



Building a Better World
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October 23, 2018

RE: City of West Allis
2018 Telecommunications Projects
SEH No. Pursuit # 10.00

Mr. Dave Wepking
6300 W. McGeoch Avenue
West Allis, Wisconsin 53219

Dear Mr. Wepking:

Thank you for your interest in SEH services related to providing telecommunications services for the City of West Allis (Landlord). SEH is providing this proposal specific to providing plan review and inspection services related to telecommunication site development and upgrades at your facilities. Per your request we are sending this attached Letter Agreement for your review and authorization.

Scope

Based on our understanding of these types of projects, SEH will provide the following services:

Telecommunication: Review | Inspection

1. Review lease amendment, site drawings, antenna information, and specifications. (2 iterations)
 - Consult with the Landlord and tenant representative, providing associated administration to ensure that the planned installation meets the Landlord requirements.
2. Review related structural and associated construction documents, calculations. (Part of Item No.1)
3. Conduct a preconstruction meeting with the contractor, subcontractors, and the Landlord prior to the commencement of construction to ensure that all parties understand the Landlord requirements and coordinate the construction schedule.
4. Perform three on-site scheduled inspections during construction period.
5. Perform final inspection of the installation in accordance with the Landlord's approved project plans and pre-construction meeting minutes, developing, and distributing a punchlist as applicable.
6. Complete a single 360 degree imaging of the final installation. Additional imaging annually or after changes will incur additional costs.

If the tenant's plan set varies from the expectations above, then the scope can be modified on a per project basis in order to accommodate the level of effort required, with approval from the Landlord.

Schedule

Upon your authorization we can begin this work immediately. Specific to this project, it would be our intent to complete plan review, review of structural calculations and shop drawing review, as applicable within seven (7) business days after receipt and authorization. Final inspection will be performed based on the agreed upon schedule (determined at the preconstruction meeting, with the contractor providing 48 hours' notice).

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1701 West Knapp Street, Suite B, Rice Lake, WI 54868-1350
SEH is 100% employee-owned | sehinc.com | 715.236.4000 | 800.903.6970 | 888.908.8166 fax

Compensation

SEH proposes to provide services related to new site development or equipment upgrades as referenced above on an hourly basis plus reimbursable expenses, including reproductions, mileage, and daily vehicle allowance. *SEH estimates the following fee:*

Tenant Drawing Review(s) (2 iterations)	\$2,300.00
Preconstruction Meeting	\$1,100.00
3 On-site inspections	\$3,100.00
Final Inspection	\$1,200.00
360 Virtual Closeout Tour	\$500.00
Total	\$8,200.00
Additional Review Iterations (Per occurrence)	\$650.00
Inspection (Per occurrence)	\$1,200.00

Fee charges assume the project has been created by the tenant with experienced, diligent, and prepared telecommunication professionals prior to request and document transfer to the City of West Allis. Landlord encourages tenant to contact SEH for site information and project criteria.

Should circumstances arise that require additional effort on the part of SEH staff, we will request authorization from the Landlord to perform these services at the fees identified above (each occurrence).

SEH will prepare monthly invoices that itemize costs (fees and expenses) for work performed during the billing period.

Summary

This letter proposal and Agreement for Professional Services represent the entire understanding between the City of West Allis and SEH with respect to providing services for this project and may only be modified in writing signed by both parties. This agreement is valid for work performed during 2018.

We appreciate this opportunity to be of service to the City of West Allis. Please do not hesitate to contact me directly at 612.325.9995 or dromsos@sehinc.com if you should have any questions or need additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dale Romsos
Project Manager- SEH

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Enclosures