	\$1,260
2.4 Calculate preliminary force main sizing	2	\$252
2.5 Calculate preliminary pump sizing	4	\$504
2.6 Preliminary pump sizing and selection	2	\$252
2.7 Conduct flow analysis review meeting	6	\$1,006
3B. Design Services - New Lift Station	494	\$68,292
3.1 Verify force main sizing and placement	6	\$692
3.2 Utility company coordination	6	\$884
3.3 Pump sizing and selection	8	\$1,008
3.4 Preliminary wet well layout and structural analysis	8	\$1,080
3.5 Flood protection analysis	6	\$854
3.6 HVAC system improvement analysis	4	\$680
3.7 Preliminary building exterior modifications	8	\$1,218
3.8 Electrical service review and modifications	4	\$544
3.9 Develop preliminary project drawings and cost estimates	40	\$4,972
3.10 Pump station design alternatives analysis review meeting	6	\$1,006
3.11 Prepare detailed specifications	36	\$5,280
3.12 Prepare project drawings	68	\$8,496
3.13 Flood protection design	12	\$1,482
3.14 Design of the SCADA and pump controls	24	\$3,264
3.15 Design of electrical power distribution	24	\$3,264
3.16 Design of the generator and enclosure	16	\$2,176
3.17 Finalize HVAC design	4	\$680
3.18 Finalize structural design	60	\$8,784
3.19 Finalize building improvement design	12	\$1,454
3.20 Prepare construction cost estimates	10	\$1,428
3.21 60% QA/QC	24	\$4,200
3.22 Submit 60% plans and specs to City	2	\$252
3.23 60% plan review meeting	6	\$1,006
3.24 Make revisions based on 60% review meeting comments	24	\$2,886
3.25 Develop the Basis of Design Report	6	\$756
3.26 Develop the bypass plan	4	\$472
3.27 Prepare Plan Commission permit documents	4	\$472
3.28 Prepare submittal documents for WDNR approval	4	\$504
3.29 90% plan review meeting	6	\$1,006

WORK TASKS	Total Hours /Task	Task Total
3.30 Finalize the plans and specifications for bidding	24	\$2,980
3.31 Finalize schedule of prices	6	\$760
3.32 Final QA/QC of all documents	20	\$3,500
3.33 Submit final plans and specs to City for bidding	2	\$252
4. Bidding Services	20	\$2,488
4.1 Review bidding contractors	3	\$378
4.2 Answer bidders' questions	8	\$1,008
4.3 Prepare and issue addenda	6	\$724
4.4 Review bids and recommend award	3	\$378
5. Construction Engineering Services	56	\$7,628
5.1 Respond to requests for information	16	\$2,228
5.2 Review shop drawings	40	\$5,400
TOTAL HOURS	708	
TOTAL COST		\$97,892