
PROFESSIONAL SERVICES AGREEMENT

Project Name: Preparation of a Quality Assurance Project Plan

Project Location: In Support of RFP #22-006
Brownfield Grant Project Execution
West Allis, WI

Date: February 17, 2023

Client: **City of West Allis**
Mr. Sean Mueller, EDFP
Development Project Manager/Economic Development
City of West Allis
7525 W. Greenfield, Ave.
West Allis, WI 53214
Email: smueller@westalliswi.gov

Dear Mr. Mueller:

Kapur Inc. (Kapur) is pleased to provide this professional services agreement (PSA) to complete a Quality Assurance Project Plan (QAPP)

SCOPE OF WORK

#1 – Quality Assurance Project Plan: Kapur will prepare a Quality Assurance Project Plan (QAPP). Kapur participated in the Pre-QAPP conference call held with the City of West Allis and the US Environmental Protection Agency (USEPA) on December 19, 2022, and understand the process and requirements associated with preparation of this document.

FEE:

The cost to prepare the QAPP is a lump sum cost of **\$5,500.00**. The cost includes submittal of a draft document to the City of West Allis and EPA and addressing one round of comments from each entity. It is assumed that electronic (PDF) copies of the final document will be acceptable.





SCHEDULE:

Kapur will commence work on this project upon receipt of authorization to proceed. Kapur will provide a draft of the QAPP for review within 6 weeks of authorization to proceed. It is assumed that the City of West Allis and the USEPA will provide assistance and information as necessary to assist in preparation of the QAPP.

Terms of Payment: Client agrees to pay Kapur in full within thirty (30) calendar days of the date of invoice.

To authorize Kapur to complete this project, please this agreement and return a copy for our records. If you have any questions or comments, please contact us at your convenience.

James E Bannantine, P.G.
Environmental Department Manager
Kapur Inc.

February 17, 2023

Date

Mr. Sean Mueller
Development Project Manager/Economic
Development
City of West Allis

Date

