



February 28, 2024

Karyn Rittenhouse  
Water System Superintendent | DPW – Water Division  
City of West Allis  
6300 W. McGeoch Ave.  
West Allis, WI 53219

Re: 96<sup>th</sup> St. Pump Station Generator Design

Dear Ms. Rittenhouse:

We greatly appreciate the opportunity to present this proposal to perform consulting services for you to design the standby generator system at the City's 96<sup>th</sup> St. Pump Station.

The scope of this project would follow the recommendations of the September 2023 96<sup>th</sup> Street Pump Station Electrical Alternatives Analysis report.

Scope assumes that the existing power distribution arrangement remains as-is and be upgraded later as part of the new pump design, site survey is not required [aerial imagery will be utilized], controls will consist of a start/stop signal from ATS to generator and remote annunciator, the new generator will have a diesel engine and be located outdoors in a weather protected enclosure, the switchboard assembly will not be modified, and the new transfer switch will be service entrance rated and located outdoors.

#### Scope of Services

Donohue will provide the following services:

##### Data Review and Recommendations

- Attend kick-off meeting at facility (intent is City Electrical Inspector will be present)
- Review the provided facility electric bills
- Review the power supply from WE Energies and size generator
- Finalize open versus closed transition transfer scheme
- Finalize location of new generator and transfer switch

##### Design and Bidding

- Prepare contract documents (drawings and specifications)
- Attend 50% review meeting to discuss the preliminary design concepts
- Utilize City provided front end specifications
- Prepare engineer's opinion of probable construction cost
- Prepare reviewable bidding documents
- Attend 90% review meeting to discuss the bidding documents
- Incorporate mutually agreed to comments and finalize the bidding documents

- Attend pre-bid meeting
- Answer bidding questions
- Attend bid opening
- Develop bid tabulation
- Provide letter of recommendation

Construction Phase Services

- Attend pre-con meeting at the Pump Station
- Review shop drawings
- Response to contractor Requests for Information
- Coordinate with Contractor
- Perform punchlist observation site visit and create list of required corrections
- Perform periodic construction observations visits. It is anticipated that active construction will be twelve (12) weeks and bi-weekly visits will be conducted
- Provide record drawings based on contractor provided red lines to the bidding documents

Project Timing

Donohue will deliver reviewable bidding documents within eighteen (18) weeks following the Kick-off Meeting.

Compensation

Compensation for the work as defined in the Scope of Services of this proposal shall be in accordance with Donohue's standard chargeout rates in effect at the time the Services are performed. The total cost for these basic Services will not exceed the amounts below without prior written approval from City.

Design	\$47,500
Geotechnical Work	\$3,500
Bidding	\$6,000
Construction	\$53,000
Total	\$110,000

We look forward to collaborating on this project.

Sincerely,



Michael Stohl, PE, Project Manager  
920.803.7345