



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

Committee: Board of Public Works	Date: 10/17/2024
Common Council Item Number: ID #24-10980	Date: 11/7/2024
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 engineering consultant section for Private Development Review Services.	

Details:

Within the Engineering Division, 1 staffing vacancy currently exists for the Engineer II position overseeing the coordination of private development projects. In order to maintain private development review within the division, the Department of Public Works solicited proposals for engineering consultants to provide Private Development Review services. These services would be provided by on-site staff in addition to off-site consultant staff as well. The selected consultant would be Engineering's primary point of contact for all private development projects.

3 engineering firms responded to the request for proposals for professional services. The City's Review Committee evaluated the responses and recommended moving forward with MSA Professional Services, Inc. as they have the required qualified professionals and have provided acceptable hourly rates.

Services for private development review will be paid at the approved hourly rates for the amount of work requested by the City. The cost for the review services as part of this contract would primarily be charged back to the private development applicant. Some services provided under this contract will not be charged back to private development applicants, however, will be paid through Engineering's operating budget and offset by review fees collected. A brief summary fee schedule for the selected consultant is listed below:

Staff Type	Hourly Rate
On-Site Engineer	\$170.00
Staff Engineers	\$75.00 - \$145.00
Engineering Technicians	\$95.00 - \$150.00
Survey	\$75.00 - \$185.00
Admin	\$75.00 - \$150.00

Options & Alternatives:

Not proceeding with the Contract for the engineering services would result in a delay in engineering private development reviews due to staffing shortages.

Financial Remarks:

All consultant private development review work that can be billed back to the applicant will be done in that fashion. There will exist some ancillary services that cannot be billed back to the applicants and that is estimated at a cost of \$70,000.00. This would be funded through Engineering's operating budget with the goal of offsetting that cost through development application fees and vacant position budget allocation. Not all costs may be able to be offset, however, these services would only be needed if a staff vacancy exists.

Executive Recommendation:

Approve entering a Contract with MSA Professional Services, Inc. for Private Development Review Services for the hourly wages provided in MSA's proposal pending final approval by the City Attorney.