



CITY OF WAUKESHA

Administration

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Committee: Board of Public Works	Date: 4/20/2017
Common Council Item Number: ID 17-0620	Date: 5/2/2017
Submitted By: Fred Abadi, Director of Public Works	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 Contract Change Order No 1 with Ayres & Associates, Inc., for the St. Paul Avenue Traffic Study.	

Details: The City has a contract with Ayres Associates for conducting a traffic study on St. Paul Avenue. In the existing contract, Schedule A, the scope of services included four (4) face to face meetings with the City and a Task Force Committee. These meetings outlined in Schedule A, were to be as follows:

1. Kick off meeting
2. Preliminary review of the corridor modeling with visual presentation and discussion of the feasibility of alternatives studied (due September 30, 2016)
3. 90% level report discussion of all final conclusions prior to issuing the final report.
4. Presentation of the study to City Officials at a City Council meeting.

During the course of the project work, one task force meetings was conducted beyond the originally scoped meetings shown in Schedule A, Part B. All four project related meetings have been conducted:

- 8/22- kick-off meeting with staff
- 9/26 – preliminary review
- 10/4 – task force meeting #1
- 12/20 – task force meeting #2

The City has requested that the Consultant to attend and participate in one (1) additional meeting, which would be with the City Council. The additional meeting is beyond the scope of services.

Options & Alternatives:
 Alternative would be to not have an additional meeting added to the contract and Ayres would not attend the Council meeting which would not work out since they will need to present and assist with answering questions about the study.

Financial Remarks:
 Cost of Additional Services for Ayres would be \$950.00 and would come out of account No. Acct# 0052.68290

Executive Recommendation:
 Approve Contract Change Order No 1 with Ayres & Associates, Inc., for the St. Paul Avenue Traffic Study

