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## **MEMORANDUM**

DATE: April 10, 2017

TO: Dan Duchniak, P.E.

FROM: Chris Walter, P.E.

RE: Caroline (M00509) – Arcadian to Main

The City will open bids on Friday, April 28, 2017, with the Board of Public Works planning to take action at their May 4<sup>th</sup> meeting and Common Council planning to award the project at their May 16<sup>th</sup> meeting.

Due to the timing of the contract approvals versus the next Commission meeting, I am recommending that the Waukesha Water Utility Commission award the water main portion of the contract to the low bidder per our unit price bid engineer's estimate of \$240,000.00. This amount includes a 1% administration fee from the City.

I will include this project on the April 20<sup>th</sup> Commission agenda for ratification of the action to include the contractor's name and actual bid price. If the low bid exceeds our estimate, then I will ask to convene a Special Commission Meeting to review the award.

**Recommended Motion:** Move to approve the low bid, based on our unit price engineer's estimate, for the water main related work in the unit price contract for Waukesha Water Utility's portion of the City of Waukesha Department of Public Work's contract for the Caroline Street project, from Arcadian to Main, for a total not to exceed \$240,000.00 using the monies budgeted in account #3431.

