

March 27, 2026

Ms. Amanda Kaminski
Field Services Director
Racine Wastewater Utility
2310 Center Street
Racine, WI 53403



Subject: Proposal for 2026 Sewer CCTV Engineering Services

Dear Ms. Kaminski:

Applied Technologies, Inc. (ATI) is pleased to present this proposal to provide engineering services for televising sewer lines as part of the Utilities' 2026 sewer rehabilitation work.

SCOPE OF WORK

The proposed scope of services for this project includes design, bidding, and review related services. Specific tasks for each phase are described in the following sections.

Design Services

1. Conduct a kickoff meeting with Utility staff to review the project and scope of work. Prepare minutes of the meeting and distribute to those in attendance.
2. Prepare items for review and approval by the Utility, its legal counsel, and other advisors, including: contract agreement forms, general conditions, supplementary conditions, bid forms, invitations to bid, and instructions to bidders. All documents shall be consistent with the forms and pertinent guide sheets prepared by the Engineers Joint Contract Documents Committee.
3. Furnish copies of the Contract Documents at the 90% completion point for review and approval by the Utility.
4. Meet with Utility staff and present a summary of the project and obtain review comments.
5. Prepare final Bidding Documents based on comments received from the Utility.

Bidding Services

1. Assist the Utility in obtaining construction bids for a prime construction contract, using an electronic bidding format which will provide sets of Bidding Documents, maintain a list of plan holders, and receive and process payments for the Bidding Documents.
2. Answer questions during bidding and issue addenda as appropriate to interpret or clarify the Bidding Documents.
3. Prepare a bid tabulation sheet and attend the bid opening.
4. Evaluate the bids and prepare a recommendation to the Utility for award of the Contract for the project.



Televising Report Review

1. Following receipt of televising reports from the contractor, review the CCTV reports and prepare a recommendation summary table for each sewer segment. We have assumed 10 minutes per segment and 85 segments per the draft list provided by the Utility. This work can be modified by the Utility based on the final sewer televising scope.

ENGINEERING BUDGET

Based on the tasks identified in the Scope of Work, we estimate the engineering budget for these phases of work as follows:

Phase	Cost
Project Design	\$5,700
Bidding	\$2,900
Televising Report Review	\$2,600
Total	\$11,200

This budget includes our labor hours and expenses. We will invoice the Project Design and Bidding scope of work on a lump sum basis based upon the estimated percentage completed during the time period. The televising report review work will be performed on a time and materials basis, and the scope can be changed at the Utilities' discretion. Engineering services will be billed monthly. We will not exceed the budget without your written authorization.

Please contact me with any questions regarding this proposal. Thank you for the opportunity to continue our partnership with Racine Wastewater Utility.

Best regards,
Applied Technologies, Inc.

Kathleen Hassing, P.E.,
Project Manager

James J. Smith, P.E.
President

RACINE WASTEWATER UTILITY
2026 Sewer CCTV Project

Accepted by:

Owner: _____
 By (Signed): _____
 By (Print): _____
 Title: _____
 Date: _____