



FINANCE COMMITTEE MEETING-SPECIAL AGENDA

TUESDAY, JUNE 20, 2023 AT 6:15 PM

MUNICIPAL BUILDING COUNCIL CHAMBERS – 106 JONES STREET, WATERTOWN, WI 53094

By Phone or GoToMeeting: Members of the media and the public may attend by calling:

+1 (571) 317-3122 **Access Code:** 153-925-469 or <https://www.gotomeet.me/EMcFarland>

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. REVIEW AND APPROVE MINUTES

3. BUSINESS

- A. Review and take possible action: Contract Amendment No. 1 with Mead & Hunt for \$239,987 for underpinning design, bidding services, and construction administration at 2 E. Main Street for Main Street Bridge Project
- B. Review and take possible action: Budget amendment to increase Interest-Investments [05-48-11-10] by \$18,500 and increase Bridge Repairs Reserve Account [05-58-11-40] by \$18,500

4. ADJOURNMENT

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

MEMO

TO: Mayor McFarland and Committee Members

FROM: Andrew Beyer, P.E.

DATE: June 15, 2023

RE: Finance Committee Agenda Narrative of June 20, 2023

Agenda Item:

Review and take possible action: Contract Amendment No. 1 with Mead & Hunt for \$239,987 for underpinning design, bidding services, and construction administration at 2 E. Main Street for Main Street Bridge Project

Review and take possible action: Budget amendment to increase interest-investments [05-48-11-10] by \$18,500 and increase Bridge Repairs Reserve Account [05-58-11-40] by \$18,500

BACKGROUND

During the design process for the Main Street Cole Memorial Bridge, it became clear that a basement section of 2 E. Main Street (Masonic Temple) encroaches into the public right-of-way of STH 19/E. Main Street and is in conflict with the new bridge's eastern seawall abutment. The City hired Mead and Hunt in early 2023 to perform an analysis on the Masonic Temple to determine if structurally sound if the basement section were to be removed. Mead & Hunt was clear when originally contracted that future design phases were to be required based on their findings.

After review, the basement encroachment, or hollow sidewalk, was found to be not critical to the stability to the existing Masonic Temple. However, demolition and removal of the hollow sidewalk and outer seawall in order to make way for the new bridge's eastern abutment will result in an exposed vertical face located immediately, to and extending below, the foundations of the Masonic Temple. The consequence of which is a high probability for undermining below the foundation of the Masonic Temple.

In order to mitigate the high probability of undermining during the removal of the basement encroachment/hollow sidewalk, and facilitate the construction of the new bridge east abutment, Mead & Hunt has determined that its necessary to underpin the Masonic Temple's southern wall to bedrock.

The Wisconsin Department of Transportation (WisDOT) needs underpinning design specifications by August 1, 2023 in order to meet the Plan, Specification, and Estimate (PS) for 2024 construction. Mead and Hunt has indicated that they can meet the August 1st deadline and has provided an amendment to the original contract with three distinct project phases:

Section 3, Item A.

1. Construction Documents – to be delivered to WisDOT by 8/1/2023 - \$96,240
2. Bidding Phase – (4) four weeks - \$21,894
3. Construction Administration – (12) twelve weeks - \$121,853

The total cost for Contract Amendment No. 1 is \$239,987. Working with the Finance Department, the Engineering Division is proposing that the Mead & Hunt Contract Amendment for the preparation of construction documents, bidding phase, and construction administration be awarded. The construction document phase of the project (Phase I) would occur this year with the remaining two phases being completed in 2024.

In order to complete Phase I work this year, the 2023 budget needs to be amended. The Finance Department has recommended increasing both the Interest-Investments Account [05-48-11-10] and the Bridge Repairs Reserve Account [05-58-11-40] by \$18,500 to fund Phase I work this calendar year. The cost difference in Phase I work will be made up by using budgeted design fees originally earmarked for the Main Street Cole Memorial Bridge. WisDOT has agreed to amend the City's State/Municipal Financial Agreement (SMFA) for the Main Street Cole Memorial Bridge Project to reduce the City's financial commitment for bridge design fees, freeing up 2023 funding for underpinning design work at the Masonic Temple. Funding for the remaining two phases of work with Mead & Hunt will be requested in the 2024 budget.

Mead & Hunt's Contract Amendment No. 1 and a draft resolution to amend the 2023 budget are attached for review.

ATTACHMENTS:

- Contract Amendment No. 1
- Draft resolution



Contract Amendment

June 14, 2023

Andrew M. Breyer
CITY OF WATERTOWN
106 Jones Street
Watertown, WI 53094

Project Name: Masonic Temple Basement
Project Location: Watertown, WI
Project number: 4667475-231187.01
Mead & Hunt Manager: Tim Close, PE, SE

Subject: Amendment No. 01

Dear Mr. Breyer:

The above-referenced PROJECT requires an Amendment. The work in this Amendment is in addition to the Scope of Services stated in the original contract between the CLIENT CITY OF WATERTOWN and the CONSULTANT (Mead & Hunt, Inc.) dated 1/19/2023.

The CLIENT agrees that the CONSULTANT shall provide professional consulting services for the PROJECT as set forth in this Amendment and the CLIENT shall provide payment for those services as provided for in this Amendment.

A detailed description of our understanding of the Amended PROJECT Scope of Services, Schedule, and Compensation is provided below.

Reason for Amendment

In the following discussion, the term "Hollow Sidewalk" refers to the phrase "Basement Extension" from the original contract.

The Hollow Sidewalk emanating from the Masonic Temple will need to be demolished and removed to in order to complete work on the Main Street Bridge Replacement project. Mead & Hunt, Inc. was originally engaged by the city of Watertown to determine if the Hollow Sidewalk could be removed without impacting the structural Stability of the Masonic Temple.

The Hollow Sidewalk was found to be **not** critical to the stability of the existing Masonic Temple. However, demolition and removal of the Hollow Sidewalk and Outer Seawall will result in an exposed vertical face located immediately adjacent to, and extending below, the foundations of the Masonic Temple. The consequence of which is a high probability for undermining below the foundations of the Masonic Temple.

Based on these findings, Mead & Hunt, Inc. was asked to provide a separate proposal to generate demolition plans for removal of the Hollow Sidewalk and Outer Seawall. The demolition plans are to include an underpinning solution to mitigate potential undermining of the Masonic Temple foundations during removal of the Hollow Sidewalk and Seawall.

Amended Scope of Services

The Scope of Services for the PROJECT is amended as follows:

- See Exhibit A for Scope of Service detail.
- See Exhibit B for Fee detail.

Amended Schedule

Mead & Hunt proposes the following revised dates to complete the work for this PROJECT:

- no change in schedule.

Amended Compensation

Form of compensation for work in this Amendment will be in accordance with the *Terms and Conditions* of the existing CONTRACT. The CITY OF WATERTOWN will pay Mead & Hunt an increase of \$239,987.00 for the work performed under this Amendment. This Amendment results in a revised contract amount of \$254,987.00 for the total PROJECT.

Amended Responsibilities of CITY OF WATERTOWN

In addition to those responsibilities listed in the original CONTRACT and previous amendments (if applicable), this Amendment is based on City of Watertown performing or providing the following:

- A designated representative with complete authority to transmit instructions and information.
- Access to the project site.
- Review of draft-final plans/specs/reports, etc. within one (1) week of receipt

(SIGNATURE PAGE TO FOLLOW)

Authorization for Amendment

The Amended Scope of Services, Schedule, and Compensation stated in this amendment are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this amendment may be reviewed and modified by Mead & Hunt.

Signatures of authorized representatives of CITY OF WATERTOWN and Mead & Hunt shall amend the existing Agreement (original CONTRACT and all previous amendments, if applicable) between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in this Amendment. All services will be performed in accordance with the *Terms and Conditions* of the original CONTRACT and amendment, if applicable. If a signed copy of this Authorization is not received by Mead & Hunt, Inc. within seven (7) days from the date of issuance, Mead & Hunt, Inc. may stop work on the above services.

Respectfully submitted,

MEAD & HUNT, Inc.

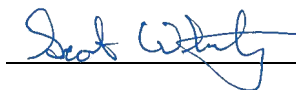


Timothy J. Close, PE, SE
Project Manager

Attachments

Approved by: MEAD & HUNT, INC.

By:



Name: Scot Whitney, PE

Title: Vice President

Date: June 14, 2023

Accepted by: CITY OF WATERTOWN

By: _____

Name: _____

Title: _____

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

EXHIBIT A

SCOPE OF SERVICES

AMENDMENT 01

**CITY OF WATERTOWN
WATERTOWN, WISCONSIN**

**MASONIC TEMPLE
BASEMENT EXTENSION DEMOLITION AND MASONIC TEMPLE UNDERPINNING**

June 14, 2023

PROJECT UNDERSTANDING

The Hollow Sidewalk was found to be **not** critical to the stability of the existing Masonic Temple. However, demolition and removal of the Hollow Sidewalk and Outer Seawall will result in an exposed vertical face located immediately adjacent to, and extending below, the foundations of the Masonic Temple. The consequence of which is a high probability for undermining below the foundations of the Masonic Temple.

The Work consists of generating Construction Documents and an Estimate of Probable Construction Costs for removal of the existing Hollow Sidewalk and Outer Seawall. Construction Documents will include an underpinning solution to mitigate potential undermining of the Masonic Temple foundations during removal of the Hollow Sidewalk and Seawall. The Work will also include Construction Administration Services associated with selective demolition and removal of the existing Hollow Sidewalk and Outer Seawall.

ESTIMATE OF PROBABLE CONSTRUCTION COST

A preliminary, concept level Estimate of Probable Construction Cost was provided earlier. That estimate was given as a range from \$1,600,000 to \$2,000,000. A refined, design level, Estimate of Probable construction Cost will be provided as part of this project.

DESIGN SCHEDULE

The design portion of the project will be into to Construction Documents, and Bidding Phase services. We anticipate the following durations for each of the indicated design phases.

- 01. Construction Documents (CD): Deliver to WisDOT by August 1, 2023
- 02. Bidding Phase (Bid): (4) four weeks
- 03. Total Design Duration: (12) twelve weeks

SCOPE OF SERVICES DETAIL: CONSTRUCTION DOCUMENTS (DELIVER TO WISDOT BY 08.01.2023)

- 01. PROJECT MANAGEMENT (PM)
 - A. Assemble design team.
 - B. Establish project scope and fee.
 - C. Prepare, update project work plans and tasks.
 - D. Prepare, update project work schedule.
 - E. Set up and monitor project invoicing and accounting.
 - F. Manage project budget and resources.
 - G. Internal team coordination meetings
 - H. Owner Communications.
 - I. Quality Control/ Quality Assurance.
 - J. Coordinate internal project closeout.
- 02. STAKEHOLDER COORDINATION AND COMMUNICATION
 - A. WISDOT Bridge Department: One hour per week for eight weeks.
 - B. City of Watertown: Once hour per week for eight weeks.

03. BUILDING CODE REVIEW
- A. Structural Design Criteria.
 - B. Develop foundation, slab and structural frame criteria.
 - C. Develop structural systems and materials.
 - D. Identify lateral resistance requirements.
04. BIM MODEL DEVELOPMENT
- A. Integrate Masonic Temple, Underpinning, Bridge Abutment, Wingwalls.
 - B. Adjust layout based on results of Clash Detection.
05. FOUNDATION UNDERPINNING DESIGN AND DOCUMENTATION
- A. Evaluate options to determine optimal solution.
 - B. Optimal solution design for lateral earth pressure.
 - C. Optimal solution design for element and global sliding demand.
 - D. Optimal solution design for element and global overturning demand.
 - E. Optimal solution design for reinforcement.
 - F. Optimal solution design for doweling.
 - G. Optimal solution design for needle and pier.
 - H. Optimal solution design phasing stability.
 - I. Optimal solution plans.
 - J. Optimal solution specifications.
 - K. Optimal solution estimate of probable construction costs.
 - L. Optimal solution QA/QC.
06. HOLLOW SIDEWALK AND OUTER SEAWALL DEMOLITION DESIGN AND DOCUMENTATION
- A. Hollow Sidewalk selective demolition phasing plans.
 - B. Hollow Sidewalk selective demolition details
 - C. Outer Seawall selective demolition phasing plans
 - D. Outer Seawall selective demolition details
 - E. Selective demolition drain-tile, sump, and pump plans.
 - F. Selective demolition specifications.
 - G. Selective demolition estimate of probable construction costs.
 - H. Selective demolition QA/QC.
07. STRONG-BACK BRACES DESIGN AND DOCUMENTATION
- A. Strong-back brace design for torsional support of existing facade beam
 - B. Strong-back brace plans.
 - C. Strong-back brace specifications.
 - D. Strong-back brace estimate of probable construction costs.
 - E. Strong-back brace QA/QC

08. PLAN REVIEW SUBMITTAL

- A. Compile and submit plans, specifications, structural calculations to Authority Having Jurisdiction.
- B. Incorporate Plan Review comments into Bid Documents.

09. BANK WALL DEMOLITION AND BACKFILL DRAWINGS

- A. Create demolition drawings.
 - a. Old bank wall
 - b. Sidewalk beams
 - c. Located on the northwest corner of the Main Street bridge.
- B. Create site grading plan.
 - a. Backfill of bank property against new bridge wing wall
 - b. Not included: Design of any new wall, retaining or otherwise.

SCOPE OF SERVICES DETAIL: BIDDING (4 WEEKS)

01. PROJECT MANAGEMENT

- A. Update project work plans and tasks.
- B. Update project work schedule.
- C. Monitor project invoicing and accounting.
- D. Manage project budget and resources.
- E. Internal team coordination meetings
- F. Owner Communications.
- G. Prepare addenda.
- H. Conduct Pre-Bid Meeting.
- I. Evaluate Bid proposals.

02. BID PERIOD TECHNICAL ASSISTANCE

- A. Respond to bidder questions.
- B. Prepare technical clarifications for addenda.
- C. Evaluate request for substitutions.

SCOPE OF SERVICES: CONSTRUCTION ADMINISTRATION (16 WEEKS)

When used in this document, the “Design Team” includes the Project Manager, Structural Engineer, Project Assistant, and BIM Coordinator.

We anticipate the construction duration to be approximately four (4) months. Accordingly, the Scope of Services is based upon Project Management and Construction Administration services taking place over a period of 120 calendar days.

The Pre-Construction Conference will be a virtual meeting, with Mead & Hunt coordinating the meeting and represented at the meeting by the Design Team.

Owner, Architect, Contractor (OAC) meetings will take place once per week for four (4) months. In general, The Design Team will attend the OAC meetings virtually. The General Contractor will lead the OAC Meetings and provide the associated agenda and minutes. The OAC Meetings serve as the platform for the Contractor to review the project status with the Owner and Design Team. A debrief of work completed, schedule updates, submittal status, and unresolved issues will be provided.

Internal Design Team Progress Meetings will take place twice per month for four (4) months. The Design Team will attend the Internal Progress Meetings virtually. The Internal Progress Meetings are used to coordinate and track the progress of construction related Work that is the responsibility of the Design Team. Such Work may include submittal reviews, response to Requests for Information, evaluation of Change Proposals, and other issues for resolution.

The Design Team will observe the Work at appropriate intervals throughout the project. The Design Team will attend the OAC meeting on site corresponding to the week of the site observation and provide a Field Report for each site visit. The number of site visits performed by the Design Team will be as noted below.

- Project Manager at one (1) site visit per four (4) months.
- Structural Engineer at one (1) site visit per week for four (4) months.

The Contractor shall conduct a preliminary punch-list walk-through and document any incomplete items on a punch-list to be delivered to the Project Manager prior to the Design Team's Substantial Completion site inspection.

The Design Team will review and take appropriate action on the Contractor's submittals such as Shop Drawings, Product Data and Samples. The submittal review is limited to checking for conformance with the Contract Documents. The submittal review is not for determining the accuracy and completeness of other information such as dimensions, quantities, and installation of equipment or systems.

The Design Team will respond to, and process Requests for Information (RFI's) related to scope items. The Design Team will maintain a RFI Log to document progress and completion of RFI response. The Design Team may issue a Letter of Instruction (LOI) to provide clarifications to the Contract Documents as a response to an RFI.

The Design Team will coordinate changes in the Work. The Design Team will review Change Proposals from the Contractor and make recommendations to the Owner. The Design Team may prepare Construction Change Directives (CCD's) to provide the Contractor direction on scope changes while costs are negotiated. The Design Team may prepare Change Orders (CO's) to incorporate changes to the Contract.

The Design Team listed above will visit the site as indicated to become familiar with the progress and quality of the portion of the Work completed. Design Team members will also use these visits to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. Consultant's Representatives will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and

programs in connection with the Work; these are solely the Contractor's rights and responsibilities under the Contract Documents.

Consultant's Representatives will keep the Owner informed regarding the progress and quality of the Work completed. They will report to the Owner known deviations from the Contract Documents and defects and deficiencies observed in the Work. Consultant's Representatives will convey to the Owner any variations from the most recent construction schedule as submitted by the Contractor.

Consultant's Representatives will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. Consultant's Representatives will not have control over, or charge of, and will not be responsible for errors or omissions of the Contractor, Sub-contractors, their agents or employees, or any other persons or entities performing portions of the Work.

SCOPE OF SERVICES DETAIL: CONSTRUCTION ADMINISTRATION (16 WEEKS)

The Scope of Work detail listed below represents major cost items associated with our Construction Administration Services. Designations are PM for Project Manager, AA for Project Assistant, S for Structural Engineer, B for BIM Coordinator.

01. PROJECT MANAGEMENT AND COORDINATION
 - A. Update project work plans and tasks.
 - B. Update project work schedule.
 - C. Monitor project invoicing and accounting.
 - D. Manage project budget and resources.
 - E. Internal team coordination meetings
 - F. Owner Communications.
02. PRE-CONSTRUCTION MEETING
 - A. Attend one (1) pre-construction conference.
 1. 1 thus, 1-hour conference call by PM, S, AA, B
03. EXTERNAL MEETINGS AND COORDINATION - 4 MONTHS (16 WEEKS)
 - A. Periodic site trips to observe work and attend progress meetings.
 1. 4 thus, 1-day, 8-hour trips by PM
 2. 16 thus, 1-day, 8-hour trips by S
04. INTERNAL MEETINGS AND COORDINATION - 4 MONTHS (16 WEEKS)
 - A. Once per week for internal staff construction submittals and change status debrief.
 1. 16 thus, 1-hour meeting by PM, PA, S, B
05. CONTRACTOR SUBMITTAL AND SHOP DRAWING REVIEW AND PROCESSING
 - A. DIVISION 02 - EXISTING CONDITIONS

1. 024113 Selective Site Demolition
2. 024116 Structure Demolition
3. 024119 Selective Demolition

B. DIVISION 03 - CONCRETE SUBMITTALS

1. 031000 Concrete Forming and Accessories
2. 032000 Concrete Reinforcing
3. 033000 Cast-in-Place Concrete

C. DIVISION 05 - METALS

1. 051200 Structural Steel Framing
2. 055000 Metal Fabrications

D. DIVISION 31 - EARTHWORK

1. 311000 Site Clearing
2. 312000 Earth Moving
3. 312329 Dewatering
4. 315000 Excavation Support and Protection
5. 314100 Shoring
6. 314800 Underpinning

06. PAY APPLICATION REVIEW - 4 MONTHS (16 WEEKS)

- A. Review proposed Schedule of Values
- B. Review 4 partial pay requests at 2.0 hours per request
- C. Forward recommendations to Owner.
- D. Maintain log of contract payment status

07. COORDINATE CHANGES IN THE WORK - 4 MONTHS (16 WEEKS)

- A. Respond to 16 Request for Information (RFI)
- B. Issue 8 Letters of Instruction (LOI)
- C. Issue 16 Request for Cost Proposals (RFCP)
- D. Review 16 Change Proposals (CP)
- E. Prepare 8 Change Orders (CO)
- F. Maintain log of RFI's, LOI's, RFCP's, CP's and CO's

08. CLOSE-OUT DOCUMENTS

- A. Record Drawings to reflect changes and Contractor as-builts.
- B. Review Operating and Maintenance Manuals provided by Contractor.

WORK NOT INCLUDED

01. Work under other or previous contracts

02. Meetings or site visits or overnight stays beyond those specifically noted.
03. Revisions to designs or documents due to changes in Owner directives.
04. Agency coordination or submittals.
05. Securing approvals of local neighborhood groups or other local agencies.
06. 3D animations.
07. Legal, property or easements surveys or recording.
08. Delineation or establishment of new easements.
09. Public meetings, hearings, or presentations.
10. Independent Construction Testing or Code special inspections/testing.
11. Construction surveying, layout or staking.
12. Review or evaluation of unsolicited material substitution proposals.
13. Review or evaluation of unsolicited product or material submittals.
14. Warranty Phase Services including Warranty Inspection.
15. Marketing, open-house, informational or promotional materials.
16. Toning or other underground utility location services.
17. Fees required by reviewing agencies unless specifically noted.
18. Design of facility signs.

END OF SCOPE OF SERVICES

EXHIBIT B

**FEE DETAIL
AMENDMENT 01**

**CITY OF WATERTOWN
WATERTOWN, WISCONSIN**

**MASONIC TEMPLE
BASEMENT EXTENSION (HOLLOW SIDEWALK) DEMOLITION
MASONIC TEMPLE UNDERPINNING**

JUNE 14, 2023

Mead & Hunt Fee Proposal

4667475-231187.01

Summary

Task	Description	Direct Cost Labor	Expenses	Subconsultant	Total Cost
Professional A/E Services					
	BASIC SERVICES				
I.	Programming	\$0	\$0	\$0	\$0
II.	Schematic Design	\$0	\$0	\$0	\$0
III.	Design Development	\$0	\$0	\$0	\$0
IV.	Construction Documents	\$96,240	\$0	\$0	\$96,240
V.	Bidding	\$21,894	\$0	\$0	\$21,894
VI.	CA	\$120,303	\$1,550	\$0	\$121,853
VII.	Resident Rep	\$0	\$0	\$0	\$0
VIII.	Close Out	\$0	\$0	\$0	\$0
IX.	blank1	\$0	\$0	\$0	\$0
X.	blank2	\$0	\$0	\$0	\$0
XI.	blank3	\$0	\$0	\$0	\$0
XII.	blank4	\$0	\$0	\$0	\$0
	Sub-Totals - Basic Services	\$238,437	\$1,550	\$0	\$239,987
	Special Services	\$0	\$0	\$0	\$0
	Sub-Total - Special Services	\$0	\$0	\$0	\$0
	Total Professional A/E Fee	\$238,437	\$1,550	\$0	\$239,987

Mead & Hunt Fee Proposal

4667475-231187.01

Data Input

Data Input Sheet

Instructions

Input OH and Profit, multiplier will be calculated automatically

Input staff name (position, initials, W code role, and W code will auto populate)

Input Position, i.e. PRI for Principal, PM for Program Manager, Arch for Architect etc. if needed

Input W Code Role if needed.

Project Name:	Watertown Masonic Temple Stability Analysis
Project Number:	4667475-231187.01
Date:	6/14/2023

M&H Rate Table

Hour Input Tabs

Job Data Input

OH Rate	Profit	Multiplier
1.8361	10%	3.1197

Rate Schedule or Multiplier

Standard Rate Schedule

I.

Tasks

Position	Senior Associate	Project Engineer	Administrative Assistant	Senior Technician						
Staff Name	Timothy J. Close	David K. Cockrum	Jean Spataro	Mark J. Ellis						
Staff Initials	TJC	DKC	JS	MJE						
W Code Role	PM	Structural	Admin	Structural						
W Code	WA	WI	WE	WI						
Labor Cost \$/Hr	\$250.00	\$187.00	\$100.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

II.

Tasks

Position	Senior Associate	Project Engineer	Administrative Assistant	Senior Technician						
Staff Name	Timothy J. Close	David K. Cockrum	Jean Spataro	Mark J. Ellis						
Staff Initials	TJC	DKC	JS	MJE						
W Code Role	PM	Structural	Admin	Structural						
W Code	WA	WI	WE	WI						
Raw Labor Cost \$/Hr	\$250.00	\$187.00	\$100.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

III.

Tasks

Position	Senior Associate	Project Engineer	Administrative Assistant	Senior Technician						
Staff Name	Timothy J. Close	David K. Cockrum	Jean Spataro	Mark J. Ellis						
Staff Initials	TJC	DKC	JS	MJE						
W Code Role	PM	Structural	Admin	Structural						
W Code	WA	WI	WE	WI						
Raw Labor Cost \$/Hr	\$250.00	\$187.00	\$100.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Breakdown

4667475-231187.01

Construction Documents

Task	Description											Tlt. Hrs.	Direct Cost Labor	Expenses	Sub consultant	Total Cost
Construction Documents Phase - Summary of Professional A/E Services																
	BASIC SERVICES	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
I.	Tasks	85	34	14	72	0	0	0	0	0	0	205	\$40,528	\$0	\$0	\$40,528
II.	Tasks	14	156	32	124	0	0	0	0	0	0	326	\$55,712	\$0	\$0	\$55,712
III.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
IV.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
V.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VI.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VIII.	Mechanical	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
IX.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
X.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XI.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XIII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XIV.	Code	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XV.	Cost and Scheduling	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XVI.	TBD	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
	Sub-Totals - Basic Services	99	190	46	196	0	0	0	0	0	0	531	\$96,240	\$0	\$0	\$96,240
	MATERIALS/SUPPLIES													\$0	\$0	\$0
	SOILS TESTING													\$0	\$0	\$0
	CONSULTANTS/SUBCONTRACTORS													\$0	\$0	\$0
	ESTIMATE OF TRAVEL EXPENSES													\$0		\$0
	Air Travel		Trips	X		Cost per trip										
	Rental Vehicle		Days	X		Cost per day										
	Lodging		Nights	X		Cost per night										
	Meals (per diem)		Days	X		Cost per day										
	MILEAGE		Miles	X		Cost per mile								\$0		\$0
	REPRODUCTION		Sets	X		Cost per set								\$0		\$0
	Sub-Totals - Basic Services Itemized Expenses													\$0	\$0	\$0
	SPECIAL SERVICES:															\$0
																\$0
																\$0
																\$0
	Sub-Total - Special Services												\$0	\$0	\$0	\$0

[illegible]

Fee Breakdown

4667475-231187.01

Construction Documents

Task	Description	Senior Associate	Project Engineer	Administrative Assistant	Senior Technician							Tit. Hrs.	Direct Cost Labor	Expenses	Sub consultant	Total Cost
		TJC	DKC	JS	MJE											
		WA	WI	WE	WI											
		\$250	\$187	\$100	\$160	\$0	\$0	\$0	\$0	\$0	\$0					
Construction Documents Phase - Summary of Professional A/E Services																
II.	Tasks	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
	05. FOUNDATION UNDERPINNING DESIGN AND DOCUMENTATION											0	\$0			\$0
	A. Evaluate options to determine design solution.	2		8								10	\$1,996			\$1,996
	B. Solution design for lateral earth pressure.			2								2	\$374			\$374
	C. Solution design for element and global sliding demand.			4								4	\$748			\$748
	D. Solution design for element and global overturning demand.			4								4	\$748			\$748
	E. Solution design for reinforcement.			2								2	\$374			\$374
	F. Solution design for doweling.			2								2	\$374			\$374
	G. Solution design for needle and pier.			16								16	\$2,992			\$2,992
	H. Solution design phasing stability.			16								16	\$2,992			\$2,992
	I. Solution plans.			2		40						42	\$6,774			\$6,774
	J. Solution specifications.			24	8							32	\$5,288			\$5,288
	K. Solution estimate of probable construction costs.			4								4	\$748			\$748
	L. Solution QA/QC.	4										4	\$1,000			\$1,000
												0	\$0			\$0
												0	\$0			\$0
	06. HOLLOW SIDEWALK / OUTER SEAWALL DEMO DESIGN AND DOCS											0	\$0			\$0
	A. Hollow Sidewalk selective demolition phasing plans.					8						8	\$1,280			\$1,280
	B. Hollow Sidewalk selective demolition details					16						16	\$2,560			\$2,560
	C. Outer Seawall selective demolition phasing plans					8						8	\$1,280			\$1,280
	D. Outer Seawall selective demolition details					16						16	\$2,560			\$2,560
	E. Selective demolition drain-tile, sump, and pump plans.					16						16	\$2,560			\$2,560
	F. Selective demolition specifications.			24	8							32	\$5,288			\$5,288
	G. Selective demolition estimate of probable construction costs.			4								4	\$748			\$748
	H. Selective demolition QA/QC.	4										4	\$1,000			\$1,000
												0	\$0			\$0
												0	\$0			\$0
	07. STRONG-BACK BRACES DESIGN AND DOCUMENTATION											0	\$0			\$0
	A. Strong-back brace design for torsional of existing facade beam			16								16	\$2,992			\$2,992
	B. Strong-back brace plans.				16							16	\$1,600			\$1,600
	C. Strong-back brace specifications.			16								16	\$2,992			\$2,992
	D. Strong-back brace estimate of probable construction costs.			4								4	\$748			\$748
	E. Strong-back brace QA/QC	4										4	\$1,000			\$1,000
												0	\$0			\$0
												0	\$0			\$0
	08. PLAN REVIEW SUBMITTAL											0	\$0			\$0
	A. Compile / submit plans, specifications, structural calculations to AHJ			8		4						12	\$2,136			\$2,136
	B. Incorporate Plan Review comments into Bid Documents.					16						16	\$2,560			\$2,560
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
II.	Tasks	14	156	32	124	0	0	0	0	0	0	326	\$55,712	\$0	\$0	\$55,712

Fee Breakdown

4667475-231187.01

Bidding

Task	Description											Tlt. Hrs.	Direct Cost Labor	Expenses	Sub consultant	Total Cost
Bidding Phase - Summary of Professional A/E Services																
	BASIC SERVICES	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
I.	Tasks	37	52	10	12	0	0	0	0	0	0	111	\$21,894	\$0	\$0	\$21,894
II.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
III.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
IV.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
V.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VI.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VIII.	Mechanical	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
IX.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
X.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XI.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XIII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XIV.	Code	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XV.	Cost and Scheduling	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XVI.	TBD	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
	Sub-Totals - Basic Services	37	52	10	12	0	0	0	0	0	0	111	\$21,894	\$0	\$0	\$21,894
	MATERIALS/SUPPLIES													\$0	\$0	\$0
	SOILS TESTING													\$0	\$0	\$0
	CONSULTANTS/SUBCONTRACTORS													\$0	\$0	\$0
	ESTIMATE OF TRAVEL EXPENSES													\$0		\$0
	Air Travel		Trips	X		Cost per trip										
	Rental Vehicle		Days	X		Cost per day										
	Lodging		Nights	X		Cost per night										
	Meals (per diem)		Days	X		Cost per day										
	MILEAGE		Miles	X		Cost per mile								\$0		\$0
	REPRODUCTION		Sets	X		Cost per set								\$0		\$0
	Sub-Totals - Basic Services Itemized Expenses													\$0	\$0	\$0
	SPECIAL SERVICES:															\$0
																\$0
																\$0
																\$0
	Sub-Total - Special Services												\$0	\$0	\$0	\$0

Fee Breakdown

4667475-231187.01

Bidding

[illegible]

Fee Breakdown

4667475-231187.01

CONSTRUCTION ADMINISTRATION

Task	Description											Tlt. Hrs.	Direct Cost Labor	Expenses	Sub consultant	Total Cost
CA Phase - Summary of Professional A/E Services																
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
	BASIC SERVICES															
I.	Tasks	117	181	26	17	0	0	0	0	0	0	341	\$68,417	\$0	\$0	\$68,417
II.	Tasks	33	168	7	72	0	0	0	0	0	0	280	\$51,886	\$0	\$0	\$51,886
III.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
IV.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
V.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VI.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
VIII.	Mechanical	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
IX.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
X.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XI.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XIII.	Tasks	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XIV.	Code	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XV.	Cost and Scheduling	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
XVI.	TBD	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
	Sub-Totals - Basic Services	150	349	33	89	0	0	0	0	0	0	621	\$120,303	\$0	\$0	\$120,303
	MATERIALS/SUPPLIES													\$0	\$0	\$0
	SOILS TESTING													\$0	\$0	\$0
	CONSULTANTS/SUBCONTRACTORS													\$0	\$0	\$0
	ESTIMATE OF TRAVEL EXPENSES													\$300		\$300
	Air Travel		Trips	X		Cost per trip										
	Rental Vehicle		Days	X		Cost per day										
	Lodging		Nights	X		Cost per night										
	Meals (per diem)	20	meals	X	15	Cost per meal										
	MILEAGE	2000	Miles	X	0.625	Cost per mile								\$1,250		\$1,250
	REPRODUCTION		Sets	X		Cost per set								\$0		\$0
	Sub-Totals - Basic Services Itemized Expenses													\$1,550	\$0	\$1,550
	SPECIAL SERVICES:															\$0
																\$0
																\$0
																\$0
	Sub-Total - Special Services												\$0	\$0	\$0	\$0

Fee Breakdown

4667475-231187.01

CONSTRUCTION ADMINISTRATION

Task	Description	Senior Associate	Project Engineer	Administrative Assistant	Senior Technician							Tit. Hrs.	Direct Cost Labor	Expenses	Sub consultant	Total Cost
		TJC	DKC	JS	MJE											
		WA	WI	WE	WI											
		\$250	\$187	\$100	\$160	\$0	\$0	\$0	\$0	\$0	\$0					
CA Phase - Summary of Professional A/E Services																
I.	Tasks	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
	01. PROJECT MANAGEMENT AND COORDINATION (16 Weeks)											0	\$0			\$0
	A. Update project work plans and tasks.	16		2								18	\$4,200			\$4,200
	B. Update project work schedule.	16		2								18	\$4,200			\$4,200
	C. Monitor project invoicing and accounting.	16		2								18	\$4,200			\$4,200
	D. Manage project budget and resources.	16										16	\$4,000			\$4,000
	E. Internal team coordination meetings (covered in Item 04)											0	\$0			\$0
	F. Owner Communications.	4	16									20	\$3,992			\$3,992
												0	\$0			\$0
												0	\$0			\$0
	02. PRE-CONSTRUCTION MEETING											0	\$0			\$0
	A. Attend one (1) pre-construction conference.											0	\$0			\$0
	1. 1 thus, 1-hour conference call by PM, S, AA, B	1	1	1	1							4	\$697			\$697
												0	\$0			\$0
												0	\$0			\$0
	03. EXTERNAL MEETINGS AND COORDINATION - 4 MONTHS											0	\$0			\$0
	A. Periodic site trips to observe work and attend progress meetings.											0	\$0			\$0
	1. 4 thus, 1-day, 8-hour trips by PM	32										32	\$8,000			\$8,000
	2. 16 thus, 1-day, 8-hour trips by S		128									128	\$23,936			\$23,936
												0	\$0			\$0
												0	\$0			\$0
	04. INTERNAL MEETINGS AND COORDINATION - 4 MONTHS											0	\$0			\$0
	A. Once per week staff construction submittals / change status debrief	16	16	16	16							64	\$11,152			\$11,152
	1. 16 thus, 1-hour meeting by PM, PA, S, B											0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
	05. CONTRACTOR SUBMITTAL / SHOP DRAWING REVIEW & PROCESSING											0	\$0			\$0
	A. DIVISION 02 - EXISTING CONDITIONS											0	\$0			\$0
	1. 024113 Selective Site Demolition		4	0.5								4.5	\$798			\$798
	2. 024116 Structure Demolition		4	0.5								4.5	\$798			\$798
	3. 024119 Selective Demolition		4	0.5								4.5	\$798			\$798
												0	\$0			\$0
												0	\$0			\$0
	B. DIVISION 03 - CONCRETE SUBMITTALS											0	\$0			\$0
	1. 031000 Concrete Forming and Accessories		2	0.5								2.5	\$424			\$424
	2. 032000 Concrete Reinforcing		2	0.5								2.5	\$424			\$424
	3. 033000 Cast-in-Place Concrete		4	0.5								4.5	\$798			\$798
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
I.	Tasks	117	181	26	17	0	0	0	0	0	0	341	\$68,417	\$0	\$0	\$68,417

Fee Breakdown

4667475-231187.01

CONSTRUCTION ADMINISTRATION

Task	Description	Senior Associate	Project Engineer	Administrative Assistant	Senior Technician							Tit. Hrs.	Direct Cost Labor	Expenses	Sub consultant	Total Cost
		TJC	DKC	JS	MJE											
		WA	WI	WE	WI											
		\$250	\$187	\$100	\$160	\$0	\$0	\$0	\$0	\$0	\$0					
CA Phase - Summary of Professional A/E Services																
II.	Tasks	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
	C. DIVISION 05 - METALS											0	\$0			\$0
	1. 051200 Structural Steel Framing		4	0.5								4.5	\$798			\$798
	2. 055000 Metal Fabrications		2	0.5								2.5	\$424			\$424
												0	\$0			\$0
												0	\$0			\$0
	D. DIVISION 31 - EARTHWORK											0	\$0			\$0
	1. 311000 Site Clearing		2	0.5								2.5	\$424			\$424
	2. 312000 Earth Moving		4	0.5								4.5	\$798			\$798
	3. 312329 Dewatering		4	0.5								4.5	\$798			\$798
	4. 315000 Excavation Support and Protection		4	0.5								4.5	\$798			\$798
	5. 314100 Shoring		4	0.5								4.5	\$798			\$798
	6. 314800 Underpinning		8	0.5								8.5	\$1,546			\$1,546
												0	\$0			\$0
												0	\$0			\$0
	06. PAY APPLICATION REVIEW - 4 MONTHS (16 WEEKS)											0	\$0			\$0
	A. Review proposed Schedule of Values		4									4	\$1,000			\$1,000
	B. Review 4 partial pay requests at 2.0 hours per request		16									16	\$4,000			\$4,000
	C. Forward recommendations to Owner.		1									1	\$250			\$250
	D. Maintain log of contract payment status		2									2	\$500			\$500
												0	\$0			\$0
												0	\$0			\$0
	07. COORDINATE CHANGES IN THE WORK - 4 MONTHS (16 WEEKS)											0	\$0			\$0
	A. Respond to 16 Request for Information (RFI)		32	1								33	\$6,084			\$6,084
	B. Issue 8 Letters of Instruction (LOI)		16	1	16							33	\$5,652			\$5,652
	C. Issue 16 Request for Cost Proposals (RFCP)		32		16							48	\$8,544			\$8,544
	D. Review 16 Change Proposals (CP)		2	32								34	\$6,484			\$6,484
	E. Prepare 8 Change Orders (CO)		8									8	\$2,000			\$2,000
	F. Maintain log of RFI's, LOI's, RFCP's, CP's and CO's			1								1	\$100			\$100
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
	08. CLOSE-OUT DOCUMENTS											0	\$0			\$0
	A. Record Drawings to reflect changes and Contactor as-builts.				40							40	\$6,400			\$6,400
	B. Review O&M's provided by Contractor.		24									24	\$4,488			\$4,488
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
												0	\$0			\$0
II.	Tasks	33	168	7	72	0	0	0	0	0	0	280	\$51,886	\$0	\$0	\$51,886

**DRAFT RESOLUTION FOR
A BUDGET AMENDMENT TO INCREASE INTEREST-INVESTMENTS
ACCOUNT #05-48-11-10 BY \$18,500 AND INCREASE BRIDGE REPAIRS
RESERVE ACCOUNT #05-58-11-40 BY \$18,500 FOR PROFESSIONAL
DESIGN SERVICES WITH MEAD & HUNT**

**SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the basement of 2 E. Main Street encroaches into the public right-of-way and is in conflict with the 2024 design of the Main Street (Cole Memorial) Bridge eastern abutment; and,

WHEREAS, the City has contracted with Mead & Hunt for structural engineering services to determine if the basement encroachment is critical to the stability of 2 E. Main Street; and,

WHEREAS, Mead & Hunt has determined that the basement encroachment is not critical to the stability of 2 E. Main Street; and,

WHEREAS, Mead & Hunt has determined that the removal of the basement encroachment and subsequent excavation for the conflicting eastern bridge abutment results in a high probability of undermining the foundation of 2 E. Main Street; and,

WHEREAS, underpinning at 2 E. Main Street is required to mitigate the high probability of undermining the building foundation; and,

WHEREAS, the quote to prepare the design and construction documents is \$96,240.00; and,

WHEREAS, this work is not in the 2023 budget; and,

WHEREASE, the quote to perform bidding services and construction administration services is \$21,894.00 and \$121,853.00 respectively; and,

WHEREAS, funding for bidding services and construction administration services with Mead & Hunt will be requested in the 2024 budget; and,

WHEREAS, the Finance Department and Engineering Division are requesting an increase in the Interest-Investments Account [05-48-11-10] in the amount of \$18,500 and an increase in the Bridge Repairs Reserve Account [05-58-11-40] in the amount of \$18,500 in the 2023 Budget to fully fund design and construction document work to be performed by Mead & Hunt; and

WHEREAS, this budget amendment requires a resolution be adopted by the Common Council; and,

WHEREAS, the Finance Committee has considered this budget amendment and recommends the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the budget amount of Interest-Investments (account #05-48-11-10) be increased in the amount of \$18,500.00 and that the budget amount of Bridge Repairs Reserve (account #05-58-11-40) be increased in the amount of \$18,500.00 for the 2023 budget year.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED June 20, 2023

CITY CLERK

APPROVED June 20, 2023

MAYOR