

December 22nd, 2021

Mr. Chad Regalia, P.E.
Chief Engineer, City of Racine Water Utility
101 Barker Street
Racine, WI 53402

RE: Enterprise Way – Construction Inspection Services - City of Watermain

Dear Chad:

Kapur & Associates, Inc. is pleased to submit this proposal for professional construction management, inspection, and survey services required for the extension of Enterprise way in the Village of Mt. Pleasant. Kapur is committed to providing our clients with a high-quality product and we are confident that we will exceed your expectations. The base scope of services for this proposal includes all activities for construction layout, daily onsite inspection, and as-built preparation for the installation of the public watermain.

The project includes construction of 1850' of new public roadway off International Drive. 3670' of new curb and gutter, 1865' of 12" PVC watermain, valves, services, and hydrants, sidewalk construction, 1618' of storm sewer, inlets, and manholes.

City watermain extension is anticipated to be completed within a 3-to-5-week period with the total project anticipated to take up to 24 weeks (5 to 6 months) and begin in early 2022.

The attached proposal is for the construction inspection services associated with the City of Racine watermain improvements only. All construction services provided for the other work associated with the project will be under separate contract.

Section A. – Scope of Services

Construction Management

1. Perform daily on-site inspection for the placement of the watermain verifying compliance with the contract documents.
2. Prepare daily inspection reports including photographs, sketches, maps and other records that document all water system related activities at the project site. Inspection reports shall be provided to the City Water Utility weekly after performance of the work. Inspection reports will include documentation of the contractor's equipment, materials placed, and personnel on-site in detail.





3. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
4. Provide construction survey staking for necessary items within the construction contract. This survey provides for a “one time” staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
5. Coordinate and complete necessary material testing services for work completed.
6. Process payment requests from the contractor for their work and prepare recommendation for payment. Complete final close out documentation and acceptance of improvements memorandum. This task is completed on a monthly basis and is completed for all work approved for the prior month.
7. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
8. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff weekly.
9. Upon project completion, all utility data and as-built information will be provided to the City for incorporation into their GIS system for permanent records. In addition, as-builts, and AutoCAD information will be provided for City records.
10. It is anticipated construction will begin on or after May 1, 2022 and be completed by September 30, 2022. This schedule has been provided for estimating purposes only. Engineer and construction services are estimated on the engineering staff being on site as needed and completing project oversight for the construction period.

Section B. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Eighteen Thousand Dollars (\$18,000.00). payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.





Permit application fees and agency review fees are not included in the Fee Schedule. Those cost will be billed at cost (no additional mark-up fee).

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Exhibit A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Contract.

For: City of Racine Water Utility

Engineer: Kapur & Associates, Inc.

By: _____

By: Greg Governatori, P.E.

Signature: _____

Signature: _____

Title: _____

Title: Associate

Date: _____

Date: 12-22-2021



Enterprise Way Exhibit "A" - City of Racine Water Utility

CIVIL ENGINEERING SCOPE & FEE SCHEDULE

Task Description	Project Manager	Construction Project Engineer	Construction Staff Engineer	Technician	Registered Land Surveyor	Survey Crew	Survey Tech	Reimbursable Expenses	Total Cost
	\$153.00	\$105.00	\$87.00	\$75.00	\$102.00	\$105.00	\$75.00		
Construction Administration - Under Separate Contract with Village of Mount Pleasant									
Administration									\$0
Review and Process Submittals and Shop Drawings									\$0
Review Bids and Assist with Bid and Award									\$0
Construction Inspection/oversight									\$0
As-Built Drawings									\$0
Construction Layout Survey									\$0
Pre-Construction Meeting									\$0
Total									\$0
Construction Administration - Watermain									
Review and Process Submittals and Shop Drawings		5							\$525
Construction Layout Survey					4	12	4		\$1,968
Construction Daily Inspection/oversight		24	140						\$14,700
As-Built Drawings				8					\$600
Total-Watermain									\$17,793
Total Hours	0	29	140	8	4	12	4		
Total Fee	\$0	\$3,045	\$12,180	\$600	\$408	\$1,260	\$300		\$17,793
Geotechnical Investigation Allowance									
Local Mileage, Printing, Plotting, Delivery, Mailing Reimbursable Expenses								\$178	\$178
Total Not to Exceed Fee									\$17,971

