

January 3, 2025

Mr. Chad Regalia  
City of Racine Water Utility  
101 Barker Street  
Racine, WI 53402

Re: Hoods Creek Phase 5 Water Main

Dear Mr. Regalia:

Thank you for this opportunity to provide a quotation for professional services. The contents of this proposal letter spell out the Scope of Services to be provided, the proposed Completion Schedule, the Professional Fees, and the Assumptions and Conditions under which this proposal is being made.

**PROJECT NAME:**

Hoods Creek Phase 5 Water Main Improvements

**DESCRIPTION OF SERVICES TO BE PERFORMED:**

R. A. Smith, Inc. will provide construction services for this project consisting in part of approximately: 3060 lf of open cut water main, 7 hydrants and 24 water services.

The proposed services include:

Construction Administration coordination of the construction contract documents, general contract administration, conduct the preconstruction meeting, perform spot checks, provide schedule updates, perform visits throughout construction to ensure work is progressing as specified in the project specifications, punch list preparation and project closeout.

Provide construction observation when the contractor is on site performing work. Observations will be documented in electronic format and a pdf copy will be e-mailed to Utility staff.

Record Drawings for the water main will be completed and data sent to the Utility to update your GIS system.

**COMPLETION SCHEDULE:**

Work is anticipated to start and be completed during the 2025 construction season.

**PROFESSIONAL FEES:**

The above-described services will be provided for on a time and expense basis. Fees will be invoiced monthly as the project proceeds. The primary representative on site will be a Construction Technician supplied at a rate of \$108 per hour. A Construction Manager will be involved with the project at a rate of \$165 per hour. A Cad Technician will be involved for record drawings at a rate of \$125 per hour. A survey crew will perform construction layout with a two-person crew at \$229 per hour.

The estimated cost to complete the above referenced activities is based on typical contractor production rates. The estimated fees for this proposal are \$52,200. Usual and customary expenses such as mileage, postage, delivery, and applicable taxes are included in the above estimate, and will be invoiced at cost.

**ASSUMPTIONS AND CONDITIONS:**

Our estimated fees are based on the following set of assumptions and conditions. Deviations from these may result in additional fees:

The terms and conditions set forth herein are valid for 30 days from the date of this proposal and are conditioned upon our completion of all services within 360 days of this date.

- The hourly rates are subject to change on an annual basis.
- No additional Geotechnical work is included in this proposal.
- No Staking Layout is a part of this proposal

Our professional fees are based on full days of uninterrupted work to the extent that can reasonably be expected for this type of project. Any unanticipated mobilization resulting from requests for partial days will result in additional fees which are not included in the estimate.

The attached Standard General Contract Terms for Professional Services are hereby made part of this Agreement. If there are any questions concerning those, or the terms as presented, please contact us. To authorize R.A. Smith, Inc. to proceed please sign in duplicate and return one original to our office. We look forward to a very successful project!

Sincerely,  
R.A. Smith, Inc.

A handwritten signature in black ink, appearing to read "Paul S. Schafer". The signature is fluid and cursive, written in a professional style.

Paul S. Schafer, P.E.  
Director of Construction Services



# STANDARD GENERAL CONTRACT TERMS FOR PROFESSIONAL SERVICES

1. All of the work described herein shall be completed in accordance with generally and currently accepted engineering and surveying principles and practices.

2. Unless otherwise specifically included in the proposal, PROFESSIONAL'S scope of work shall not include geotechnical or environmental audits for the identification of hazardous wastes, wetlands, floodplains or any other structural or environmental qualities of land or air. It is understood that the Scope and the Completion Schedule defined in the Proposal are based on the information provided by the CLIENT. Verification of the accuracy and completeness of any information provided by others is beyond the scope of this agreement. Therefore, PROFESSIONAL cannot be held responsible for any design or construction problems resulting from the use of this information.

3. PROFESSIONAL strongly recommends that a geotechnical ENGINEER be engaged in the preliminary phases of the work to conduct field investigations, and analysis and prepare a report on the soils conditions.

4. PROFESSIONAL shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor or CLIENT, or the safety precautions and programs incident to the work of the Contractor, nor shall he be responsible for the failure of the Contractor to perform the construction work in accordance with the Contract Documents.

5. All original papers, electronic files, and documents, and copies thereof, produced as a result of this contract shall remain the property of the PROFESSIONAL.

6. In the event all or any portion of the work prepared or partially prepared by the PROFESSIONAL is suspended, abandoned, or terminated, the CLIENT shall pay the PROFESSIONAL all fees, charges and expenses incurred to date. Professional may suspend or terminate this Agreement upon seven (7) days written notice if the CLIENT fails to substantially perform in accordance with this Agreement. Failure to make payments in accordance herewith shall constitute substantial nonperformance.

7. PROFESSIONAL cannot be held responsible for project schedule delays caused by weather, violence, acts of God, and public agencies or private businesses over which it has no control. PROFESSIONAL shall act only as an advisor in all governmental relations. Such delays as caused by said occurrences, if not solely the result of PROFESSIONAL'S failure to meet submittal deadlines, may result in adjustments to said schedules and estimates/fees.

8. All electronic files transferred to CLIENT or his DESIGNEE by PROFESSIONAL are provided solely for the convenience of the CLIENT and are warranted only to the extent that they conform to the original document(s) produced by PROFESSIONAL. All electronic file(s) are transmitted in trust for the sole use of the CLIENT and his DESIGNEE and acceptance constitutes assumption of responsibility for its use and safekeeping. Any use by third parties shall be at the sole risk of the CLIENT.

9. Payment for invoices is due upon receipt; amounts outstanding after 30 days from the date of invoice will be considered delinquent and subject to a service charge at the rate of 1½% compounded monthly. Invoices will usually be sent monthly for work performed during the previous month. CLIENT understands, and agrees to pay for all services rendered regardless of CLIENT's ability or inability to proceed with the project for any reason, gain governmental approvals or permits, or secure financing for the project. The CLIENT shall provide PROFESSIONAL with a clear, written statement within twenty (20) days of the date of the invoice of any objections to the invoice. Failure to provide such a written statement shall constitute acceptance of the invoice as submitted. PROFESSIONAL reserves the right to immediately suspend work and/or terminate this agreement due to lack of timely payment of uncontested invoices by CLIENT.

The CLIENT further agrees to pay PROFESSIONAL any and all expenses incurred in recovering any delinquent amounts due, including attorney's fees and court costs.

10. Both parties agree that all disputes, including, but not limited to errors, liability, claims for services and fees, expenses, losses, etc., shall, at the sole and exclusive option of PROFESSIONAL, be submitted for non-binding mediation, a prerequisite to further legal proceedings. PROFESSIONAL shall have the sole and exclusive right to choose the mediator, and shall do so within 60 days of CLIENT'S written request. Any fees and/or expenses charged by the mediator shall be shared equally between PROFESSIONAL and CLIENT.

11. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the PROFESSIONAL. The PROFESSIONAL'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder. The CLIENT agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

**12. AS REQUIRED BY THE WISCONSIN LIEN LAW, PROFESSIONAL HEREBY NOTIFIES CLIENT THAT PERSONS OR COMPANIES FURNISHING LABOR FOR ENGINEERING OR SURVEYING FOR THE CONSTRUCTION ON OWNER'S LAND, MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED, ARE THOSE WHO GIVE THE CLIENT NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, CLIENT PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE SURVEYING OR ENGINEERING SERVICES, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE OWNER AND MORTGAGE LENDER, IF ANY. PROFESSIONAL AGREES TO COOPERATE WITH THE CLIENT AND THE CLIENT'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID, IF APPLICABLE.**

\*\*\*\*\*

R.A. Smith, Inc.  
16745 West Bluemound Road, Suite 200  
Brookfield, WI 53005-5938  
Paul S. Schafer. P.E.  
Director of Construction Services

PROFESSIONAL

By: 

Date: 01/03/2025

PROJECT: Hoods Creek Phase 5 Water Main  
**The above and foregoing proposal is hereby accepted and PROFESSIONAL is authorized to proceed with the work.**

Mr. Chad Regalia  
City of Racine Water Utility  
101 Barker Street  
Racine, WI 53402

By: \_\_\_\_\_

**CLIENT and R.A. Smith, Inc. agree that digital and electronically reproduced signatures such as by facsimile transmission or email are valid for execution or amendment of this Agreement and that electronic transmission/facsimile is an authorized form of notice to proceed.**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_