

COMMUNITY DEVELOPMENT AUTHORITY OF THE  
CITY OF WEST ALLIS  
PROCEED ORDER #31

TO: **RAMBOLL AMERICAS ENGINEERING SOLUTIONS, INC.**

DATE: **JANUARY 21, 2026**

PROJECT: **GRANT WRITING SERVICES – USEPA FY 26 GRANT REQUEST**  
**REF: P3861M-25199**

In accordance with Community Development Authority Resolution No. 1524 dated January 13, 2026, and the Agreement for Professional Services dated November 10, 2016 (the "Agreement"), you are directed to proceed with work on the Project as outlined below:

Work: See attached Scope of Services 1-13-26.

Estimate: \$ 5,500.00

Schedule: Work to commence immediately. To be completed as part of the Basic Services under the Agreement.

This Proceed Order, including any attachments, is incorporated into the Agreement. All work defined in this Proceed Order and payment therefore shall be performed in accordance with the terms and conditions of the Agreement, unless otherwise modified herein. Any modification(s) of this Proceed Order is subject to approval and acceptance pursuant to the Agreement.

Issued:

COMMUNITY DEVELOPMENT AUTHORITY

By:  Patrick Schloss  
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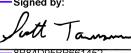
Title: Executive Director  
Community Development Authority

Date: 1/21/2026

ATTACHMENTS:  
Scope of Services

Received and Approved:

CONSULTANT

By  Scott Tamm  
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Title: Principal

Date: 1/22/2026

COMPTROLLER'S CERTIFICATE  
Countersigned this day 1/22/2026,  
and I certify that the necessary funds have been  
provided to pay the liability that may be incurred  
by the City of West Allis under this Contract.

 Jason Kaczmarek  
F66AD1194F98440  
Jason Kaczmarek  
Director of Finance/Comptroller

COMMUNITY DEVELOPMENT AUTHORITY  
CITY OF WEST ALLIS  
RESOLUTION NO: 1524 – AS AMENDED  
DATE ADOPTED: January 13, 2026

Resolution to approve the Scope of Services for Ramboll Americas Engineering Solutions, Inc. for grant writing assistance for an application to the United States Environmental Protection Agency for a Brownfield Clean-up Grant for the former Motor Castings properties located within the S. 65 St. and W. Washington St. area, in an amount not to exceed \$5,500.

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority"), by the Department of Development, has received numerous grants and loans from the U.S. EPA and WIDNR for various properties and redevelopment projects; and,

WHEREAS, the City of West Allis and the Community Development Authority share the mission in addressing brownfield sites that are blighted, environmentally impacted, and underutilized properties through redevelopment; and,

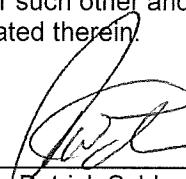
WHEREAS, the Authority has reviewed the proposal/scope of services submitted by Ramboll Americas Engineering Solutions, Inc., for Grant Writing Services related to the application for the USEPA FY26 Brownfield Cleanup Grant.

NOW, THEREFORE, BE IT RESOLVED by the Community Development Authority of the City of West Allis as follows:

1. That the Executive Director or its designee, be and is hereby authorized and directed to enter into a contract with Ramboll Americas Engineering Solutions, Inc. for providing the preparation of an application for the USEPA FY6 Brownfield Cleanup Grant
2. That the sum of up to \$5,500 be and is hereby appropriated for retaining the services of Ramboll Americas Engineering Solutions, Inc, for the preparation of an application for the USEPA FY25 Revolving Loan Fund (RLF) , and to be funded through TIF #7 and/or US EPA Site Assessment Grant Funds and/or US EPA RLF project income.

BE IT FURTHER RESOLVED, that the City Attorney be and is hereby authorized to make any non-substantive changes, modifications, additions and deletions to and from the various consulting Contract documents, including but not limited to all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

Approved

  
\_\_\_\_\_  
Patrick Schloss, Executive Director  
Community Development Authority



ENVIRONMENT  
& HEALTH

**Sent via E-Mail: pschloss@westalliswi.gov**

Mr. Patrick Schloss  
City of West Allis  
7525 W. Greenfield Avenue  
West Allis, WI 53214

**PROPOSAL FOR GRANT WRITING SERVICES RELATED TO THE  
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
FY26 CLEANUP GRANT REQUEST**

Dear Mr. Schloss:

Per your request, Ramboll US Consulting, Inc. (Ramboll) is pleased to submit this proposal to the City of West Allis (CDA) for grant writing services related to the United States Environmental Protection Agency (USEPA) Fiscal Year 2026 (FY26) Cleanup Grant Request. This scope of services will be completed under the Master Contract with the City, dated November 10, 2016.

January, 13, 2026

**SCOPE OF SERVICES**

Ramboll will provide the lead role in preparing a USEPA FY26 Cleanup Grant Request which is due to the USEPA on or before January 28, 2026. The request for cleanup funds is anticipated to be up to \$4,000,000 and will be dependent on anticipated need from future identified projects.

Ramboll  
234 W. Florida Street  
Fifth Floor  
Milwaukee, WI 53204  
USA

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www.ramboll.com

The general process we will use for preparing and securing this Grant is as follows:

- The USEPA Cleanup Grant is associated with Funding Opportunity Number EPA-I-OLEM-OBLR-25-07.
- Ramboll understands that the City's intended use for this grant is for cleanup activities associated with the detection of elevated concentrations of trichloroethylene (TCE) at the former Motor Castings site located at 6500 W. Washington Street in West Allis, WI, in preparation for the site's eventual redevelopment.
- Ramboll will prepare an initial draft of the Cleanup Grant Request for the CDA's review and input by January 27, 2026. Edits and additional input can be incorporated by January 28, 2026, at which time the request will be finalized for timely submittal to USEPA.
- The City will submit the request via email to Ms. Ashley Green at green.ashley@epa.gov by COB on January 28, 2026.

Ref. P3861M-25199

**FEE SCHEDULE AND GENERAL TERMS AND CONDITIONS**

Ramboll will provide these grant writing services for **\$5,500** on a time and materials basis using the attached fee schedule. The work will be completed in accordance

RAMBOLL

with the terms and conditions of the Master Contract, dated November 10, 2016. If you find this proposal acceptable, please provide a Proceed Order, using the City's standard procedure and referencing this proposal. Ramboll may also begin preparation of the request based on your email authorization, due to the condensed timeline of the request.

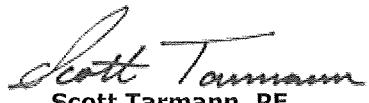
Thank you for the opportunity to be of service. If you have any questions or need further information, please contact us.

Sincerely,



**Michelle Peters, PE**  
Senior Managing Consultant

D 262 901 0133  
mpeters@ramboll.com



**Scott Tarmann, PE**  
Principal

D 262 901 0093  
starmann@ramboll.com

#### **AUTHORIZATION TO PROCEED**

**Ramboll Proposal No. P3861M-25199, dated January 13, 2026, for Grant Writing Services Related to the FY26 Cleanup Grant Request, West Allis, Wisconsin**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT**  
**RATE SCHEDULE**

## City of West Allis Proposed Fee Schedule for Brownfield Services

<b>Labor</b>		
<b>Labor Category (Invoice Title)</b>	<b>Labor Rate</b>	<b>Estimated % Time</b>
Project Principal (Principal)	\$200	2%
Senior Managing Consultant	\$175	10%
Managing Consultant	\$155	15%
Sr. Consultant 2	\$130	5%
Sr. Consultant 1	\$120	5%
Engineer/Geologist (Consultant 3)	\$110	20%
Engineer/Geologist (Consultant 2)	\$100	20%
Field Staff (Consultant 1)	\$85	10%
CAD/GIS Drafting	\$80	8%
Administrative Support	\$65	5%

<b>Field Instruments/Equipment<sup>1</sup></b>		
<b>Description</b>	<b>Units</b>	<b>Unit Cost</b>
PID (10.6 ev lamp)	day	\$70
Water Level Meter	day	\$30
0.45 micron filters	each	\$25
Peristaltic Pump	day	\$50
Concrete Corer	day	\$150

Personal Vehicle Mileage (fed rate) <sup>2</sup>	mile	\$0.585
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Notes:

1: Other supplies/equipment will be rented as needed and the invoices will be passed through to the WDNR with no mark-up applied.

2: Based on project needs, distance to site and other factors, Ramboll may elect to rent a vehicle for field work. Typical vehicle rental rates, based on our company preferred provider fee schedule are between \$40 and \$70/day. Gasoline is additional.

A 10% mark-up will be added to all Subcontractor services.