

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, MAY 12, 2014 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, May 12, 2014 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson George Adrian. Absent was Darrin Senn. Also, present at the meeting: Assistant City Engineer Matt Decur, Council President Bill Hicks, Happy Tails Dog Park President Karen Polzin and Leroy Jansky, representing American Legion Post #77.

1. **Motion** by Bauer, seconded by Adrian to approve the minutes of the April 21, 2014 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board considered the Street Use Permit application, (attached), of the American Legion Post #77 for a Flag Day Program on June 14, 2014. Leroy Jansky appeared on behalf of Post #77 and mentioned that Chippewa Falls Park and Recreation had previously delivered and picked up picnic tables and benches for the program at no cost to the Legion. He inquired about if Post #77 could pick up and return tables and benches themselves or seek alternative tables and benches.
Motion by Adrian, seconded by Bauer to approve the Street Use Permit for American Legion Post #77 for a Flag Day Program on June 14, 2014 with the option for Post #77 to pick up and return the tables and benches themselves with no cost from the City or to supply their own seating. **All present voting aye. MOTION CARRIED.**

3. Director of Public Works Rubenzer presented the attached Three Party Design Engineering Services contract between the City of Chippewa Falls, State of WI Department of Transportation and Ayres Associates for the final plans and Plans, Specifications and Estimates package for the Spring Street Bridge Project. DPW Rubenzer apprised the Board that the City had performed a Federal consultant selection process prior to the Alternatives Analysis and Preliminary Design and had chosen Ayres Associates for the project. WIDOT has approved Ayres Associates completing the Final plans and PS&E package.
Motion by Rubenzer, seconded by Adrian to recommend the Common Council approve the Three Party Design Engineering Services contract between the City of Chippewa Falls, State of WIDOT and Ayres Associates for the final plans and Plans, Specifications and Estimates package for the Spring Street Bridge Project in an amount not to exceed \$19,246.02. In addition to authorize Mayor Hoffman to execute the agreement. **All present voting aye. MOTION CARRIED.**

4. Karen Polzin, president of Happy Tails Dog Park Board, appeared to update the Board on future plans and to request use of City owned property shown on the attachment. Ms. Polzin stated that a couple Memorial donations had been received and requested using and possibly fencing the open space west of the existing pond/park and north of the existing Dog Park parking area. She inquired about the City's plans for that area. DPW Rubenzer noted that the area had already been platted and that an agreement should be executed should the Dog Park be allowed to use it. Inquiries about sale of lots have been received. Bauer requested specific Dog Park development plans be brought back to the Board of Public Works after Council

Sub-committee had the opportunity to discuss the possible sale of the City owned property being considered. **No action was taken.**

5. The Board considered the disposition of the Bike/Pedestrian path in front of Sunbeam Tavern on Park Avenue. DPW Rubenzer displayed pictures showing the deterioration of the edge of the path and the boulevard area. He stated that bike/pedestrian path clear zones had to be adhered to and that the City typically would not construct parking for a private business. He stated that the problem had existed for many years and wanted to either restore the boulevard with hot mix or top soil and grass. He stated a bollard was a possibility to prevent vehicles driving over the path and curb at the Northeast corner of Peterson Lane and Park Avenue. He said Attorney Ferg had previously opined that parking would not be allowed along Park Avenue but could not locate the opinion. Council President Hicks proposed curb delineation to prevent the said drive overs and restoring the boulevard area. The feasibility of angle parking on the West side of Peterson Lane was discussed. Chad Harshman stated Margo's Sunbeam tried to prevent patrons from parking and driving over the Bike/Path area. He proposed making the East side of Peterson Lane "No Parking" out of respect for residents living there. The Board directed DPW Rubenzer to again seek Attorney Ferg's opinion about parking along Park Avenue. **No action was taken.**

6. DPW Rubenzer presented the attached supplemental letter agreement with SEH for Tenant Install Reviews and Inspections for Antennas on City water towers. DPW Rubenzer stated that the cost of such reviews and inspections would be passed on to the vendors seeking location of their antennas on City towers. He gave past history and practice on the reviews. **Motion** by Hoffman, seconded by Rubenzer to recommend the Common Council approve the supplemental letter agreement with SEH for Tenant Install Reviews and Inspections for Antennas on City water towers and authorize Mayor Hoffman to execute the agreement. **All present voting aye. MOTION CARRIED.**

7. **Motion** by Adrian, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:19 P.M.


Richard J. Rubenzer, PE
Secretary, Board of Public Works

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, APRIL 21, 2014 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, April 21, 2014 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Darrin Senn. Absent was Alderperson George Adrian. Also, present at the meeting were Assistant City Engineer Matt Decur and Luke Haun of Lunda Construction.

1. **Motion** by Bauer, seconded by Senn to approve the minutes of the April 7, 2014 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. The Board considered the attached request for a Street Use Permit from Chippewa Falls Main Street for the Pure Water Days Parade on Saturday, August 9, 2014. Finance Manager Bauer noted that Main Street was forced to take over the event if it were to continue. She also noted that the city fiscally supported Main Street annually and that Pure Water Days cost between six and seven thousand dollars to host each year. Discussion continued about whether Main Street volunteers had equipment to pick up and return the fifty-plus requested barricades and stands. **Motion** by Rubenzer, seconded by Senn that:
 - a) To recommend that the Main Street Organization pick up and return barricades and stands for the Pure Water Days Parade if equipment and personnel were available.
 - b) The option to charge Main Street for City services for the Pure Water Days Parade event only be considered if Main Street at least broke even for the event.
 - c) The City Council approve the request for a Street Use Permit for Main Street for the Pure Water Days Parade on August 9, 2014.

All present voting aye. MOTION CARRIED.

3. The Board considered the attached request for a Street Use Permit from Chippewa Falls Main Street for the Pure Water Days Duck Splash Festival on Saturday, August 9, 2014. There was additional discussion about whether Main Street volunteers had equipment to pick up and return the twenty requested barricades and stands. **Motion** by Rubenzer, seconded by Senn that:
 - a) To recommend that the Main Street Organization pick up and return barricades and stands for the Pure Water Days Duck Splash Festival if equipment and personnel were available.
 - b) The option to charge Main Street for City services for the Pure Water Days Duck Splash Festival event only be considered if Main Street at least broke even for the event.
 - c) The Common Council approve the request for a Street Use Permit for Main Street for the Pure Water Days Duck Splash Festival on August 9, 2014.

All present voting aye. MOTION CARRIED.

4. Luke Haun of Lunda Construction appeared to request an extension to the attached Street Use Permit and Access Agreement for City owned property between Technology Way and the Chippewa River. The access was originally granted for Lunda Construction to upgrade the Union Pacific Railroad Trestle crossing the Chippewa River. Director of Public Works Rubenzer and Mayor Hoffman had received a complaint about late night construction and

Please note, these are draft minutes and may be amended until approved by the Common Council.

construction equipment noise at the site. Mr. Haun explained that all after hours work had been completed and that the project would be completed on time except WIDNR wouldn't allow the causeway rock along the river to be removed until July 1, 2014 due to environmental concerns.

Motion by Senn, seconded by Rubenzer to recommend the Common Council approve an extension to the attached Street Use Permit and Access Agreement for City owned property between Technology Way and the Chippewa River. The access was originally granted for Lunda Construction to upgrade the Union Pacific Railroad Tressel crossing the Chippewa River. The extension period is from May 31, 2014 until July 31, 2014. **All present voting aye. MOTION CARRIED.**

5. **Motion** by Senn, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 5:50 P.M.


Richard J. Rubenzer, PE
Secretary, Board of Public Works



CITY OF CHIPPEWA FALLS STREET USE PERMIT APPLICATION

Applicant Name and Address: AMERICAN LEGION POST 77	Applicant Phone Number: (715) 723-6555
---	--

<input type="checkbox"/> Please check here if the applicant is the individual in charge of the event. If not, please indicate Name, Address and Phone Number of responsible individual. BERNARD WILLI 123 W. GARDEN ST CHIPPEWA FALLS WI 54729	Name, Address and Phone Number of the headquarters of the organization and responsible head of such organization: AMERICAN LEGION POST 77 P.O. Box 241 CHIPPEWA FALLS WI 54729 DAVID HEDRINGTON - CMDR.
--	---

Name of the event: FLAG DAY	Estimated number of persons participating: 150
---------------------------------------	--

Date and start and end times requested for street use:
SAT. JUNE 14, 2014 ALL DAY

Accurate description of the portion of the street or streets being requested for use (attach maps if necessary):
CITY PARKING LOT AT NW CORNER OF RUSHMAN & E. SPRING ST.

Use, described in detail, for which the street use permit is requested:
FLAG DAY PROGRAM AND SERVE REFRESHMENTS

City services requested for the event (e.g., Street Department or Police Department staff time)
PARK TO DELIVER PICNIC TABLES & BENCHES *Two park employees deliver and pick up (total of 8 staff hours) = \$280.00*

The applicant agrees to indemnify, defend, and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City or account of any injury to, or death of, any persons or any damage to property caused by or resulting from the activities for which the permit is granted. This Street Use Permit for the event may be terminated by the Chippewa Falls Police Department if the health, safety, and welfare of the public appears to be endangered by the activities or if the event is in violation of any of the conditions of the permit or regulations adopted by the Common Council. Applicant understands they shall be present when the Board of Public Works or City Council considers the request for Street Use Permit. Failure to appear may be grounds for denial of the requested permit.

Bernard Willi **4-11-2014**
Signature of Applicant Date

OFFICE USE ONLY

Estimated cost of City services requested (to be completed by Police Chief and Director of Public Works):
**No extra police services from Police anticipated.
Parks & Rec delivery of tables & benches + pickup = approximately \$280.00**

Requirements of Applicant:

Approved by:
[Signature] **[Signature] PE 4/21/14**
Signature of Chief of Police Signature of Director of Public Works

Recommendation of Board of Public Works (if required): Approved Denied

Decision of City Council (required): Approved Denied

THREE-PARTY DESIGN ENGINEERING SERVICES CONTRACT BETWEEN
City of Chippewa Falls (MUNICIPALITY),
State of Wisconsin Department of Transportation (DEPARTMENT),
AND Ayres Associates Inc (CONSULTANT) FOR

Project ID 8996-00-80
Chippewa Falls, Spring Street
Duncan Creek Bridge B090711
Local Street
Chippewa County

DOT FOS OBJECT CODE 5501

This is a DESIGN ENGINEERING SERVICES CONTRACT between MUNICIPALITY, DEPARTMENT, and CONSULTANT to provide consultant engineering services and will be completed within six (6) months.

The MUNICIPALITY proposes a transportation improvement PROJECT described as follows:

PREPARATION OF THE FINAL PLANS AND PS&E PACKAGE TO IMPROVE THE SPRING STREET BRIDGE AND APPROACHES OVER DUNCAN CREEK, LOCATED IN SECTION 6, T28N, R8W, CITY OF CHIPPEWA FALLS, CHIPPEWA COUNTY, WISCONSIN.

The MUNICIPALITY and DEPARTMENT deem it advisable to engage CONSULTANT to provide certain engineering services and have authority to contract for these services.

ALL SERVICES

Compensation for all Services provided by the CONSULTANT under terms of the CONTRACT shall be from the:

- DEPARTMENT or
 MUNICIPALITY

(1) A LUMP SUM OF \$19,246.02.

Compensation in excess of the total CONTRACT amount of \$19,246.02 shall not be allowed unless approved by a written CONTRACT amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed. Details of CONTRACT compensation provisions follow in the text of the CONTRACT and STANDARD PROVISIONS incorporated by reference.

The CONSULTANT represents it is in compliance with the laws and regulations relating to the profession of engineering and signifies its willingness to provide the desired engineering services.

The CONSULTANT representative is Christopher B. McMahon, PE, whose work address; e-mail address; and telephone number are 3433 Oakwood Hills Parkway, Eau Claire, Wisconsin 54701, McMahonC@AyresAssociates.com, 7153.834.3161.

The MUNICIPALITY representative is Richard Rubenzer, PE, Director of Public Works/City Engineer/Utility Manager, City of Chippewa Falls, whose work address, e-mail address; and telephone number are 30 West Central Street, Chippewa Falls, Wisconsin 54729, rrubenzer@chippewafalls-wi.gov, 715.726.2701.

The DEPARTMENT representative is Ryan McKane, PE, Knight E/A Inc., whose work address; e-mail address; and telephone number are 700 North 3rd Street, Suite 104, La Crosse, Wisconsin 54601, rmckane@knightea.com, 608.519.1455 ext. #2.

This CONTRACT incorporates and the parties agree to all of the STANDARD PROVISIONS of the August 2, 2002, THREE PARTY DESIGN ENGINEERING SERVICES BOILERPLATE, Procedure 8-15-1, Exhibit 1.2 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these STANDARD PROVISIONS.

The parties also agree to all of the special provisions which are annexed and made a part of this CONTRACT, consisting of 3 pages.

This CONTRACT also incorporates the State of Wisconsin Facilities Development Manual and all other Manuals referenced therein, unless this CONTRACT expressly excludes a provision thereof or the context of this CONTRACT clearly indicates an entirely different understanding of the parties.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

By: 

Title: MGR - TRANS STRUCTURES

Date: 4/21/14

For the DEPARTMENT

By: _____

Contract Manager, WisDOT

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

APPROVED

By: _____

GOVERNOR, State of Wisconsin

Date: _____

VI. SPECIAL PROVISIONS

Sections III.A.(4) and IV.A.(4) are amended to substitute the DEPARTMENT for the MUNICIPALITY.

SCOPE OF SERVICES

A. DESIGN REPORTS

N/A

B. ENVIRONMENTAL DOCUMENTATION

N/A

C. AGENCY COORDINATION

N/A

D. UTILITY INVOLVEMENTS

- (1) The CONSULTANT shall follow the procedures of the WisDOT Guide to Utility Coordination for non-TRANS 220 projects.

E. PUBLIC INVOLVEMENT

N/A

F. SURVEYS

N/A

G. SOILS AND SUBSURFACE INVESTIGATIONS

N/A

H. ROAD PLANS

- (1) It is anticipated that the PROJECT length will not exceed 145 feet.
- (2) It is anticipated that the Plan & Profile Sheets will be developed to a 1"=40' scale on the 11-inch by 17-inch size sheets.

I. STRUCTURE PLANS

- (1) Final Plans will be based on the Preliminary Plans that were approved by the DEPARTMENT on August 23, 2012.

- (2) Plans for Structures shall be fully dimensioned besides showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of quantities for all pertinent items of work to be performed in the PROJECT.
- (4) Plans for Structures shall include schedules for bar steel reinforcement. Such schedules shall provide all of the necessary detail required for the fabrication of the reinforcement without the necessity of making separate shop drawings for that purpose.
- (5) When the plans for a structure have been completed the CONSULTANT shall furnish the DEPARTMENT with plans for review and examination. The CONSULTANT shall also provide plans to the MUNICIPALITY.
- (6) The CONSULTANT shall submit for review and examination all specifications for items of work in the Structure Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (7) Plans will be subject to review and examination by the MUNICIPALITY and the DEPARTMENT. Such review and examination may be made on the site of the PROJECT.
- (8) Along with the plans for structures the CONSULTANT shall submit one copy or reproduction of the design computations for the DEPARTMENT'S review and permanent file.
- (9) The CONSULTANT shall furnish such other pertinent information and data with respect to the plans and design as the MUNICIPALITY or DEPARTMENT may request.

J. PLATS

N/A

K. MEETINGS

- (1) The CONSULTANT shall participate in the pre-construction conference as scheduled by the DEPARTMENT.

L. PLANS, SPECIFICATIONS & ESTIMATES (P.S.&E.)

- (1) Section II. K.(2) of the STANDARD PROVISIONS is amended as follows:

The CONSULTANT shall submit the Plan Letter, Sample Proposal with the Highway Work Proposal and Special Provisions, Recommendation to Governor for Contract and Bond Approval Form, Utility Status Report, Certificate of Right of Way, Contract Time for Completion, News Release, Notes to Construction, and the Wetland Impact Tracking Form portion of the P.S.&E. electronically as specified in the MANUAL.

M. SERVICES PROVIDED BY THE MUNICIPALITY OR DEPARTMENT

N/A

N. PROSECUTION AND PROGRESS

- (1) Services under this CONTRACT shall be completed within six (6) months. This assumes that the P.S.&E. will be submitted to the DEPARTMENT'S Central Office by February 1, 2015 for a Bid Letting on May 12, 2015.
- (2) The following items shall be completed and submitted to the DEPARTMENT by the indicated dates, if the Design Study Report is approved by August 1, 2014 and the CONSULTANT has received the Notice to Proceed by August 1, 2014.

	<u>DATE</u>
Final P.S.&E. to Management Consultant	December 1, 2014
Final P.S.&E.	February 1, 2015

- (3) Section III.A.(6) is amended as follows: The CONTRACT shall also be considered to be in full force and effect for the purposes of participation in the pre-construction conference as scheduled by the DEPARTMENT.

O. BASIS OF PAYMENT

- (1) The CONSULTANT will be compensated by the DEPARTMENT for services provided under this CONTRACT on the following basis:
- (a) For Final Road Plans and Final Structure Plans performed by CONSULTANT, a lump sum of \$19,246.02.
- (b) For the CONSULTANT'S total costs, not to exceed \$19,246.02.

P. ACCESS TO RECORDS

Section V.E. of the STANDARD PROVISIONS is amended to include the following: The CONSULTANT'S record of the services provided under this CONTRACT will be available for inspection and copying at: Ayres Associates Inc, 3433 Oakwood Hills Parkway, Eau Claire, WI 54701.



Project I.D. 8996-00-80

City of Chippewa Falls, Spring Street

Duncan Creek Bridge B090711

Local Street

Chippewa County

Revised: 13-Mar-2014

Project Manager:

Consultant Weighted Average Direct Labor Rates

Project I.D. 8996-00-80
 City of Chippewa Falls, Spring Street
 Duncan Creek Bridge B090711
 Local Street
 Chippewa County

Revised: 03/13/14

Classification: Surveyor

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
TOTAL		0.00%	\$0.00

Classification: Clerical

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
02164	\$19.58	100.00%	\$19.58
TOTAL		100.00%	\$19.58

Classification:

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
TOTAL		0.00%	\$0.00

Classification:

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
TOTAL		0.00%	\$0.00

Classification:

Employee Number	Current Rate(b)	Percent Contribution(c)	(b*c)
TOTAL		0.00%	\$0.00

CONSULTANT DIRECT LABOR RATES

Project I.D. 8996-00-80
 City of Chippewa Falls, Spring Street
 Duncan Creek Bridge B090711
 Local Street
 Chippewa County

Contract Start Date: 8/1/2014
 Contract Complete Date: 1/31/2015

Revised: 03/13/14

Employee Identification	Classification	Current Rate	% Labor Increase	New Labor Rate	Date of Increase	% Labor Increase	New Labor Rate	Date of Increase	% Labor Increase	New Labor Rate	Date of Increase	% Labor Increase	New Labor Rate	Date of Increase
Emp. No. 00380	Manager 1	\$ 56.12	2.00%	\$ 59.28	8/1/15	2.00%	\$ 60.47	8/1/16	2.00%	\$ 61.68	8/1/17	2.00%	\$ 62.81	8/1/18
Emp. No. 01290	Engineer 3	47.15	2.00%	48.09	8/1/15	2.00%	49.05	8/1/16	2.00%	50.04	8/1/17	2.00%	51.04	8/1/18
Avg. Selected Individuals	Engineer 2	33.35	2.00%	34.02	8/1/15	2.00%	34.70	8/1/16	2.00%	35.39	8/1/17	2.00%	36.82	8/1/18
Avg. Selected Individuals	Engineer 1	24.82	2.00%	25.32	8/1/15	2.00%	25.82	8/1/16	2.00%	26.34	8/1/17	2.00%	27.40	8/1/18
Emp. No. 00843	Technician 3	27.95	2.00%	28.51	8/1/15	2.00%	29.08	8/1/16	2.00%	29.66	8/1/17	2.00%	30.25	8/1/18
		-	2.00%	-	8/1/15	2.00%	-	8/1/16	2.00%	-	8/1/17	2.00%	-	8/1/18
		-	2.00%	-	8/1/15	2.00%	-	8/1/16	2.00%	-	8/1/17	2.00%	-	8/1/18
Emp. No. 02164	Clerical	19.58	2.00%	19.97	8/1/15	2.00%	20.37	8/1/16	2.00%	20.78	8/1/17	2.00%	21.19	8/1/18
		-	2.00%	-	8/1/15	2.00%	-	8/1/16	2.00%	-	8/1/17	2.00%	-	8/1/18
		-	2.00%	-	8/1/15	2.00%	-	8/1/16	2.00%	-	8/1/17	2.00%	-	8/1/18
		-	2.00%	-	8/1/15	2.00%	-	8/1/16	2.00%	-	8/1/17	2.00%	-	8/1/18

Employee Identification	Classification	% Work at 08/14 to 08/15 Rate	% Work at 08/15 to 08/16 Rate	% Work at 08/16 to 08/17 Rate	% Work at 08/17 to 08/18 Rate	% Work at 08/18 to 08/19 Rate	% Work at 08/19 to 08/20 Rate	Weighted Average Hourly Rate
Emp. No. 00380	Manager 1	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	\$ 56.12
Emp. No. 01290	Engineer 3	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	47.15
Avg. Selected Individuals	Engineer 2	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.35
Avg. Selected Individuals	Engineer 1	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	24.82
Emp. No. 00843	Technician 3	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	27.95
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
Emp. No. 02164	Clerical	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	19.58
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-
		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-

DESIGN ENGINEERING SUMMARY OF STAFF HOURS AND DIRECT LABOR COSTS

Project ID: 8996-00-80
 City of Chippewa Falls, Spring Street
 Duncan Creek Bridge B090711
 Local Street
 Chippewa County

Revised: 03/13/14

Class TASK	Average Hourly Wage	ACT. CODE	Manager 1		Engineer 3		Engineer 2		Engineer 1		Technician 3		Technician 2	
			Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Administration & Coordination Reports	740	3	174.36	2	94.30	-	-	-	-	-	-	-	-	-
Environmental	767	-	-	-	-	-	-	-	-	-	-	-	-	-
Agency, Public Involvement	743	-	-	4	188.60	4	133.40	2	49.64	-	-	-	-	-
Survey	729	-	-	-	-	-	-	-	-	-	-	-	-	-
Soils Investigation	644	-	-	-	-	-	-	-	-	-	-	-	-	-
Preliminary Roadway	741	-	-	-	-	-	-	-	-	-	-	-	-	-
Preliminary Structure	1,001	-	-	4	188.60	6	200.10	12	297.84	20	559.00	-	-	-
Final Roadway	742	-	-	4	188.60	20	667.00	48	1,191.36	48	1,341.60	-	-	-
Final Structure	1,002	1	58.12	-	-	-	-	-	-	-	-	-	-	-
Right-of-way TLE	745	-	-	-	-	-	-	-	-	-	-	-	-	-
Meetings and Conf	747	-	-	2	94.30	-	-	-	-	-	-	-	-	-
Title Searches	745	-	-	-	-	-	-	-	-	-	-	-	-	-
Wetland Eval and delineation	767	-	-	-	-	-	-	-	-	-	-	-	-	-
P S & E	794	-	-	4	188.60	9	300.15	6	148.92	-	-	-	-	-
Right-of-way PLE/Plat	745	1	58.12	-	-	-	-	-	-	-	-	-	-	-
Traffic	785	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS		5	290.60	20	943.00	39	1,300.65	68	1,687.76	68	1,900.60	68	1,900.60	-

SUBCONSULTANT SUMMARY

Project I.D. 8996-00-80
 City of Chippewa Falls, Spring Street
 Duncan Creek Bridge B090711
 Local Street
 Chippewa County

Revised: 03/13/14

Sub Number	Name	Task	Basis of Payment	Total Contract Amount	DBE (Y/N)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total				\$ -	

Proposal	DBE Participation	\$	-	0.0%
Contract	DBE Participation	\$	-	0.0%

FEE COMPUTATION BY ENGINEERING TASK

Project I.D. 8996-00-80

City of Chippewa Falls, Spring Street
 Duncan Creek Bridge B090711
 Local Street
 Chippewa County

Revised: 03/13/14

TASK	ACTIVITY CODE	Direct Labor Costs	Overhead Costs	Direct Expenses	Fixed Fee / Profit	TOTAL
Administration & Coordination Reports	740	288.24	538.14	5.00	50.44	881.82
Environmental	748	-	-	-	-	-
Agency, Public Involvement Survey	767	-	-	-	-	-
	743	410.80	766.96	10.00	71.89	1,259.65
Soils Investigation	729	-	-	-	-	-
Preliminary Roadway	644	-	-	-	-	-
Preliminary Structure	741	-	-	-	-	-
Final Roadway	1001	-	-	-	-	-
Final Structure	742	1,284.70	2,398.53	25.00	224.82	3,933.05
Right-of-way TLE	1002	3,446.68	6,434.95	30.00	603.17	10,514.80
Meetings and Conf	745	-	-	-	-	-
Title Searches	747	94.30	176.06	-	16.50	286.86
Wetland Eval and delineation	745	-	-	-	-	-
P S & E	767	-	-	-	-	-
Right-of-way PLE/Plat	794	774.11	1,445.26	15.00	135.47	2,369.84
Traffic	745	-	-	-	-	-
	785	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
	0	-	-	-	-	-
TOTALS		6,298.83	11,759.90	85.00	1,102.29	19,246.02

Indirect Home Office Rate 186.70%
 Fixed Fee: 7.00%

CONSULTANT CONTRACT TOTAL FEE COMPUTATION

Project I.D. 8996-00-80
 City of Chippewa Falls, Spring Street
 Duncan Creek Bridge B090711
 Local Street
 Chippewa County

Revised: 03/13/14

	Project I.D. 8996-00-80	Project I.D. XXXX-XX-XX	TOTAL CONTRACT				
Number of Staff Hours	209						209
Total Direct Labor	\$ 6,298.83						\$ 6,298.83
Indirect Home Office Rate 186.7%	11,759.90						11,759.90
Fixed Fee (% of Labor * 2.5) 7.0%	1,102.29						1,102.29
Non-Labor Direct Charges	85.00						85.00
Sub-Total Ayres Associates	\$ 19,246.02						\$ 19,246.02
	\$ -						\$ -
	-						-
	-						-
	-						-
	-						-
	-						-
	-						-
	-						-
	-						-
	-						-
	-						-
Sub-Total Subconsultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 19,246.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,246.02



Marilyn St

Chippewa Crossing Blvd

Chippewa Crossing Blvd

Chippewa Crossing Blvd

Chippewa Crossing Blvd

g Blvd

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Chippewa Falls ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective October 23, 2013, this Supplemental Letter Agreement dated April 30, 2014 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Tenant install reviews/inspections.

Client's Authorized Representative: Mr. Rick Rubenzer, PE
Address: 30 West Central Street
Chippewa Falls, WI 54729
Telephone: 715.726.2739 email: rrubenzer@chippewafalls-wi.gov

Project Manager: Daniel J. Zienty
Address: 421 Frenette Drive
Chippewa Falls, WI 54729
Telephone: 651.490.2160 email: dzienty@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Tenant Install Reviews/Inspections

1. Review site drawings, antenna information, and specifications. (3 iterations)
2. Review related structural and associated construction documents, calculations. (2 iterations)
3. Consult with the Utility to ensure that the planned installation meets the City's requirements.
4. Review shop drawings based on the final approved construction drawings. (Included in item 1).
5. Conduct a preconstruction meeting with the contractor, subcontractors and the City prior to the commencement of construction to ensure that all parties understand the City's requirements and coordinate the construction schedule.
6. Perform site visits to ensure that the installation is in accordance with the approved plans, City requirements, and the pre-construction meeting minutes:
 - Provide inspection of the applicable coating surface preparation and application to ensure compliance with the existing system and manufacturers recommendations (Includes up to 2 trips to shop painting facility or field, specific to inspection of painted components/penetrations)
 - Provide inspection of installed welded/attached components, coaxial cable routing/line dressing in accordance with the approved plans, to be scheduled in cooperation with the contractor, and prepare a final punch list (3 site visits)
7. Review record drawings of the installation prepared by the contractor and prepare closeout documentation for distribution to the City, to include:
 - 360 Virtual Tour Project Closeout

Schedule: Upon your authorization we can begin this project immediately. It is our intent to complete plan reviews, calculations reviews and shop drawing reviews will be completed within seven (7) business days after receipt. Construction observation of major work items will be performed based on the agreed upon schedule (determined at the preconstruction meeting, with the contractor providing 48 hours notice).

Payment: The fee is hourly estimated to be \$6,500 including expenses and equipment.

Tenant Install Reviews/Inspections \$6,000.00 per site
360 Virtual Tour Project Closeout \$500 per site
Total: \$6,500

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1. Should circumstances arise that require additional effort on the part of SEH staff, we will request written authorization from the City to perform these services, and provide and an estimate of any additional fees.

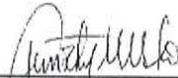
SEH will prepare monthly invoices that itemize costs (fees and expenses) for work performed during the billing period. Interest in the amount of 1% of the unpaid balance per month may be added to the unpaid balance of invoices that are not paid within 35 days of receipt.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

p:\aet\cfc\cit\common\agreements\suppl letter agreement_4.30.14.docx

Short Elliott Hendrickson Inc.

By: _____
Daniel J. Zienty, PE
Title: Sr. Project Design Leader

By:  _____
Timothy M. Marko, PE
Title: Client Service Manager

Approved: City of Chippewa Falls
30 W. Central Street
Chippewa Falls, WI 54729

By: _____
Gregory Hoffman, Mayor

Date: _____

Attest: _____
Bridget Givens, Clerk

Date: _____

Approved as to Form:

City Attorney

Date: _____

I, Lynne R. Bauer, hereby certify that sufficient funds are in the Treasury of the City of Chippewa Falls, to meet the expense of this Contract, or that provisions have been made to pay the liability that will accrue thereunder.

Lynne R. Bauer, Finance Director

Exhibit A-1
to Supplemental Letter Agreement
Between City of Chippewa Falls (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 30, 2014

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment. Current billing rates shall be the Actual Billing Rates of Personnel Method as indicated in the Agreement.

1. **Actual Billable Rates of Personnel Method** - Applicable billing rates of employees shall be based on the actual payroll rates of personnel times a multiplier plus the cost of expenses and equipment outlined in Paragraphs B and C of this Exhibit.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

p:\ae\c\cfd\common_agreements\exhibit a1_4.30.14.docx