



City of Waukesha
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Committee: Board of Public Works	Date: 11/20/2024
Common Council Item Number: ID #24-11229	Date: 12/3/2024
Submitted By: Alex Damien, Director of Public Works	City Administrator Approval: Anthony W. Brown, City Administrator
Finance Department Review: Joseph P. Ciurro, Finance Director	City Attorney's Office Review: Brian Running, City Attorney
Subject: Review and act on the Consultant Contracts for Construction Site Representation Services for 2025-2026 Municipal Construction Projects.	

Details:						
The Department of Public Works solicited proposals for consultants to provide construction site representation services for 2025-2026 municipal 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	Ayres	Sigma	Corre	Graef	raSmith
Credentials of Team (30%) Score Average	2.70	2.55	2.55	2.48	2.03	1.50
Project Understanding (15%) Score Average	1.35	1.44	1.24	1.22	1.24	1.24
Project Approach (15%) Score Average	1.35	1.41	1.16	1.26	1.16	1.20
Project Cost (40%) Score Average	4.00	3.20	3.60	2.80	2.00	2.40
Total Score	9.40	8.60	8.55	7.75	6.43	6.34
Rank	1	2	3	4	5	6
The selection committee is recommending moving forward with Ruekert and Mielke and Ayres Associates as they have the required qualified professionals and have provided acceptable hourly rates.						

The construction site representation work for 2025 and 2026 will be paid at the approved hourly rates for the amount of work requested by the City. The cost for construction site representation as part of these contracts was estimated in the total project cost within the approved 2025 CIP. The costs for 2026 will be included in those projects during the 2026 CIP approval process. The hourly fee schedule for the recommended consultants is listed below:

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

Options & Alternatives:

One of the consultants could be dropped from the selection, however, providing 2 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:

The estimated costs associated with construction site representation services for projects included in the 2025 CIP and projected 2026 costs are as follows:

Estimated construction site representation services 2025 – Total Expense: \$625,000.00.

Estimated construction site representation services 2026 – Total Expense: \$350,000.00.

The expenses related to this work are variable and unique to each project based on the size, scope and complexity. A small project may require \$10,000 in construction site representation, while a major/complex project may require \$200,000 in services.

The final project costs are to be determined and the consultant will be paid at the hourly rates approved for the work requested by the City.

Executive Recommendation:

Approve the Contract with Ayres Associates, and Ruekert and Mielke for the construction site representation services for 2025 and 2026 municipal construction projects for the hourly wages listed in the proposals pending final approval by the City Attorney.