

**AMENDMENT NO. 4 to  
PROFESSIONAL SERVICES AGREEMENT  
Executed November 13, 2015**

This Amendment is by and between:

City of West Allis (Owner)  
7525 West Greenfield Avenue  
West Allis, WI 53214

and

Donohue & Associates, Inc. (Donohue)  
3311 Weeden Creek Road  
Sheboygan, WI 53081

Who agree as to amend the original Professional Services Agreement (executed November 13, 2015), as follows:

**PROJECT DESCRIPTION**

The Owner wishes to develop Plans, Specifications and Estimate (PS&E) for the procurement and installation of a stand by natural gas generator to replace the existing diesel generator located in the garage of the Fire Administration Building.

**SCOPE OF SERVICES**

1. Prepare construction documents for the replacement of standby generator located in the Fire Administration Building. This includes:
  - a. Develop plans for the removal of the existing diesel generator and the installation of a natural gas generator, upsizing the natural gas meter, installation of ventilation equipment, installation of new exhaust piping and electrical connections.
  - b. Develop specifications for materials, equipment and services.
  - c. Develop a detailed cost estimate for the work to be performed.
  - d. Coordinating project requirements with Fire Administration Building staff.
2. Bidding Phase Services
  - a. Attend Pre-bid meeting
  - b. Respond to Contractor inquiries by addendum as required.
  - c. Review contractor bids and providing an award recommendation.
3. Construction Phase Services
  - a. Attend Pre-construction meeting.
  - b. Reviewing all project submittals for compliance with the project contract documents.
  - c. Review and respond to Contractor Requests for Information (RFI's) assuming three (3).
  - d. Conduct four site visits during construction (once a week during active construction, assuming four weeks), which include progress meeting and commissioning.

- e. Review of Contractor's final close out submittals.
4. Related Work by others will include:
- a. The City of West Allis will prepare "front end" (Division 00 and Division 01) contract documents of the Project manual (technical sections will be prepared by Donohue), will assemble the Project manual, will print the contract documents, and will advertise the project.

**SCHEDULE**

Reviewable Bidding Documents will be completed and submitted within six (6) weeks of Notice to Proceed.

**COMPENSATION, BILLING AND PAYMENT**

Compensation for Scope of Services, Paragraph B in the amount of \$25,201 is authorized by this amendment, resulting in a revised total contract amount of \$67,211.

All Standard Terms and Conditions of the original agreement apply to this amendment.

**APPROVED FOR WEST ALLIS**

By: 

Printed Name: Michael Lewis

Title: Director of Public Works/City Engineer

Date: 7/12/2017

**APPROVED FOR DONOHUE**

By: Edward S. Nevers

Printed Name: Edward S. Nevers

Title: Vice President

Date: MAY 17, 2017

**City of West Allis  
Fire Admin Generator Engineering and Construction Services  
Fee Schedule  
Donohue & Associates, Inc**

Task	PM \$ 170	Electrical \$ 140	Mechanical \$ 185	Structural \$ 125	QC \$ 185	Admin \$ 70	Total Hours	Total Labor	Printing/ Travel	Total Cost
<b>A. PREPARE CONSTRUCTION DOCUMENTS</b>										
1. Developing Plans	8	12	8	6	4		38	\$ 6,010		\$ 6,010
2. Developing Specification		8	6	4			18	\$ 2,730		\$ 2,730
3. Developing Estimate		2	2	2			6	\$ 900		\$ 900
<b>Subtotal - Project Development</b>									\$ 50	\$ 9,640
<b>B. BIDDING PHASE SERVICES</b>										
1. Pre-bid Meeting		8					8	\$ 1,120	\$ 99	\$ 1,219
2. Respond to Contractor Inquiries		4					4	\$ 560		\$ 560
3. Provide Bidding Assistance	4	4					8	\$ 1,240		\$ 1,240
<b>Subtotal - Bidding Phase Report</b>										\$ 3,019
<b>C. CONSTRUCTION PHASE SERVICES</b>										
1. Pre-construction Meeting		8					8	\$ 1,120	\$ 99	\$ 3,450
2. Submittal Review		16	2	2			20	\$ 2,860		\$ 2,860
3. Respond to RFIs		4					4	\$ 560		\$ 560
4. Construction Inspection		32	4				36	\$ 5,220	\$ 453	\$ 5,673
<b>Subtotal - Construction Phase Services</b>										\$ 12,543
<b>Total</b>	12	98	22	14	4	-	150	\$ 22,320	\$ 700	\$ 25,201
<b>Total Labor Dollars by Labor Class</b>	\$ 2,040	\$ 13,720	\$ 4,070	\$ 1,750	\$ 740	\$ -				

**CITY OF WEST ALLIS  
AMENDED WORK ORDER #4**

TO: **DONOHUE & ASSOCIATES, INC.**

DATE: **June 7, 2017**

PROJECT: **ENGINEERING AND CONSTRUCTION SERVICES FOR THE FIRE  
ADMINISTRATION BUILDING BACK UP GENERATOR**

SUBJECT: **Engineering Consultant Services**



In accordance with Resolution No. 2017-0041 and the Agreement for Professional Services dated as of November 13, 2015 (the "Agreement"), you are directed to proceed with work on the Project as outlined below:

Work: See attached Scope of Services with signature dated May 17, 2017.

Estimate: \$ 25,201.00

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

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

Issued:	Received and Approved:
CITY OF WEST ALLIS	DONOHUE & ASSOCIATES, INC.
By:  Michael Lewis, P.E.	By: 
Title: <u>Director of Public Works/City Engineer</u>	Title: <u>Vice President</u>
Date: <u>6/9/2017</u>	Date: <u>June 7, 2017</u>

ATTACHMENTS:  
Scope of Services

COMPTROLLER'S CERTIFICATE  
Countersigned this 9<sup>th</sup> day of June, 2017  
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.

  
Peggy Steeno, Director of Finance/Comptroller