



civil . structural . plumbing / fire protection . mechanical . electrical. telecommunications / security

May 11, 2018

Mr. Peter Daniels, Interim City Engineer  
City of West Allis  
7525 W. Greenfield Ave.  
West Allis, WI 53214

**RE: Street Lighting Replacement  
Circuits F-1 and L-4**

Dear Peter

Harwood Engineering Consultants, Ltd., (HECL), is pleased to provide a proposal for Engineering Consulting Services for upgrading the circuiting and light sources for existing circuits F-1 and L-4. The following list outlines our understanding of the work required:

- The existing 4800 volt lighting circuits shall be replaced with new 240 volt circuits. The new circuits shall come from existing street lighting cabinets.
- Existing poles are intended to be re-used whenever possible.
- New circuits will generally run along one side of a street.
- New circuits are planned to be horizontally bored in order to minimize excavation. Conduit shall be HDPE or possibly PVC. New wiring shall be copper properly sized to accommodate voltage drop.
- Some arrangements may need to be made to accommodate currently planned roadway work along National Avenue.
- Harwood Engineering Consultants, Ltd. will walk through all planned circuit paths to verify obstructions, locate any new pole locations and verify circuit sources. City personnel will open all cabinets as needed.
- Drawings will include quantities of work, using logical breakdowns.
- Full technical specifications shall be provided by Harwood Engineering Consultants, Ltd. West Allis shall provide all "Front End" sections.
- Harwood Engineering Consultants, Ltd. will provide construction administration services:
  - Pre-bid walk-through
  - Bid review assistance
  - Pre-Construction meeting
  - Shop drawing review
  - Site observation
  - Punch lists
  - Construction meetings as needed.

**Our proposed fee for these services is \$15,500 (Fifteen Thousand Five Hundred Dollars).**

255 North 21<sup>st</sup> Street, Milwaukee, Wisconsin 53233 Phone: (414) 475-5554 Fax: (414) 773-9299 [www.hecl.com](http://www.hecl.com)

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**Construction Administration**

Any significant changes made to the project documents after they are substantially completed shall be considered supplemental services.

**Reimbursable Expenses**

Standard reimbursable shall be billed at a 1.0 multiplier and shall include, but not be limited to, printing, reproductions, photography, and other necessary incidentals.

**Supplemental Services**

Should supplemental services be requested by you due to a change in the above Scope of Services, we shall proceed with said services upon your approval, and invoice on an hourly basis, based on the following hourly rates:

**Standard Hourly Rates**

Principal .....	\$165
Senior Project Engineer/Designer .....	\$125
Project Engineer/Designer 2 .....	\$100
Project Engineer/Designer 1.....	\$ 80
CAD Technician .....	\$ 60
Administration .....	\$ 55

**Terms And Conditions**

Harwood Engineering Consultants, Ltd. (HECL) has not provided any project budget guidance and therefore is not accountable or responsible for previously established project budgets. If costs associated with this project to meet the Owner's expectations, exceed the established budget HECL will be reimbursed to modify documents necessary to bring this project within the initial budget.

In the advent the scope of the project is altered, HECL reserves the right to negotiate appropriate compensation for engineering such changes. HECL reserves the right to suspend all activity on this project until the negotiations for additional engineering services are resolved.

If this proposal meets with your approval, the authorization to begin may be indicated by signing in the space provided below and returning a signed copy to HECL. This proposal is based generally on the West Allis consultant agreement we worked under during the study phase of this project.

Invoices shall be sent monthly with payment due within 60 days of receipt. Should the production effort be interrupted due to late receipt of payments, it may be necessary to adjust the schedule. We reserve the right to charge interest at the rate of 1.0 percent per month on the balance outstanding, 60 days after the date of the invoice, and shall be added and compounded monthly. We reserve the right to withhold plans and documents from the review, signature, or distribution process, until account is currently paid.



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This proposal remains in effect for a period of not more than six months from the date of this letter. After that time, we will be happy to review our proposal and update our fees, if necessary.

### Conclusion

Peter, we trust this proposal meets with your approval. We look forward to working with you and your staff. If you have any questions or comments, please feel free to contact us.

*Sincerely,*

**Harwood Engineering Consultants, Ltd.**

Tom Petersen, PE / LEED AP  
Principal | Vice President  
Director of Electrical Engineering

TP/mm

For: **City of West Allis**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date