



Waukesha Water Utility

SERVING WAUKESHA SINCE 1886

115 DELAFIELD STREET
WAUKESHA, WI 53188-3615

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MEMORANDUM

DATE: February 15, 2018

TO: Dan Duchniak, P.E.

FROM: Chris Walter, P.E.

RE: 2018 Survey Services

We requested qualifications from consulting firms for topographic survey and construction staking work on our construction projects planned for this year. Four (4) firms were contacted, and two (2) submitted bids. A summary is shown in the table below. We requested a statement of qualifications showing project experience, key staff members, and rates for performing the work. Cedar Corporation is the consultant being recommended for the selection of this work, to perform 2018 Survey Services for the Utility up to the amount of \$20,000.00. The Professional Service Agreement (PSA) is included in the signature packet.

Name of Firm	Firm Profile (10%)	Project Experience (25%)	Key Personnel (40%)	Hourly Rates (25%)	Total (100%)	Hourly Rate
Cedar Corporation W61 B497 Washington Ave. Cedarburg, WI 53012	8	20	35	23	86	\$93 / hr
R.A. Smith 16745 West Bluemound Rd. Brookfield, WI 53005	9	22	35	18	84	\$129 / hr
Kapur & Associates 7711 N. Port Washington Rd. Milwaukee, WI 53217	Did Not Submit (Could not meet schedule)					
Clark Dietz, Inc. 759 N. Milwaukee St. #624 Milwaukee, WI 53202	Did Not Submit (No local licensed professional surveyor)					

All projects related to this work will be part of our 1% water main replacement program and were budgeted for 2018 construction in account #3431.

Recommended Motion: Move to approve the contract for survey services for 2018 projects with Cedar Corporation in the amount of \$20,000.