

Department of Public Works

City Hall
730 Washington Ave.
Racine, WI 53403
262.636.9121 - Public Works
262.636.9191 - Engineering



Mark H. Yehlen, P.E.
Commissioner of Public Works

Thomas M. Eeg, P.E.
Asst. Commissioner of Public Works/Operations

John C. Rooney, P.E.
Asst. Commissioner of Public Works/City Engineer

March 19, 2013

Ald. Sandy Weidner
Chairwoman, Public Works
and Services Committee
Racine, Wisconsin

Dear Ald. Weidner:

Submitted for your review and approval is Amendment No. 1 to Contract 2-13 (K3-002), Professional Services-IS Server Room AC Upgrade, Harwood Engineering Consultants, Ltd, consultant, to perform an evaluation of the existing UPS' capacity for the not-to-exceed amount of \$1,500.00.

Funding for these professional services is available in Account 993.100.5030, City Hall-IS Server Room AC Update.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Eeg", is written over the printed name of Thomas M. Eeg.

Thomas M. Eeg
Assistant Commissioner of Public Works/Operations

TME:das



civil . structural . plumbing / fire protection . mechanical . electrical. telecommunications / security

March 18, 2013

Mr. Thomas M. Eeg, PE
Assistant Commissioner of Public Works / Operations
Racine City Hall
Department of Public Works
730 Washington Avenue, Room 303
Racine, WI 53403

**RE: City Hall Server Room
UPS Evaluation**

Dear Tom,

Harwood Engineering Consultants, Ltd., (HECL), is pleased to provide a proposal for Engineering Consulting Services for the evaluation of the existing UPS' capacity. We would analyze the existing load and meet with your IT staff to estimate the total future load required to be on a UPS. We would then talk with Jeff Price (CDP), and Liebert to assess the capability of the existing UPS. After this assessment, our findings would be sent to you in a report.

If we find the UPS has insufficient capacity to accommodate the proposed loads, we can discuss possible options to provide additional power and propose a fee at that time for any required HVAC, electrical, and possibly architectural design work.

For the study phase, to assess the UPS' capacity as described, we propose \$1,500

Supplemental Services

Should supplemental services be requested by you due to a change in the above Scope of Services, we shall proceed with said services upon your approval, and invoice on an hourly basis, based on the following hourly rates:

Standard Hourly Rates

Principal	\$150
Vice President	\$125
Senior Project Manager	\$110
Project Manager / Engineer	\$ 95
Project Engineer / Designer	\$ 75
CAD Technician	\$ 55
Administration	\$ 55

255 North 21st Street, Milwaukee, Wisconsin 53233 Phone: (414) 475-5554 Fax: (414) 773-9299 www.hecl.com



Mr. Thomas M. Eeg, PE
Department of Public Works
City Hall Server Room UPS Evaluation
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Terms And Conditions

Harwood Engineering Consultants (HECL) has not provided any cost estimates and therefore is not accountable or responsible for the project construction cost. If costs associated with this project exceed the established budget, HECL will be reimbursed to modify documents necessary to bring this project within the initial budget.

In the advent the scope of the project is altered, HECL reserves the right to negotiate appropriate compensation for engineering such changes. HECL reserves the right to suspend all activity on this project until the negotiations for additional engineering services are resolved.

If this proposal meets with your approval, the authorization to begin may be indicated by signing in the space provided below and returning a signed copy to HECL. This proposal is based generally on the terms and conditions of the Standard Form Statement between Architect and Consultant, AIA C141 latest edition. If you want to issue this document, this letter should be attached and referenced.

Invoices shall be sent monthly with payment due within 60 days of receipt. Should the production effort be interrupted due to late receipt of payments, it may be necessary to adjust the schedule. We reserve the right to charge interest at the rate of 1.0 percent per month on the balance outstanding, 60 days after the date of the invoice, and shall be added and compounded monthly. We reserve the right to withhold plans and documents from the review, signature, or distribution process, until account is currently paid.

This proposal remains in effect for a period of not more than six months from the date of this letter. After that time, we will be happy to review our proposal and update our fees, if necessary.

Conclusion

Tom, we trust this proposal meets with your approval. We look forward to working with you and your staff. If you have any questions or comments, please feel free to contact us.

Sincerely,
Harwood Engineering Consultants, Ltd.


Tom Petersen, PE, LEED AP
Vice President | Director of Electrical Engineering

For: **City of Racine**

Signature

Title

Date

TP/kg

cc: Robert J. Lex, PE
James T. Lau, DE