



January 4, 2022

Mr. John C. Rooney
Commissioner of Public Works/Engineering
Racine City Hall
730 Washington Avenue
Racine, WI 53403-1146

Re: Racine DPW Campus Conceptual Study
Scope of Services

Dear John:

Per your request, we have prepared a proposal that includes anticipated Scope of Services to complete a Conceptual Study for a new DPW Campus. The ultimate goal of this project will be: evaluate current DPW and Transit facilities, consider the potential to consolidate/optimize operations, incorporate various sustainable/Smart City initiatives that address energy-focused savings, review available City-owned or vacant parcels, and evaluate the property redevelopment and marketability of the retired current DPW properties for a future development purpose. The following information summarizes our Scope of Services, potential budgeted fees, and a probable project schedule.

**Racine DPW Campus Project – Program Management through Concept Phase
Scope of Services**

- I. Attend various meetings:
 - A. Kick-off meeting – confirm scope/schedule
 - B. Site Visits of various existing DPW Facilities – Full Day for Concord Team.
 - C. Monthly City/Team meetings – Assume 6 for 6-month project.
 - D. Monthly Project Team Meetings (alternate with City/Team Meetings) – Assume 6 for 6-month project.
- II. Background Documentation/Operations Review:
 - A. Concord/McKinstry FCA Document Review of existing individual DPW buildings/properties.
 - B. Buildings potentially included are Equipment Maintenance Garage, Traffic Department, Solid Waste Garage, Street Maintenance Garage, and possibly the Transit Bus Office, Maintenance, and Storage buildings, exclusive of Transit Hub with the understanding its central location will be evaluated in conjunction with

its routes/operations. These buildings currently are a total of approximately 136,000 SF, of which we will investigate/understand likely repairs/replacements to existing facilities, probable costs, and what is involved in current operations.

- III. Prepare RFP, Solicit/Negotiate Scope, and Review Proposals/Recommend Award of Consultants. Consultants to include Architect for Space/Needs Study and Property Consultant for Market Study of retired properties.
- IV. Consultant Management and Oversight:
 - A. Manage Consultants and our Team through this Concept Phase and the various Deliverable Process. Assume 6-month period. The ultimate goal is to manage process to determine the probable range of property size needed for proposed/future campus and to identify best use of retired current DPW properties.
 - B. Provide Due Diligence Review/Insight on potential available properties assessed by Architect (assume 3 properties):
 - 1. Effort will include review of various published/known constraints, such as:
 - a. WDNR Surface Water Data Viewer
 - b. WDNR Wetland Inventory Maps
 - c. NRCS Soil Maps
 - d. Wisconsin Historic Preservation Database
 - e. Current Zoning/Land Use Map
 - f. Comprehensive Land Use Plan
 - g. County/City Digital Topographic Maps
 - h. Urban Service Area Maps – Sewer/Water Infrastructure
 - i. Previously completed Environmental Reports on the property(ies)
 - 2. Review of properties and coordination for potential Smart City/Sustainable/Energy Focused Initiatives with Project Team.
 - 3. Assist the Team with the assessment and development of the ultimate Concept Site Layout for each alternate property evaluated (assume 3 properties).
 - C. Value Study Review - Provide review of studies, prepare comments to draft text, and work with team to objectively, rationalize the study report deliverable for this phase.
- V. Develop a Master Project Schedule for various Design and Construction phase activities going forward.

Schedule will include probable schedule of the various Architect and Property consultants, as well as a likely implementation schedule (after consensus with the City) on the retirement/new construction of the various buildings.

- VI. Develop a Master Project Budget for various Design and Construction phase activities going forward.

Anticipated Professional Fees:

- I. The Concord Group – \$70,000 (Allowance) to be billed against the Concord 2022 Hourly Rates provided below.
- II. Architectural and Property Consultants – \$60,000 (Allowance)
This allowance is an estimated set-aside fee for the Architect and Property Consultants to be hired by the City to perform the study tasks described in above Scope of Services.
- III. Total Study Fees – Estimated Not-to-Exceed **\$130,000 (Allowance)**

Concord 2022 Hourly Rates:

Principal	\$ 260
Director	\$ 230
Project Executive	\$ 220
Senior Cost Estimator	\$ 180
Senior Project Manager	\$ 180
Cost Estimator II	\$ 145
Project Manager	\$ 145
Cost Estimator I	\$ 135
Assistant Cost Estimator	\$ 105
Assistant Project Manager	\$ 105
Technical/Admin Assistant	\$ 90

Reimbursable Expenses:

The foregoing fees are exclusive of the following project related expenses:

- Approved work-related travel outside of Southeastern Wisconsin Metro Area.
- Cost for reproduction of drawings.
- Cost for specialized consultants engaged at the direction of the Owner.

Payment of Fee and Reimbursable Expenses:

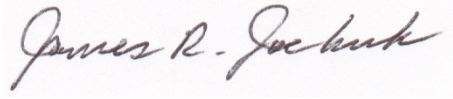
- An invoice will be submitted monthly, and payment will be due within thirty (30) days.

Anticipated Project Schedule:

We anticipate that this project would be completed within approximately 6 to 7 months of the City providing written authorization.

In closing, The Concord Group appreciates our continued relationship with the City of Racine and look forward to working with you in the future on this very exciting project!

Sincerely,
The Concord Group

A handwritten signature in dark ink, reading "James R. Joehnk", is displayed on a light pink rectangular background.

James R. Joehnk, P.E.
Director, Infrastructure Management

c: John Duggan, TCG

JJ/2022E850