



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

<b>Committee:</b> Board of Public Works	<b>Date:</b> 1/18/2024
<b>Common Council Item Number:</b> ID #24-8758	<b>Date:</b> 2/6/2023
<b>Submitted By:</b> Alex Damien, Director of Public Works	<b>City Administrator Approval:</b> Anthony W. Brown, City Administrator
<b>Finance Department Review:</b> Joseph P. Ciurro, Finance Director	<b>City Attorney's Office Review:</b> Brian Running, City Attorney
<b>Subject:</b> Review and act on Contract Amendment No. 1 with R. A. Smith, Inc. for Construction Site Representation for Municipal Construction Projects-2023-2024.	

**Details:**  
 In 2023, the Department of Public Works solicited proposals for consultants to provide construction representation/inspection services for 2023-2024 municipal construction projects. R.A. Smith, Inc. was one of the consultants chosen to provide these services through the end of 2024. Recently, DPW staff reached out to R.A. Smith to provide hourly rates for engineering design services in conjunction with the construction representation/inspection services. These rates would be used on an as-needed basis. The submitted hourly rates are provided in the attached proposal.

Currently within the Engineering Division, there are 3 engineer vacancies, and in order to deliver the entire CIP/Public Works Program, consultant staff is required to fully meet project delivery timelines. In addition to CIP project design services, the provided hourly rates could be utilized for development review services as-needed. R.A. Smith has provided great service to the City over the years for construction representation/inspection, and have qualified staff to also provide engineering design services. The Contract Amendment would add the hourly rates for design services to the existing contract. Individual scope of services would be created for individual projects based on the exact needs of the CIP project.

**Options & Alternatives:**  
 A separate Request for Proposals (RFP) could be sent out to various consultants for selection, however, this would likely delay the delivery of some CIP projects to complete this process.

**Financial Remarks:**  
 Engineering services would be covered by the individual CIP project's overall budget. Development review services would require payment from Engineering's operating budget.

**Executive Recommendation:**  
 Recommend approval of Contract Amendment No. 1 with R. A. Smith, Inc. for Construction Site Representation for Municipal Construction Projects-2023-2024.