



Finance Committee Meeting

Cravath Lakefront room 2nd floor 312 West
Whitewater Str, Whitewater, WI, 53190 *In Person
and Virtual

Tuesday, November 26, 2024 - 5:00 PM

**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.**

You are invited to a Zoom webinar.
When: Nov 26, 2024 05:00 PM Central Time (US and Canada)
Topic: Finance Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81990128957>

Or One tap mobile :

+13052241968,,81990128957# US

+13092053325,,81990128957# US

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 312 626 6799 US (Chicago)

Webinar ID: 819 9012 8957

International numbers available: <https://us06web.zoom.us/j/81990128957>

AGENDA

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

1. Finance Committee Meeting Minutes October 30, 2024

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

CONSIDERATIONS / DISCUSSIONS / REPORTS

- [2.](#) October Financials
- [3.](#) Discussion and possible action to recommend approval of WAFC HAVC bid to Southport Engineering in the amount of \$276,100 for repairs to Leisure Pool air handler, duct work and control replacement.
- [4.](#) WAFC Capital Campaign
- [5.](#) Review of Updated Permit Fees
- [6.](#) Parking Permit Fees & Sale Dates
- [7.](#) Employee Bonuses
- [8.](#) Update on MFA
- [9.](#) Public Comment Feedback
- [10.](#) December Meeting Date

FUTURE AGENDA ITEMS

11. Update on Data Collection for MOU with UWW for Parking

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



Special Finance Committee Meeting Item 1.

Whitewater Municipal Building Cravath Lakefront
Room, 312 West Whitewater St., Whitewater, WI
53190 *In Person and Virtual

Wednesday, October 30, 2024 - 4:00 PM

**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.**

You are invited to a Zoom webinar.

When: Oct 30, 2024 04:00 PM Central Time (US and Canada)

Topic: Special Finance Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86803129460>

Or One tap mobile :

+16469313860

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 312 626 6799 US (Chicago)

Webinar ID: 868 0312 9460

International numbers available: <https://us06web.zoom.us/j/86803129460>

AGENDA

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Lisa Dawsey-Smith.

ROLL CALL

Present: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen.

Absent: None.

Additional Attendees: Rachelle Blich, Director of Finance; Sara Marquardt, HR Manager; Dan Meyer, Police Chief; Sabrina Ojibway, Support Services Manager; Taylor Zeinert, Economic Development Director

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

1. Finance Committee Meeting Minutes from October 22, 2024
2. Special Finance Committee Meeting Minutes October 23, 2024

Motion made by Patrick Singer to approve the consent agenda, Seconded by Brian Schanen.

Voting Yes: Lisa Dawsey-Smith, Brian Schanen, Patrick Singer. Voting No: None.

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

CONSIDERATIONS / DISCUSSIONS / REPORTS

- 3. 2025 Draft Budget Review (3 of 3)

Motion made to recommend the budget to Common Council with the option to explore police staffing made by Patrick Singer, Seconded by Brian Schanen.

Voting Yes: Lisa Dawsey-Smith, Brian Schanen, Patrick Singer. Voting No: None.

- 4. City Attorney and Code Enforcement & Zoning Contracts and Job Descriptions

Motion made to recommend job descriptions to Common Council made by Lisa Dawsey-Smith, Seconded by Patrick Singer.

Voting Yes: Lisa Dawsey-Smith, Patrick Singer. Voting No: Brian Schanen.

- 5. Sick Leave Severance Budget & Policy
- 6. Shared-Ride Budget

FUTURE AGENDA ITEMS

- 7. Parking Permit Fees & Sale Dates
- 8. Update on MFA
- 9. Update on Data Collection for MOU with UWW for Parking

ADJOURNMENT

A motion to adjourn was made by Lisa Dawsey-Smith, Seconded by Patrick Singer.

Voting Yes: Lisa Dawsey-Smith, Brian Schanen, Patrick Singer. Voting No: None.

The meeting adjourned at 5:33 p.m.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



GENERAL FUND REVENUE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-OCT	2023 Act v Bud		2024 YTD vs. PY		
								2023 YTD	%	2023 YTD	\$ Chg	% Chg
41000	TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	6,109,385	(85,497)	(1.4%)	5,975,757	133,627	2.2%
42000	SPECIAL ASSESSMENTS	1,523	3,308	150	138	0	1,325	-	-	193	1,133	588.3%
43000	INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,250,383	4,694,945	1,419,606	(3,275,339)	(69.8%)	1,489,598	(69,992)	(4.7%)
44000	LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	132,612	40,379	43.8%	157,602	(24,991)	(15.9%)
45000	FINES, FORFEIT PENALTIES	262,214	295,355	296,072	250,979	288,800	236,705	(52,095)	(18.0%)	214,045	22,660	10.6%
46000	PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	51,576	18,951	58.1%	71,528	(19,953)	(27.9%)
48000	MISC REVENUE	501,514	462,853	595,927	1,410,557	979,930	1,201,103	221,174	22.6%	1,234,985	(33,882)	(2.7%)
49000	OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	81,110	(57,000)	(41.3%)	180,207	(99,097)	(55.0%)
TOTAL:		9,899,390	10,304,142	10,384,446	12,442,655	12,421,525	9,233,422	(3,188,103)	(25.7%)	9,323,916	(90,494)	(1.0%)

Favorable (Unfavorable)

GENERAL FUND EXPENDITURE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-OCT	2023 Act v Bud		2024 YTD vs. PY		
								2023 YTD	%	2023 YTD	\$ Chg	% Chg
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,758,920	1,844,553	1,402,482	(442,071)	(24.0%)	1,351,164	51,318	3.8%
2	PUBLIC SAFETY	3,383,206	3,421,090	3,566,454	3,932,213	4,099,303.87	3,373,082.69	(726,221)	(17.7%)	3,006,832	366,251	12.2%
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,212,804	1,200,352	913,861	(286,492)	(23.9%)	977,080	(63,219)	(6.5%)
4	PARKS AND RECREATION	688,294	673,505	724,655	682,036	775,265	648,999	(126,266)	(16.3%)	615,881	33,118	5.4%
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	355,387	258,543	291,452	32,909	12.7%	287,444	4,008	1.4%
6	TRANSFERS	2,684,859	2,892,162	2,587,789	4,328,639	4,186,508	2,355,131	(1,831,377)	(43.7%)	2,529,159	(174,028)	(6.9%)
7	CONTINGENCIES	26,927	17,258	0	41,800	57,000	89,892	32,892	57.7%	16,321	73,571	450.8%
TOTAL		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	9,074,899	(3,346,626)	(26.9%)	8,783,881	291,018	3.3%



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-OCT	Favorable (Unfavorable)		2024 YTD vs. PY			
							2024 Act v Bud \$	%	2023 YTD	Variance	%	
TAXES												
100-41110-00 LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,538,657	4,538,657	0	0%	4,499,748	38,909	1%	
100-41111-00 DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,313,705	1,313,705	0	0%	1,257,105	56,600	5%	
100-41112-00 OMITTED PROPERTY TAXES	-	-	-	-	-	-	0	-	0	0	-	
100-41113-00 RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	2,625	-	-	0	-	2,625	(2,625)	-100%	
100-41114-00 USE VALUE PENALTY	224	546	-	-	-	-	0	-	0	0	-	
100-41140-00 MOBILE HOME FEES	17,400	38,885	57,754	41,587	58,000	12,090	(45,910)	-79%	(20,815)	32,905	-158%	
100-41210-00 ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	237,932	230,000	175,683	(54,317)	-24%	184,793	(9,110)	-5%	
100-41320-00 IN LIEU-UNIV GARDEN & WW MANOR	27,513	27,733	120,606	27,820	27,820	28,035	215	1%	27,820	215	1%	
100-41800-00 INTEREST ON TAXES	12,263	744	5,620	32,372	26,700	33,205	6,505	24%	24,482	8,723	36%	
TOTAL TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	6,109,385	(85,497)	-78%	5,975,757	133,627	-221%	
SPECIAL ASSESSMENTS												
100-42010-00 INTEREST ON SP ASSESS.	53	53	-	-	-	-	0	-	0	0	-	
100-42100-61 WATER MAINS	-	-	-	-	-	-	0	-	0	0	-	
100-42200-62 SEWER MAINS & LATERALS	316	316	-	-	-	-	0	-	0	0	-	
100-42300-53 ST CONST. - PAVING	-	-	-	-	-	-	0	-	0	0	-	
100-42310-53 CURB & GUTTER	58	58	-	-	-	-	0	-	0	0	-	
100-42320-53 SIDEWALKS	32	32	-	-	-	-	0	-	0	0	-	
100-42350-53 TRAFFIC SIGNAL	-	-	-	-	-	-	0	-	0	0	-	
100-42400-53 SNOW REMOVAL	641	1,675	150	-	-	975	975	-	0	975	-	
100-42500-53 FAILURE TO MOW FINES	425	1,175	-	138	-	350	350	-	193	158	82%	
100-42550-53 EQUIPMENT USED-DPW	-	-	-	-	-	-	0	-	0	0	-	
TOTAL SPECIAL ASSESMENTS	1,523	3,308	150	138	-	1,325	1,325	0%	193	1,133	82%	
INTERGOVERNMENTAL REVENUES												
100-43344-00 EXPENDITURE RESTRAINT PROGM	67,958	71,382	63,331	53,306	-	-	0	-	0	0	-	
100-43410-00 SHARED REVENUE-UTILITY	371,011	422,541	397,001	395,596	394,892	59,234	(335,658)	-85%	0	59,234	-	
100-43420-00 SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	3,534,954	530,243	(3,004,711)	-85%	535,131	(4,888)	-1%	
100-43507-52 POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	4,164	-	45,031	45,031	-	2,510	42,521	1694%	
100-43510-00 FEDERAL/STATE GRANTS-REIMBURSE	268,360	-	-	-	-	-	0	-	0	0	-	
100-43520-52 LAW ENFORCEMENT TRNG REIMBURSE	-	-	-	8,103	-	-	0	-	8,103	(8,103)	-100%	
100-43530-53 TRANSPORTATION AIDS	664,597	625,414	576,591	572,087	580,479	585,637	5,158	1%	572,087	13,550	2%	
100-43531-52 STATE GRANT--PUBLIC SAFETY	-	-	9,356	38,060	-	-	0	-	4,722	(4,722)	-100%	
100-43540-52 UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	-	45,000	45,000	0	0%	45,000	0	0%	
100-43550-52 MOU-DISPATCH SERVICE	166,561	170,491	178,963	-	-	-	0	-	0	0	-	
100-43610-52 MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	192,781	7,331	7,304	(27)	0%	192,781	(185,477)	-96%	
100-43663-52 2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-	0	-	0	0	-	
100-43670-60 EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	16,330	16,330	16,330	0	0%	16,330	0	0%	
100-43670-61 PERSONAL PROPERTY AID	35,160	31,433	35,656	43,214	43,214	43,214	0	0%	43,214	0	0%	
100-43745-52 WUSD-JUVENILE OFFICIER	62,051	58,228	65,117	65,211	65,237	83,294	18,057	28%	65,211	18,082	28%	
100-43750-52 DRUG GRANT REIMBURSEMENT	-	-	-	94	-	-	0	-	0	0	-	
100-43760-00 WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	1,583	3,000	-	(3,000)	-100%	0	0	-	
100-43765-00 REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	2,029	2,029	1,839	(190)	-9%	2,029	(189)	-9%	
100-43767-52 REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480	0	0%	2,480	0	0%	
100-43775-52 FEDERAL EXCISE TAX REIMB	930	-	-	-	-	-	0	-	0	0	-	
TOTAL INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,231,883	4,694,945	1,419,606	(3,275,339)	-251%	1,489,598	(69,992)	1418%	
LICENSES & PERMITS												



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

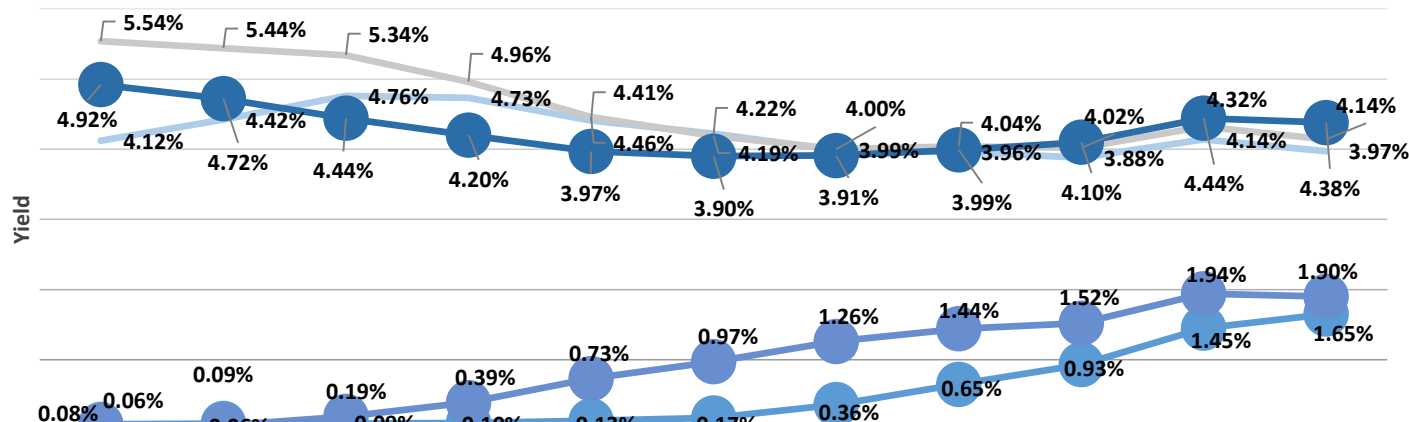
DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-OCT	2024 Act v Bud		2024 YTD vs. PY			
							\$	%	2023 YTD	Variance	%	
100-44110-51 Liquor & Beer	10,589	18,400	18,608	18,858	18,733	19,710	977	5%	18,848	862	5%	
100-44120-51 CIGARETTE	700	1,350	1,540	1,300	1,300	733	(567)	-44%	1,300	(567)	-44%	
100-44122-51 BEVERAGE OPERATORS	2,948	4,360	3,020	3,515	3,600	3,425	(175)	-5%	3,295	130	4%	
100-44200-51 MISC. LICENSES	1,725	1,725	2,233	2,873	2,750	1,976	(774)	-28%	3,444	(1,468)	-43%	
100-44300-53 BLDG/ZONING PERMITS	17,495	94,149	42,537	110,560	50,000	75,608	25,608	51%	105,380	(29,772)	-28%	
100-44310-53 ELECTRICAL PERMITS	6,325	8,752	6,911	9,298	5,550	9,126	3,576	64%	8,681	444	5%	
100-44320-53 PLUMBING PERMITS	4,422	12,059	7,785	9,396	5,775	8,340	2,565	44%	7,800	539	7%	
100-44330-53 HVAC PERMITS	4,020	5,646	4,668	7,216	3,225	8,024	4,799	149%	5,209	2,816	54%	
100-44340-53 STREET OPENING PERMITS	50	250	100	200	200	50	(150)	-75%	200	(150)	-75%	
100-44350-53 SIGN PERMITS	689	1,703	952	1,310	600	1,555	955	159%	920	635	69%	
100-44370-51 WATERFOWL PERMITS	20	-	-	320	-	500	500	-	320	180	56%	
100-44900-51 MISC PERMITS	713	423	695	2,845	500	3,565	3,065	613%	2,205	1,360	62%	
TOTAL LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	132,612	40,379	935%	157,602	(24,991)	72%	
FINES, FORFEITURES - PENALTIES												
100-45110-52 ORDINANCE VIOLATIONS	185,558	216,906	234,661	179,505	216,600	161,297	(55,303)	-26%	153,317	7,980	5%	
100-45113-52 MISC COURT RESEARCH FEE	120	285	360	200	200	50	(150)	-75%	200	(150)	-75%	
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	520	-	1	1	-	520	(519)	-100%	
100-45130-52 PARKING VIOLATIONS	62,361	64,364	52,826	58,224	60,000	46,082	(13,918)	-23%	47,608	(1,526)	-3%	
100-45135-53 REFUSE/RECYCLING TOTER FINES	5,300	5,750	7,125	9,550	7,500	1,175	(6,325)	-84%	9,550	(8,375)	-88%	
100-45145-53 RE-INSPECTION FINES	8,875	8,050	1,300	2,980	4,500	28,100	23,600	524%	2,850	25,250	886%	
TOTAL FINES, FORTFEIT - PENALTIES	262,214	295,355	296,072	250,979	288,800	236,705	(52,095)	316%	214,045	22,660	625%	
PUBLIC CHARGES FOR SERVICES												
100-46110-51 CLERK	-	-	-	-	-	-	0	-	0	0	-	
100-46120-51 TREASURER	3,895	4,625	4,500	3,935	3,600	3,945	345	10%	3,555	390	11%	
100-46210-52 POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	41,520	-	-	0	-	0	0	-	
100-46220-52 FALSE ALARM FINES	450	2,550	750	2,100	1,500	1,050	(450)	-30%	1,550	(500)	-33%	
100-46230-52 AMBULANCE	11,265	(8,640)	12,174	-	-	-	0	-	0	0	-	
100-46240-52 CRASH CALLS	24	-	164	-	-	-	0	-	0	0	-	
100-46310-53 DPW MISC REVENUE	18,521	13,526	9,853	30,298	10,000	13,743	3,743	37%	45,021	(31,278)	-69%	
100-46311-53 SALE OF MATERIALS	12	10	202	2	-	-	0	-	2	(2)	-100%	
100-46312-51 MISC DEPT EARNINGS	277	1,435	100	-	-	405	405	-	0	405	-	
100-46320-53 SAND & SALT CHARGES	700	1,433	1,056	-	500	-	(500)	-100%	0	0	-	
100-46350-51 CITY PLANNER-SERVICES	1,695	-	135	360	-	8,144	8,144	-	360	7,784	2162%	
100-46450-52 SPECIAL EVENTS-POLICE/DPW	25	-	-	-	-	-	0	-	0	0	-	
100-46730-55 RECR/FEES	-	-	-	-	-	-	0	-	0	0	-	
100-46733-55 SR CITZ OFFSET	1,307	803	-	-	-	-	0	-	0	0	-	
100-46736-55 ATTRACTION TICKETS	-	42	-	-	-	-	0	-	0	0	-	
100-46743-51 FACILITY RENTALS	3,234	10,710	17,289	25,683	17,000	24,269	7,269	43%	21,005	3,264	16%	
100-46746-55 SPECIAL EVENT FEES	25	125	100	35	25	20	(5)	-20%	35	(15)	-43%	
TOTAL PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	51,576	18,951	-60%	71,528	(19,953)	1944%	
MISC. REVENUES												
100-48100-00 INTEREST INCOME	78,769	6,396	179,090	814,758	552,887	723,399	170,512	31%	681,567	41,832	6%	
100-48200-00 LONG TERM RENTALS	4,800	4,800	4,800	4,800	4,800	4,700	(100)	-2%	4,000	700	18%	
100-48210-55 RENTAL INCOME-LIBRARY PROP	-	-	-	1,000	-	1,000	1,000	-	0	1,000	-	
100-48220-55 DEPOSITS-FORFEITED	-	-	380	50	50	4,225	4,175	8350%	50	4,175	8350%	
100-48300-00 OTHER PROP/EASEMENT SALES	-	-	7,500	-	-	-	0	-	0	0	-	

GENERAL FUND EXPENDITURE GROUPINGS

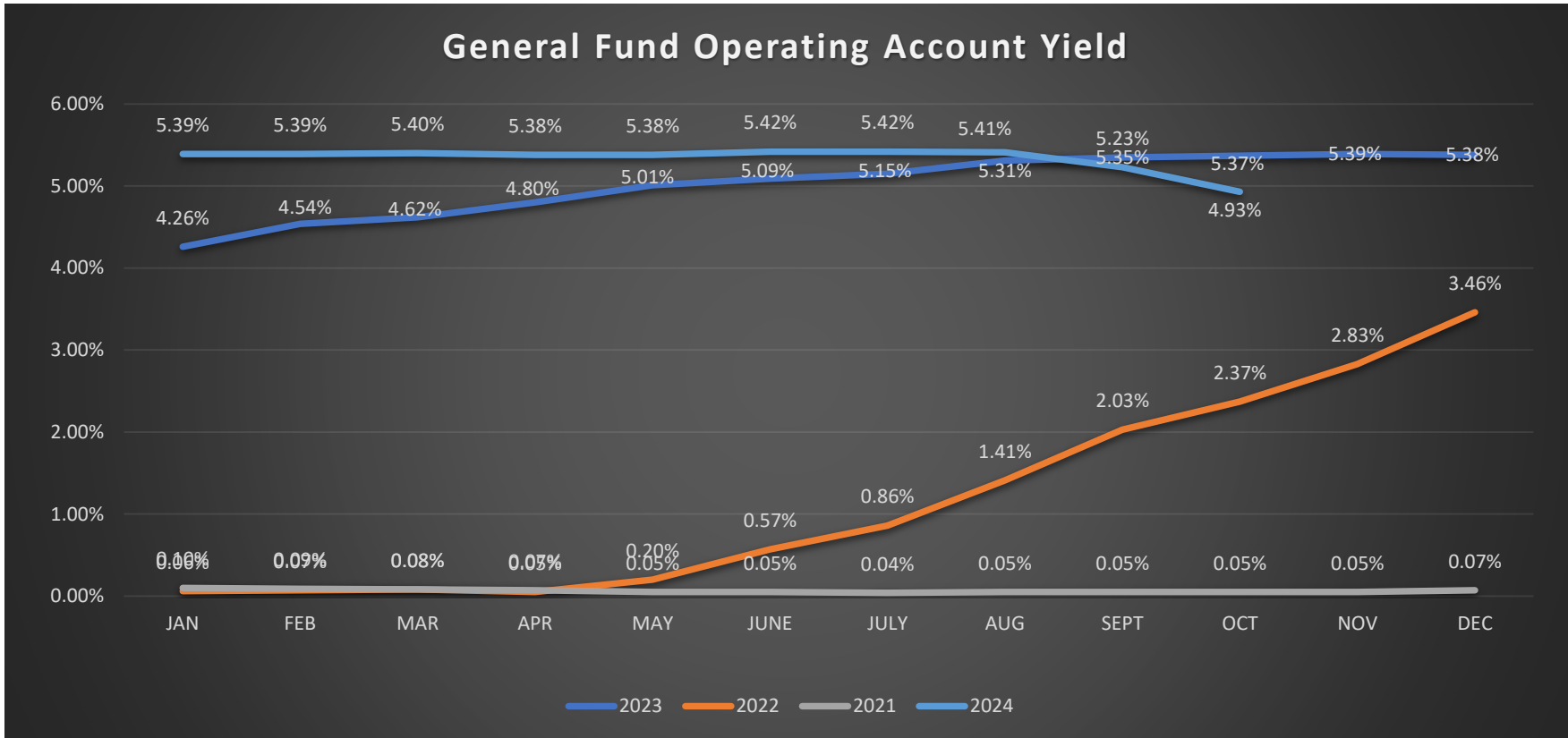
Favorable (Unfavorable)

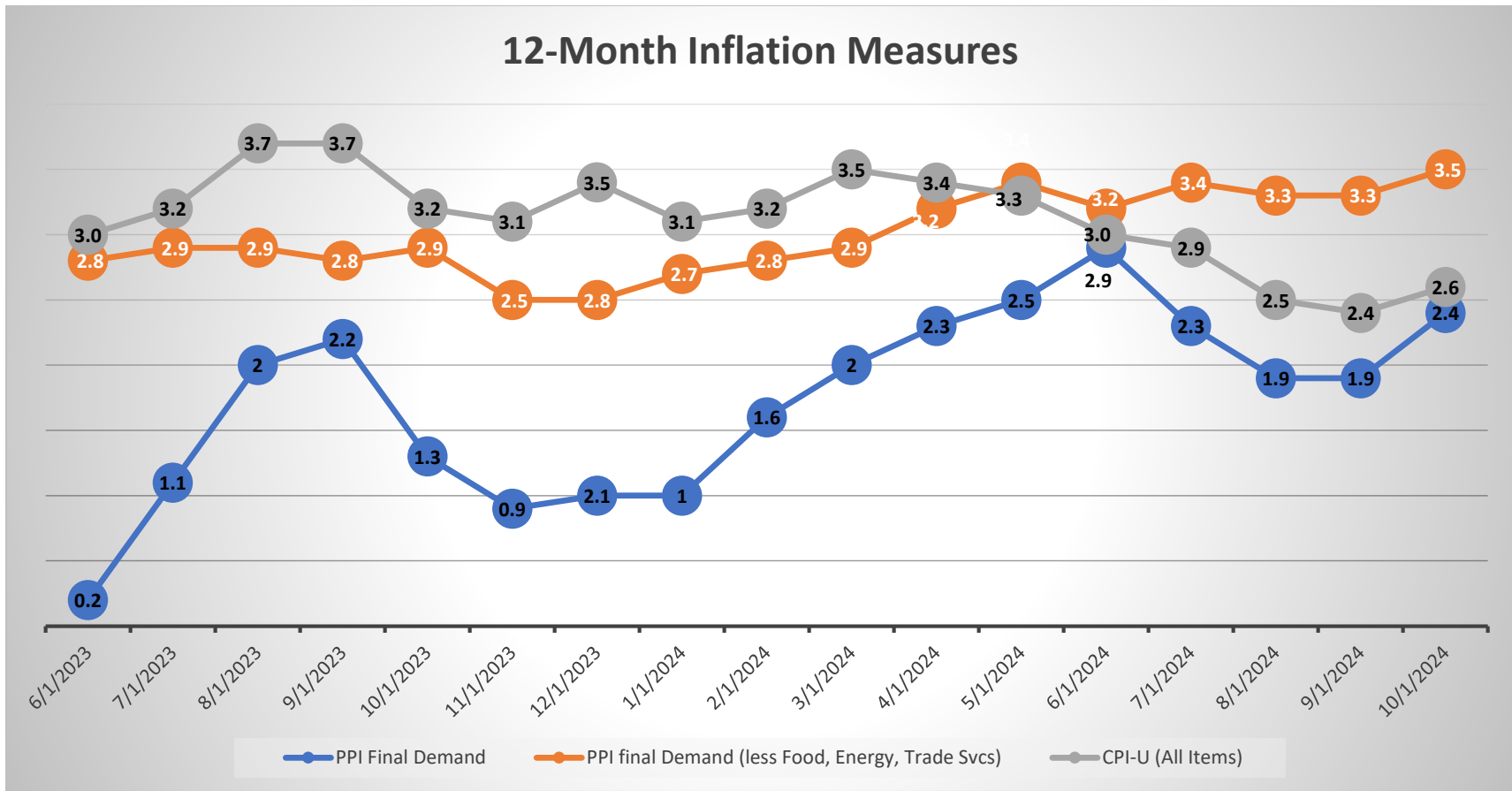
SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-OCT	2023 Act v Bud		2024 YTD vs. PY			
								2023 YTD	%	2023 YTD	\$ Chg	% Chg	
51100	Total Legislative Support	137,138	234,884	263,085	269,611	254,474	147,832	1	(106,642)	(41.9%)	157,992	(10,160)	(6.4%)
51110	Total Contingencies	26,927	17,258	-	41,800	57,000	89,892	7	32,892	57.7%	16,321	73,571	450.8%
51200	Total Court	72,609	75,869	81,915	85,807	81,180	78,810	1	(2,370)	(2.9%)	69,737	9,074	13.0%
51300	Total Legal	71,277	72,504	72,901	83,516	84,260	61,313	1	(22,947)	(27.2%)	55,870	5,444	9.7%
51400	Total General Administration	343,224	370,144	426,841	369,760	388,644	336,211	1	(52,434)	(13.5%)	307,736	28,475	9.3%
51450	Total Information Technology	82,498	83,395	65,345	114,144	156,148	102,958	1	(53,190)	(34.1%)	80,119	22,839	28.5%
51500	Total Financial Administration	197,879	206,731	215,000	229,735	249,616	204,565	1	(45,051)	(18.0%)	187,776	16,789	8.9%
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	83,981	118,593	84,195	1	(34,398)	(29.0%)	83,981	214	0.3%
51600	Total Facilities Maintenance	481,094	429,937	449,597	467,311	453,703	344,011	1	(109,692)	(24.2%)	365,619	(21,608)	(5.9%)
52100	Total Police Administration	642,418	669,231	709,476	799,470	768,065	646,864	2	(121,201)	(15.8%)	596,394	50,471	8.5%
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,082,340	2,190,394	1,749,642	2	(440,752)	(20.1%)	1,607,977	141,665	8.8%
52120	Total Police Investigation	328,880	378,879	419,193	524,244	500,560	453,001	2	(47,559)	(9.5%)	389,924	63,077	16.2%
52130	Total Crossing Guard	-	-	-	-	0	0	2	0	-	-	0	-
52140	Total Comm Service Program	28,631	27,498	32,429	33,068	43,604	32,889	2	(10,715)	(24.6%)	24,703	8,186	33.1%
52200	Total Fire Department	-	-	-	-	0	0	2	0	-	-	0	-
52210	Total Crash Crew	-	-	-	-	0	0	2	0	-	-	0	-
52300	Total Rescue Service (Amb.)	-	-	-	-	0	0	2	0	-	-	0	-
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	355,387	258,543	291,452	5	32,909	12.7%	287,444	4,008	1.4%
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,490	10,211	9,936	2	(275)	(2.7%)	4,622	5,313	115.0%
52600	Total Communications/Dispatch	459,233	461,006	479,568	483,601	586,470	480,751	2	(105,720)	(18.0%)	383,211	97,539	25.5%
53100	Total Public Works Administration	45,500	40,109	45,026	48,109	50,000	43,601	3	(6,398)	(12.8%)	55,752	(12,151)	(21.8%)
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	235,267	179,201	141,481	3	(37,719)	(21.0%)	179,185	(37,703)	(21.0%)
53270	Total Parks Maintenance	251,896	207,028	224,661	233,524	282,932	241,775	4	(41,157)	(14.5%)	190,976	50,799	26.6%
53300	Total Street Maintenance	530,072	535,830	527,315	538,881	571,387	434,687	3	(136,700)	(23.9%)	442,655	(7,968)	(1.8%)
53320	Total Snow & Ice	130,637	147,570	106,517	125,096	153,453	104,417	3	(49,035)	(32.0%)	98,122	6,295	6.4%
53420	Total Street Lights	232,441	227,456	250,459	265,450	246,312	189,674	3	(56,638)	(23.0%)	201,366	(11,692)	(5.8%)
55111	Total Young Library Building	57,665	57,800	55,867	55,057	57,934	42,586	1	(15,348)	(26.5%)	42,336	250	0.6%
55200	Total Parks Administration	45,223	46,542	48,615	102,161	91,360	80,847	4	(10,513)	(11.5%)	80,565	282	0.4%
55210	Total Recreation Administration	197,349	196,989	257,934	-	0	0	4	0	-	-	0	-
55300	Total Recreation Programs	1,636	718	3,393	1,055	0	0	4	0	-	-	0	-
55310	Total Senior Citizen's Program	52,224	55,071	-	-	0	0	4	0	-	-	0	-
55320	Total Community Events	11,966	14,157	12,052	15,538	16,000	11,867	4	(4,133)	(25.8%)	14,581	(2,714)	(18.6%)
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	384,973	314,510	4	(70,463)	(18.3%)	329,759	(15,249)	(4.6%)
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,751,181	1,469,509	593,500	6	(876,009)	(59.6%)	816,600	(223,100)	(27.3%)
59230	Total Transfer to Debt Service Fund	970,287	942,883	1,043,530	1,318,343	1,313,705	1,211,631	6	(102,074)	(7.8%)	1,212,059	(428)	(0.0%)
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	1,402,794	550,000	6	(852,794)	(60.8%)	500,000	50,000	10.0%
59240	Total Transfers to Special Funds	97,500	-	46,991	500	500	0	6	(500)	(100.0%)	500	(500)	(100.0%)
Grand Totals		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	9,074,899		(3,346,626)	(26.9%)	8,783,881	291,018	3.3%

US Treasury: Constant Maturity



	1 mo	3 mo	6 mo	12 mo	2 yr	3 yr	5 yr	7 yr	10 yr	20 yr	30 yr
12/31/2020	0.08%	0.06%	0.09%	0.10%	0.13%	0.17%	0.36%	0.65%	0.93%	1.45%	1.65%
12/31/2021	0.06%	0.06%	0.19%	0.39%	0.73%	0.97%	1.26%	1.44%	1.52%	1.94%	1.90%
12/30/2022	4.12%	4.42%	4.76%	4.73%	4.41%	4.22%	3.99%	3.96%	3.88%	4.14%	3.97%
12/31/2023	5.54%	5.44%	5.34%	4.96%	4.46%	4.19%	4.00%	4.04%	4.02%	4.32%	4.14%
10/31/2024	4.92%	4.72%	4.44%	4.20%	3.97%	3.90%	3.91%	3.99%	4.10%	4.44%	4.38%







Finance Committee Agenda Item

Meeting Date:	November 26, 2024
Agenda Item:	Discussion and possible action to recommend approval of WAFC HVAC bid to Southport Engineering in the amount of \$276,100 for repairs to Leisure Pool air handler, duct work and control replacement.
Staff Contact (name, email, phone):	Kevin Boehm, kboehm@whitewater-wi.gov , 262-473-0122

BACKGROUND
(Enter the who, what when, where, why)

The Leisure Pool HVAC unit is not functional currently. The unit needs the following repairs to the coils and ducts. Existing duct from heat reclamation coil to the mechanical room walls needs to be replaced. 2 motorized dampers and actuators need to be replaced. Replace 2 coils, 1 for heating and 1 for reclamation with new coils. Installation of insulation. In addition to the mechanical issues, all the controllers that automate the equipment needs to be replaced due to age, damage and non-functioning systems.

During the bid review process, it was recommended by City facilities staff to move 1 controller for the boilers that was damaged beyond repair last year due to water infiltration during a snow storm. This controller will be moved away from an existing air vent to prevent future issues. Additionally we asked for an addition of another controller for the other air handler to get all mechanicals on 1 controller system for ease of operation and due to old controller not being serviceable any further. These 2 requests added \$17,340 to the bid still keeping the quote \$47,786 below the next lowest bid.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

Will be on the November 20, 2024 Park Board Agenda for approval.

FINANCIAL IMPACT
(If none, state N/A)

\$276,100 from WAFC capital budget

STAFF RECOMMENDATION

I recommend accepting the low bid from Southport Engineering with the additional items listed above in the amount of \$276,100 with work to be conducted during the summer of 2025 while school is out for summer break.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Bid opening document
2. Bassett Mechanical Bid
3. Southport Engineering Bid
4. Premstar Bid
5. Helm Bid

Bids Received 9/10/24 Bid Opening 3:00 pm

PROJECT
WAFC HVAC

Bidder and Address	Bid Bond or Guarantee	Addenda Acknowledged	Lump Sum Bid	
① Premistar 16200 W Glendale Dr New Berlin WI 53151	—	no addenda	\$338,037.00	3
② Southport Engineered 1343 S 27th St Caledonia WI 53108	—	no addenda	\$258,760.00	1
③ Helm Service 584 W1885 Enterprise Dr Muskego WI 53150	—	no addenda	\$323,886.00	2
④ Basset Mechanical	—	no addenda	\$356,454.00	4

Received by:
Kevin Bolam
Heather Bolam

CITY OF WHITEWATER REQUEST FOR PROPOSALS



Title: HVAC System Upgrade Project
Department: Parks, Recreation and Facilities
Due Date: 3:00 p.m., September 10, 2024

Table of Contents

- I. NOTICE TO PROPOSERS**
 - A. Summary
 - B. Important Dates
 - C. How to Submit a Proposal
 - D. Contact Information
 - E. Inquiries Clarification & Exceptions
 - F. Addenda
 - G. Bid Distribution Networks
 - H. Oral Presentations/Site Visits/Meetings
 - I. Acceptance/Rejection/Withdrawal of Proposals
 - J. Public Records Notice
 - K. Tax Exempt
 - L. Cancellation/Termination of Contract
 - M. Evaluation Process
 - N. Insurance and Indemnification
- II. SCOPE OF WORK**
 - A. Project
 - B. Scope of Services
 - C. Cost and Payment
 - D. Completion of Work
- III. REQUIRED PROPOSAL INFORMATION**
 - A. Cover Letter
 - B. Basic Qualification of the Firm
 - C. Experience and Technical Competence
 - D. Proposed Method to Accomplish the Work
 - E. Project Organization and Key Personnel
 - F. Cost
 - G. References
 - H. Submission Instruction
 - I. Additional Information
 - J. Terms and Conditions

Appendix A: Insurance Requirements

I. NOTICE TO PROPOSERS

A. Summary

The City of Whitewater is soliciting proposals from qualified vendors for the upgrade of the HVAC system at the Whitewater Aquatic and Fitness Center. Vendors submitting proposals are required to read this Request for Proposals (RFP) in its entirety and follow the instructions contained herein.

B. Important Dates

Deliver proposals no later than the due time and date indicated below. The City will reject late proposals. The anticipated timeline is as follows:

Issue Date:	August 9, 2024
Questions Due Date:	August 26, 2024
Answers Posted Date:	August 29, 2024
Due Date:	September 10, 2024

C. How to Submit a Proposal

Submit one (1) hard copies of the proposal in a sealed envelope.

Hardcopy proposals shall be typed and securely bound on 8.5 x 11-inch paper.

All proposal costs are the expense of the proposer. The City will not consider illegible proposals. Elaborate proposals beyond that sufficient to present a complete and effective proposal are not necessary or desired.

All proposals shall be clearly labeled:

City of Whitewater
WAFC HVAC Upgrade
Due: 3:00p.m. September 6, 2024

Delivery of hard copies to:

City of Whitewater
Attention: Clerk's Office
312 W. Whitewater Street
Whitewater, WI 53190

Proposals shall be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

D. Contact Information

Questions regarding the proposal should be addressed to:

Kevin Boehm
City of Whitewater
312 W. Whitewater Street
Whitewater, WI 53190
(262) 473-0122
kboehm@whitewater-wi.gov

E. Inquiries Clarification & Exceptions

Proposers are to raise any questions they have about the RFP document without delay. Direct all questions in writing to the department contact listed above.

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the City and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda. Proposers are strongly encouraged to check for addenda regularly.

Proposals should be as responsive as possible to the provisions stated herein. A prospective vendor may take “exception” to bid terms, conditions, specifications, and dates stated within the bid package. However, the City of Whitewater reserves the right to disqualify any and all bids submitted which include exceptions if deemed not in the City’s best interest.

F. Addenda

In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda to the same website as the original distribution. It is the proposer’s responsibility to regularly monitor the website for any such postings. Proposers must acknowledge the receipt of any addenda in their proposal. Failure to retrieve addenda and include their provisions may result in disqualification.

G. Bid Distribution Networks

The City of Whitewater will post the Request for Proposal and addenda on the city’s website. It is the proposer’s responsibility to regularly monitor the site for posted addenda. Proposer’s failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in the disqualification of the proposal.

The City of Whitewater’s website is www.whitewater-wi.gov. The proposal can be found under the “Government” tab by clicking on “Project Bidding”.

H. Oral Presentations/Site Visits/Meetings

Proposers may be asked to attend meetings, make oral presentations, inspect City locations for a site inspection as part of this RFP process. Such presentations, meetings, or site visits will be at the proposer's expense.

I. Acceptance/Rejection/Withdrawal of Proposals

The City reserves the right to accept or reject any or all proposals submitted in whole or in part and to waive any informalities or technicalities which at the City's discretion are determined to be in the best interest of the City. Further, the City makes no representation that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

J. Public Records Notice

Proposers are hereby notified that all information submitted in response to the RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret" – defined in State of Wisconsin Statutes – may be held confidential.

Proposers shall separately and clearly identify all information they deem to be "trade secrets" as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information deemed confidential and sealed elsewhere in your response.

Wisconsin Statute S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1) (c).

Wisconsin Statute S. 134.90(1)(c)

(c) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The City will not provide advance notice to proposers prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the City to withhold the contents of proposals from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the City’s opinion. At that time, all proposals will be available for review in accordance with public records laws

K. Tax Exempt

The City of Whitewater, as a municipality, is exempt from payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a). The City will provide its Federal Tax ID and tax-exempt number as necessary.

L. Cancellation/Termination of Contract

The City of Whitewater may terminate the contract at any time at its sole discretion by delivering thirty (30) days written notice to the contractor. Upon termination, the City’s liability will be limited to the pro-rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the City. In the event that the contractor terminates the contract for any reason whatsoever, it will refund to the City within 30 days of said termination all payments made hereunder by the City to the contractor for work not completed or not accepted by the City. Such termination will require written notice to that effect to be delivered by the contractor to the City not less than 60 days prior to the said termination.

M. Evaluation Process

The RFP will be reviewed by an Evaluation Panel. Each proposal will be evaluated as described below and assigned an overall score ranking.

Major Criteria Categories	Point Weight
Qualifications	15
Experience and Technical Competence	20
Technical approach and methodology	10
Knowledge and Understanding of Scope of Project	15
Project Timeline	15
Cost	20
References	05
Total	100

N. Insurance and Indemnification Requirements

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or the length of time specified in the contract. See Appendix A for requirements.

II. SCOPE OF WORK

A. Project

The City of Whitewater (City) is seeking proposals to replace ductwork, HVAC coils, and install HVAC controls at the Whitewater Aquatic and Fitness Center located at 580 S. Elizabeth St., Whitewater, WI.

B. Scope of Services

1. Ductwork Replacement

- a. Remove and dispose of existing ductwork.
- b. Design and install new Polyvinyl Coated Duct (PCD) to improve airflow and efficiency.
- c. Install 2" duct board insulation to replace the portion removed.
- d. Install two (2) new stainless dampers with new actuators.
- e. Ensure proper insulation and sealing of all ductwork.
- f. Include all necessary tools, materials, scaffolding, crane service, etc.

2. HVAC Coil Replacement

- a. Supply treated heat coils and heat recovery coils.
- b. Isolate and drain the coils.
- c. Remove existing coils, including proper disposal.
- d. Install new coils, ensuring proper connection to existing piping.
- e. Fill, bleed, and leak check the coils and piping.
- f. Insulate all piping.
- g. Complete operational checkout and start-up.
- h. Include all necessary tools, materials, etc.

3. Installation of HVAC Controls (Carrier iVu preferred)

- a. Remove and dispose of existing HVAC controls.
- b. Provide and install new BACnet Router.
- c. Provide and install new BACnet boiler plant controller.
- d. Provide and install new BACnet controllers for two large AHUs.
- e. Provide and install a new BACnet controller for the pool heat exchanger.
- f. Provide and install new sensors, devices, low voltage wiring, and communication wires where needed.

- g. Provide labor for custom programming for the controllers.
- h. Provide labor to perform a controls checkout and commissioning of the new system.

4. Tools and Materials

- a. All necessary tools and materials must be factored into the proposal, including scaffolding, crane service, etc.

5. Complete Project Management

- a. Provide comprehensive project management services, including scheduling, coordination, and supervision of all aspects of the project.
- b. Ensure all work is completed on time, within budget, up to current building codes, and to the satisfaction of the City of Whitewater.
- c. Maintain regular communication with City representatives and provide progress updates as required.

6. Work Schedule and Coordination

- a. Coordinate with the City on scheduling to minimize disruption to the center's activities.
- b. Provide a detailed schedule indicating the timeline for each phase of the project.

III. REQUIRED PROPOSAL INFORMATION

A. Cover Letter

Include a cover letter introducing the firm, summarizing the firm's interest in the project, and highlighting its unique qualifications.

B. Basic Qualification of the Firm

Provide a summary of the firm's qualifications, including years in business, experience with similar projects, and any special qualifications or certifications.

C. Experience and Technical Competence

Describe the firm's experience in performing work similar to that described in this RFP. Include examples of completed projects that are similar in scope and complexity.

D. Proposed Method to Accomplish the Work

Provide a detailed plan outlining how the firm proposes to accomplish the work.

E. Project Timeline

Include a timeline, key milestones, and strategies for maintaining project schedule and quality.

F. Cost

Provide a detailed cost proposal, including a breakdown of labor, materials, and other expenses.

G. References

Include at least three references from clients for whom the firm has completed similar projects. Provide the name, title, organization, phone number, and email address for each reference.

H. Submission Instructions

Proposals must be submitted as sealed bids by 3:00 p.m. on September 6, 2024. No emailed bids will be accepted. The envelope containing the proposal should be clearly marked with:

WAFC HVAC Upgrade

City of Whitewater
Attention: Clerk's Office
312 W. Whitewater Street
Whitewater, WI 53190

I. Additional Information

a. For further information, contact:

Kevin Boehm
City of Whitewater
312 W. Whitewater Street
Whitewater, WI 53190
(262) 473-0122
kboehm@whitewater-wi.gov

b. Site visits can be arranged by contacting the above.

c. Existing site drawings are available upon request.

J. Terms and Conditions

The City of Whitewater reserves the right to reject any or all proposals

The City of Whitewater is not responsible for any costs incurred by proposers in preparing their responses to this RFP.

Proposals must be valid for a period of 90 days from the due date.

Appendix A: Insurance Requirements

The contractor shall maintain in force for the duration of the contract insurance coverage in the kinds and amounts shown below:

Workers' Compensation Insurance: Statutory requirements of the State of Wisconsin

Commercial General Liability Insurance: \$1,000,000 per occurrence/\$2,000,000 aggregate

Automobile Liability Insurance: \$1,000,000 combined single limit



**BASSETT
MECHANICAL**

- CONTRACTING ▪ ENGINEERING
- METAL FABRICATING ▪ SERVICE

Whitewater Aquatic & Fitness Center HVAC Upgrades

Proposal Number: 2024-0247
9.6.24

HVAC Proposal

PREPARED FOR:

Kevin Boehm
City of Whitewater
312 W. Whitewater Street
kboehm@whitewater-wi.gov

PREPARED BY:

Joe Regan, Construction Account Manager
Bassett Mechanical
608.516.6323 | joe.regan@bassettmechanical.com

PROJECT / PROPOSAL AGREEMENT

RE: Whitewater Aquatic & Fitness Center

HVAC Upgrades

Bassett Mechanical presents this proposal for WAFC HVAC Upgrades. Coordination with the in-house maintenance staff will be required to limit the down time for the facility. Exact schedule to be determined after discussion with customer and Bassett.

Addendum(s) – N/A

Certificate of Insurance can be provided upon signed proposal being returned.

Ductwork Replacement:

(AHU B3 – portions of return duct – see attached floor plan sections in yellow)

Scope of Work:

- Remove and properly dispose of existing duct (see attached area in yellow)
- Replacement duct to be Polyvinyl Coated Duct (PCD)
- (2) stainless steel dampers (304SS) with new actuators
- Temporary removal of hot water & glycol piping to facilitate ductwork
- Reinstall piping removed
 - Leak check
 - Fill system and vent
- Scaffolding
- All terrain reach lift
- Insulation to replace portion removed/disturbed (match existing)
 - Rigid duct board
 - Fiberglass w/ASJ facing
- Complete project management
- Dumpster
- Temporary roof rail and flagging

Exclusion & Clarification:

- Premium / Overtime is not included – Standard time labor only.
- Existing Return Air Fan to remain
- Additional work/repairs should they be needed – excluded
- Water Treatment - excluded
- Temporary AHU for pool space – excluded
- New duct & piping hangers/supports – excluded
- Excludes Tax (Customer to provide tax exempt information)

Reheat Coil Replacement:

Scope of Work:

- Supply P-413 baked phenolic coated coils and install in AHU B3 and heat recovery
- Set up rigging to remove and install coils
- Isolate, tag out and drain coils
- Removal of existing which includes proper disposal
- Crane new coils to the roof and old coils from roof
- Installation of new coils
- Piping to connect the new coils to existing piping
- Fill, bleed and leak check coils and piping
- Take down rigging and clean up
- Insulate piping (to match existing)
- Complete operational checkout and start-up by a qualified service technician
- Complete project management
- Labor, tools and mileage
- Crane Rental
- Freight
- All work to be performed on regular time Monday-Friday 7:00 AM – 3:30 PM

Project Excludes:

- Additional labor and/or parts and materials that are not listed or described above
- All electrical changes including line voltage wiring, conduit, disconnects and convenience outlets
- All roofing
- Premium time labor
- Excludes Tax (Customer to provide tax exempt information)

Controls:

Scope of Work:

- Provide and install iVu Pro 32 on a Whitewater Aquatic Center provided computer or virtual machine.
- Provide and install a new Carrier BACnet router.
- Provide and install a new Carrier BACnet boiler plant controller.
- Provide and install new Carrier BACnet controllers for two (2) large AHUs.
- Provide and install a new Carrier BACnet controller for the pool heat exchanger.
- Provide and install new sensors, devices, low voltage wiring and communication wires where needed.
- Provide labor for custom programming and graphics for the new Carrier BACnet controllers.
- Provide labor to perform a controls checkout and commissioning of the new Carrier system.
- Provide labor for adding a new 3d floor plan for the areas the equipment serve.
- Provide up to four (4) hours of iVu training.

Exclusions & Clarifications:

- Does not include 2nd/3rd shift, holiday or weekend labor rates.
- Does not include any mechanical parts that may be found to be bad during controls installation and controls commissioning.
- Whitewater Aquatic Center IT department to work with us to ensure proper network communication between the new Carrier BACnet router and your new Carrier iVu Pro software
- Whitewater Aquatic Center IT to provide three static IPs that are on the same network.
- Whitewater Aquatic Center IT to provide iVu access during installation and commissioning.
- Excludes Tax (Customer to provide tax exempt information)

Project Investment.....\$356,454.00

Labor: \$176,444.00
Material: \$157,600.00
Subcontractors: \$22,410.00

Voluntary Alternate – change damper to 316SS instead of 304SS Add \$5,000.00
This would enhance the corrosion resistance of the damper

Prior to Bassett formally accepting your approval for this proposed project, we request a verbal review of job scope, project schedule and inclusions/exclusions to ensure we are in alignment on expectations for a successful project.

NOTICE: Bassett Mechanical reserves the right to seek an excusable extension of time if Bassett Mechanical's work is delayed, disrupted, suspended or otherwise impacted by circumstances outside of Bassett's control including: (i) disruptions to material and/or equipment supply; (ii) illness of Bassett's workforce and/or unavailability of labor; (iii) government quarantines, shelter-in-place orders, closures, or other mandates, restrictions and/or directives; (iv) Owner or Contractor restrictions and/or directives; (v) fulfillment of Bassett's contractual or legal health and safety obligations. Bassett Mechanical will use its best efforts to meet contractual obligations, including scheduled completion or delivery date(s). To the extent that work is suspended or interrupted pursuant to the terms of this proposal or supplier or subcontractor pricing increases, Bassett Mechanical reserves the right to seek additional costs associated with any such event.

Due to the volatility of current market conditions, the price(s) included in this proposal for labor, material, subcontractor, outside rentals, and equipment costs identified herein shall remain in effect through and including five (5) days from the date of this proposal. Thereafter, Bassett Mechanical may, in good faith, adjust its pricing to reflect any and all cost increases. Bassett Mechanical reserves the right, in good faith, to reprice our proposal before accepting your approval for this proposed project. Further, at the time of shipping, any surcharges from our supplier(s) may be added to the price of this proposal.

ACCEPTANCE OF PROPOSAL – Please sign, date and return one copy as acceptance of this proposal. Return via fax, e-mail or postal delivery.

Payment Plan - 1/3 down, followed by monthly progress billings.

Term Net 30 Days

CONTRACTOR

CUSTOMER

Signature	_____
Name	<u>Joe Regan</u>
Title	<u>Construction Account Manager</u>
Date	<u>9.6.24</u>

Signature/P.O. #	_____
Name	_____
Title	_____
Date	_____

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices and per attached "Terms & Conditions" and "Exclusions" pages. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry life, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. Information presented in this quotation is considered proprietary and the sole property of Bassett Mechanical.

INCLUSIONS / EXCLUSIONS

Any products or services not specifically mentioned on this proposal shall be the responsibility of others. Bassett Mechanical will provide for the complete:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Design/Engineering | <input type="checkbox"/> Installation | <input checked="" type="checkbox"/> Replacement |
| <input type="checkbox"/> Retrofit / Repair | <input type="checkbox"/> Modification | <input type="checkbox"/> Fabrication |

The following checked items will be included in this proposal within limits of the scope. Any items not checked are excluded from this proposal unless otherwise specified in scope.

General

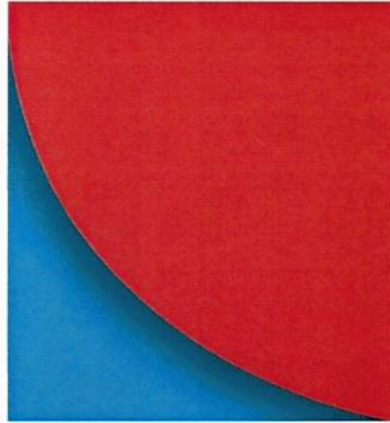
- | | |
|--|---|
| <input checked="" type="checkbox"/> Ductwork | <input type="checkbox"/> Mechanical equipment screens |
| <input type="checkbox"/> Duct Cleaning | <input type="checkbox"/> Structural steel & structural engineering |
| <input type="checkbox"/> Thermostat(s) | <input type="checkbox"/> Freight |
| <input checked="" type="checkbox"/> Insulation | <input checked="" type="checkbox"/> Local fees |
| <input type="checkbox"/> Louvers | <input type="checkbox"/> State approval |
| <input type="checkbox"/> Exhaust venting piping | <input type="checkbox"/> Taxes |
| <input type="checkbox"/> Grille(s) and diffuser(s) | <input type="checkbox"/> Certified air and/or water balancing |
| <input type="checkbox"/> Motor starter(s) & disconnects(s) | <input type="checkbox"/> Temporary heating / cooling dehumidification |
| <input checked="" type="checkbox"/> Control wiring | <input type="checkbox"/> Final adjustment and calibrations |
| <input type="checkbox"/> Power wiring | <input type="checkbox"/> System commissioning |
| <input type="checkbox"/> Cutting, patching, painting | <input type="checkbox"/> Process safety management |
| <input type="checkbox"/> Roof cutting and patching | <input type="checkbox"/> Preventive maintenance agreement |
| <input type="checkbox"/> Roof curb blocking | <input type="checkbox"/> Systems training program |
| <input type="checkbox"/> Exterior caulking | <input type="checkbox"/> Premium time labor |
| <input type="checkbox"/> Equipment pad | <input type="checkbox"/> Operation and maintenance manual(s): |
| <input type="checkbox"/> Equipment disposal | <input type="checkbox"/> Equipment warranty per manufacturer: |
| <input type="checkbox"/> Equipment leasing option | <input type="checkbox"/> Parts warranty per manufacturer: |
| <input type="checkbox"/> High Lift rental | <input type="checkbox"/> Parts warranty: |
| <input checked="" type="checkbox"/> Crane rental | <input type="checkbox"/> Workmanship: |
| <input type="checkbox"/> State inspections | <input type="checkbox"/> Freight Company – fuel surcharge |
| <input type="checkbox"/> Duct Smoke Detectors | <input type="checkbox"/> Bassett Mechanical Insulation Specification |
| <input type="checkbox"/> Bassett Mechanical Piping Specification | |

Excluded from this proposal are the following:

- Asbestos removal

TERMS & CONDITIONS

1. Customer acknowledges that by signing this **Project/Proposal** Agreement, customer has read and understands the **Project/Proposal** Agreement including the attachments, **Inclusions/Exclusions** and **Terms & Conditions**, and accepts the same without modification or alteration and any attempt to do so which is not expressly set forth in a written amendment to this **Project/Proposal** Agreement signed by an officer of Bassett Inc. is null and void.
2. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
3. Contractor warrants that the workmanship hereunder shall be free from defects for time indicated within the proposal from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.
4. Customer will promptly pay invoices within thirty (30) days of receipt. Any payment which is not made when due shall bear interest from the date due until the date paid at a rate of interest equal to the lesser of (i) one and one-half percent (1.5%) per month, or (ii) the maximum interest allowed under applicable law. Should a payment become sixty (60) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder
6. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
7. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorney's fees incurred by Contractor.
8. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
9. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts civil or military authority, priority regulations, insurrection or riot, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control.
10. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
11. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
12. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Contractor be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Customer's tenants or clients, or any special, indirect or consequential damages.



At Bassett Mechanical, we are Creating Customers for Life®.

Bassett Mechanical provides complete design, engineering, fabrication, installation, and preventative maintenance service solutions for all our customer's industrial refrigeration, HVAC, plumbing, metal fabricating, and service needs. We proudly provide safe, responsible, and innovative solutions to customers throughout the United States and the world. From idea to implementation and beyond, we have what it takes to make your project a success.

We look forward to partnering with you!



KAUKAUNA, WI (HQ)
 1215 Hyland Ave.
 Kaukauna, WI 54130



MILWAUKEE, WI
 W136 N4829 Campbell Dr.
 Menomonee Falls, WI 53051



MADISON, WI
 4017 Owl Creek Dr.
 Madison, WI 53718



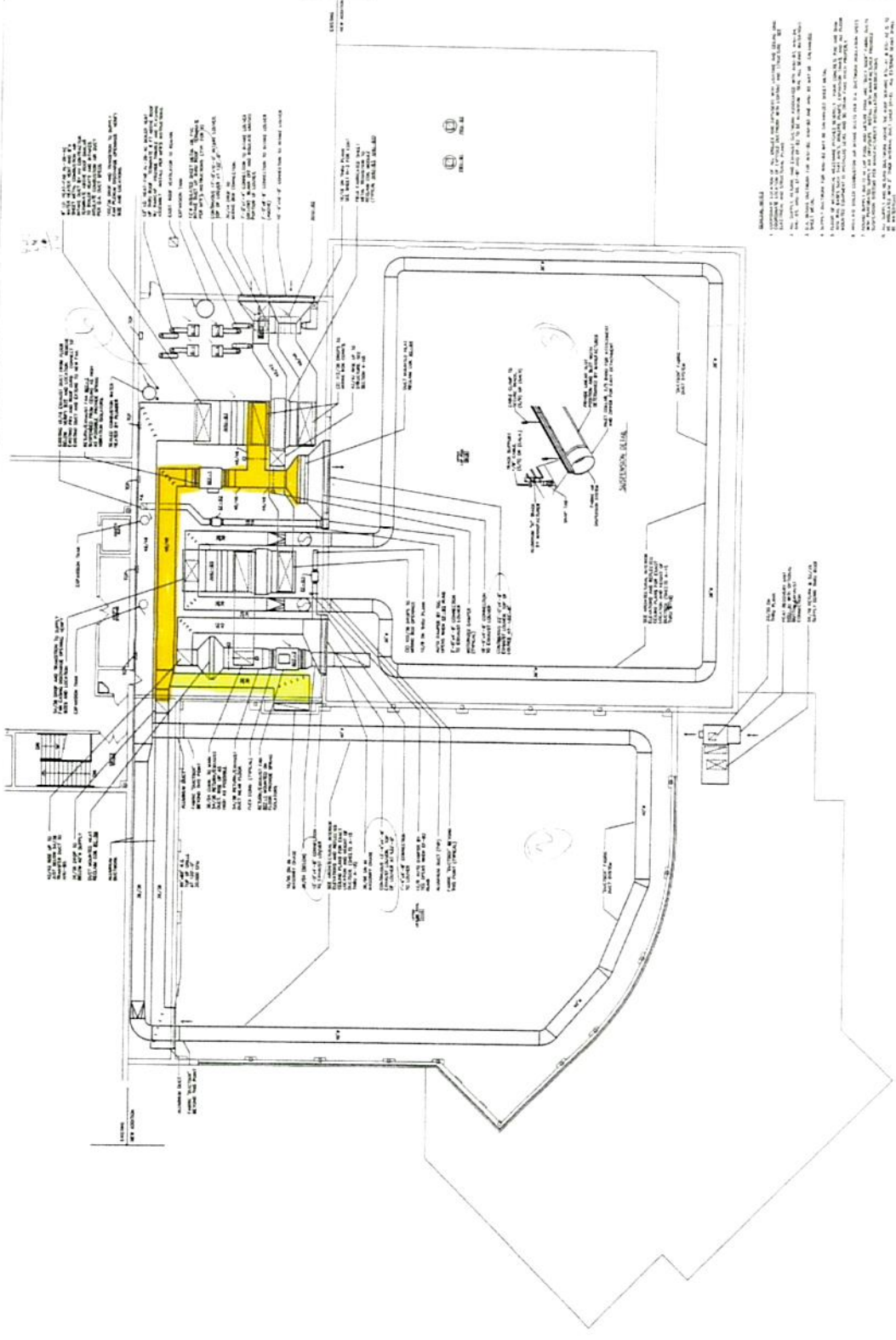
WAUSAU, WI
 4403 Stewart Ave., Suite B
 Wausau, WI 54401



ROCHESTER, MN
 570 High Point Dr. NE
 Byron, MN 55920

BassettMechanical.com | (800) 236-2500

Herzog & Paulsen ARCHITECTS 1015 West Washington Street Milwaukee, WI 53233 Phone: 414.224.2424 Fax: 414.224.2424	Project: Family Aquatic Center Whitewater, Wisconsin	Project Number: 2386	Client: City of Whitewater Wisconsin	Scale: As Shown Date: 05/10/09	Sheet No: 2386-05	Sheet Title: Upper Level HVAC Ductwork Plan	Sheet Number: H-3
--	---	---------------------------------------	---	--	-----------------------------	---	------------------------------------



NOTES:

1. THIS PLAN SHOWS THE LOCATION OF ALL SUPPLY AND RETURN AIR REGISTERS AND DUCTWORK FOR THE UPPER LEVEL.
2. THE REGISTER SIZES SHOWN ON THIS PLAN ARE BASED ON THE LOAD CALCULATIONS PROVIDED BY THE MECHANICAL ENGINEER.
3. ALL DUCTWORK SHALL BE INSTALLED IN ACCORDANCE WITH THE AMCA DUCT HANDBOOK.
4. ALL DUCTWORK SHALL BE SUPPORTED BY HANGERS OR BRACES.
5. ALL DUCTWORK SHALL BE INSULATED WITH 1 1/2" RIGID URETHANE INSULATION.
6. ALL DUCTWORK SHALL BE PAINTED WITH A CORROSION RESISTANT PAINT.
7. ALL REGISTER COVERS SHALL BE PAINTED TO MATCH THE SURROUNDING WALLS.
8. ALL REGISTER COVERS SHALL BE MADE OF ALUMINUM.
9. ALL REGISTER COVERS SHALL BE INSTALLED WITH A 3/8" CLEARANCE TO THE WALL.
10. ALL REGISTER COVERS SHALL BE INSTALLED WITH A 1/2" CLEARANCE TO THE CEILING.
11. ALL REGISTER COVERS SHALL BE INSTALLED WITH A 1/2" CLEARANCE TO THE FLOOR.
12. ALL REGISTER COVERS SHALL BE INSTALLED WITH A 1/2" CLEARANCE TO THE CURB.

UPPER LEVEL UNITS A & B HVAC DUCTWORK PLAN



City of Whitewater

Whitewater Aquatic and Fitness Center

HVAC System Upgrade Project

September 6, 2024

PAGE 1 – SOUTHPORT GENERAL INFORMATION
PAGE 2 – SOUTHPORT SERVICE CAPABILITIES
PAGE 3 – PROFESSIONAL REFERENCES
PAGE 4 – PROJECT REFERENCES
PAGE 5 – OTHER COMPLETED PROJECTS
PAGE 6 – MANAGER BIOS
PAGE 7-8 – PROPOSAL AND PRICING
PAGE 9 - SCHEDULE

Attn: Kevin Boehm – City of Whitewater 262-473-0122 kboehm@whitewater-wi.gov

Whitewater Aquatic and Fitness Center

PAGE 1: Southport General Information

Southport Engineered Systems is in a strong position to provide top quality service for the City of Whitewater. We are pleased to provide a high-level summary of Southport's capabilities and how we are best suited for a successful project delivery:

Company Summary

Since founded in 2005, Southport has continued steady growth and currently employs over 150 trade-personnel. We centrally operate from our newly built, 55,000SF fabrication facility in Caledonia on Interstate 94. In addition to our Caledonia location, we have established two additional operational support locations in Wausau and Madison. This allows our firm to support regional construction with just-in-time delivery methods and respond rapidly for our customer needs. Our company EMR is 0.63 which we believe is the strongest safety rating of any mechanical contractor in the region. Our Lost Time Incident Rate is 1.4 and Recordable Incident Rate is 6.4. Southport historically maintains an annual revenue at approximately \$50 million dollars. Beyond commercial construction, we maintain a robust service division, a residential service and construction department, and a temperature controls division.

Operations

All mechanical systems are fabricated in-house to include sheet metal, pipe fabrication, and general fabrication. We are partnered with the Associated Builders and Contractors of Wisconsin and have an accredited apprenticeship program in HVAC, plumbing, and fire protection trades. We also have a state certified welding program and welders certified up to 6G (structural steel). All trade work is centered around prefabrication where anything that can be pre-built, is pre-built to increase quality control and enable just-in-time delivery. We believe Southport is unique in that every trade person is cross trained. I.e. a plumber will install HVAC systems or thermally insulate, an HVAC sheet metal installer is also a pipefitter, controls installer and a service tech, a sprinkler fitter will install HVAC pipe or fix a plumbing leak.

Office

We have (6) professional engineers on staff with licensure in (17) states. All project managers are degreed engineers with accreditations varying from PE, PMP, LEED AP, and Master Plumber. Mechanical designs are exclusively performed in-house in a true design-build fashion. Second to this, we employ a large building information modeling department and fully coordinate MEPF trades using Autodesk Revit, BIM360, and Navisworks. It is common practice for our general contractors to contract Southport directly to orchestrate the BIM process on their behalf. In addition, we are the only contractor in our market that designs fire protection systems in 3D (Hydratec Revit). We can integrate into any design platform.

PAGE 2: Southport Service Capabilities

Equipment Currently under service

Chillers – Trane, Carrier, Daikin, York, McQuay, AEC, Sterling, Ebbco, KeepRite, ModuPower, Parker, etc.
Boilers – Thermal Solutions, Lochinvar, Camus, Aerco, Weil McLain, Unilux, Burnham, Fulton, HTP, Viessmann, Bryan, Patterson-Kelley, NTI, Triangle Tube, Peerless, AO Smith, Rheem, and many more...
Air Handling Units – Trane, Carrier, Daikin, York, VTS, Nortek, etc.
Rooftop Units - Trane, Carrier, Daikin, York, Aaon, Lennox, etc.
Dedicated Outside Air Units – Aaon, Trane, Addison, Valent, Daikin, Modine, etc.
VRF – Samsung, Mitsubishi, Daikin, LG, JCI, Hitachi
Desiccant Dehumidifiers – Munters, CDI, Seasons Four
Computer Room Units – Liebert (Vertiv), Stulz, etc.
Pool Dehumidification Units – Dectron, Desert-Aire, etc.
Cooling Towers – BAC, Evapco, Marley, Guntner, etc.
Make-up Air Units – Greenheck, Ruud, CaptiveAire, Reznor, Titan, Modine, Cambridge, etc.
And many more...Humidifiers, ERVs, Pumps, Hydronic & Electric Heaters, VFDs, Exhaust Fans, etc.

Systems Currently under service:

Chilled Water
Hot Water
Steam Heating & Process
Clean Rooms
Food Grade ventilation system
Pharmaceutical Production and Packaging
Industrial Ventilation
Dust and Fume Collection
Engine Testing Facilities
Hazardous Storage
Explosion Classified Ventilation
And many more...

Building Automation Systems:

Carrier iVu – Full design & programming capability
Installation and interfacing with:

- Trane
- Automated Logic
- Johnson Controls
- Distech
- Alerton
- Schneider Electric
- Tekmar

Our diversified experience, combined with our engineering and design capabilities, allow us to provide comprehensive “bumper-to-bumper” HVAC service. (We do Plumbing and Fire Protection also!)

PAGE 3: Professional References

Professional References

Froedtert South

Contact: Jeffrey Woller - Maintenance/Plant operations Senior coordinator

Address: 6308 8th Ave, Kenosha, WI 53143

Phone:(262) 656.2373

Email: Jeffrey.Woller@froedtertsouth.com

Scope: Service Contract and various Projects

Customer Since 2011

Full Time maintenance customer since 2018

Snap-on Incorporated

Address: 7939 N Faulkner Rd, Milwaukee, WI 53224

Contact: Jeff Potthast

Phone: (414) 371-2815

Email: Jeffery.a.potthast@snapon.com

Scope: Service Contract and various Projects

Customer Since 2017

Maintenance Customer Since 2018

City of New Berlin

Contact: Bob Loohuis – Facilities Supervisor

Address: 3805 S Casper Dr, New Berlin, WI 53151

Phone: (262) 797-2467

Email: rloohuis@newberlin.org

Scope: Service Contracts for multiple buildings and various projects

Customer Since 2019

Maintenance Customer since 2020

Other customers of note:

Gateway Technical College

Woodman's Grocery Stores

State of Wisconsin

WI Department of Transportation

RustOleum

Milwaukee Area Technical College

Madison Area Technical College

Additional references available upon request

PAGE 4: Project References

Owner: City of New Berlin

Job(s) Description:

City Hall: Chiller, pumps, piping, VAVs, replace air handling unit, refurbish air handling unit, ducting, controls.

Contract amount: \$925,353.

Complete in 2022.

Fire Station #2: Furnace, water heater, make-up air unit, exhaust fan, controls. Contract amount: \$51,430.

Complete in 2021.

Safety Building: Boilers, pumps, snowmelt, water heater, controls. Contract amount: \$874,000

Contact Name/Phone #: Bob Loohuis, 262-797-2467, rloohuis@newberlin.org

Owner: Kenosha County

Job(s) Description:

Administration Building Phase 3: Heat pump replacements. Contract Amount: \$155,642. Complete in 2021

Administration Building Phase 4: Heat pump replacements Contract Amount: \$228,727. Complete in 2023

Detention Center Phase 1: Rooftop equipment, ductwork, piping. Contract amount: \$1,533,690. Complete in 2022

Detention Center Phase 2: Rooftop equipment, ductwork, piping. Contract amount: \$1,867,700. Complete in 2023

Detention Center Phase 3: Rooftop equipment, ductwork, piping Contract amount: \$2,000,000. To be complete in 2024

Contact Name/Phone #: Matt Sturino, 262-653-2548, Matt.Sturino@kenoshacounty.org

Owner: Wisconsin Department of Transportation

Job(s) Description:

Truax Materials Lab: Replace boilers and piping. Contact amount: \$38,026. Complete in 2022

Southwest Regional Headquarters: Replace chillers, boiler, pumps, reheat coils, piping, controls. Contract amount: \$1,025,909. Complete in 2023

Contact Name/Phone #: Alyssa Lynch, alyssa.lynch@dot.wi.gov, 608-957-5524

Owner: Madison Area Technical College

Job(s) Description:

Commercial Avenue: Boiler replacements, pumps, piping. Contract amount: \$460,479. Complete in 2022.

Portage Campus: Boiler replacements, pumps, piping. Contract amount: \$378,500. Complete in 2023.

Contact Name/Phone #: Wes Marquardt, WMarquardt@madisoncollege.edu, 608-243-4040

Owner: St Dominic Catholic School-

Job(s) Description: Boiler Replacement. Contract amount: \$147,100. Complete in 2022.

Contact Name/Phone #: Michael Ricci, michael.ricci@stdominic.net, 262-442-5474

Owner: City of Beloit

Job(s) Description: City Hall RTU Replacement. Contract amount: \$191,500. Complete in 2023.

Contact Name/Phone #: Scott Schneider, schneiders@beloitwi.gov, Office: (608) 361-6447

PAGE 5: Other Completed Projects

Closed Projects – **Excess of \$250,000**

<u>Project Name</u>	<u>GC/Owner</u>	<u>Completion</u>	<u>Amount</u>
Zuelke	Greenfire Management Services	12/1/2022	2,105,063.00
City of Madison Transit 3A	JP Cullen -Corporate Headquarters	5/5/2022	1,598,239.00
KCDC RTU Replacement	Kenosha County Admin Building	3/1/2022	1,542,809.00
Olympia Fields	Greenfire Management Services	2/10/2022	1,507,957.40
Falls at Pike Creek	Horizon Development	7/1/2022	1,329,936.68
Great life Senior Living	Stevens Construction	12/31/2021	1,025,868.00
Instrument Development Company	Hunzinger Construction	1/1/2023	954,972.00
Kenosha Fire Station # 4	Stuckey Construction	5/1/2022	954,476.00
Mill Creek Academy HVAC	Kraemer Brothers, LLC	5/15/2023	903,161.19
Summer Ridge - Plumbing	Horizon Development	5/1/2023	807,813.00
Pewaukee DPW	Absolute Construction Enterprises	7/22/2022	662,297.00
MATC Ingenuity	Findorff	12/31/2021	541,649.00
Summer Ridge - HVAC	Horizon Development	5/1/2023	541,302.50
National Business Furniture	70th Street Partners	10/1/2022	474,779.00
Mill Creek Academy Fire Pro.	Kraemer Brothers, LLC	5/16/2023	465,436.00
Twin Lakes WWTF & Lift Station	Joseph J Henderson & Son	2/9/2022	454,903.00
Madison College Boiler - HVAC	Madison Area Technical College	12/16/2022	407,485.00
Rocket Wash	Riley Construction	3/3/2023	407,410.00
Mill Creek Academy Plumbing	Kraemer Brothers, LLC	5/15/2023	332,772.00
Farm & Fleet Rhinelander	Fox Arneson	2/1/2023	316,477.00
RustOleum HRU 2_3 Replacements	Rustoleum	1/15/2023	298,262.00
Woodside Prairie	McShane Construction Company	4/1/2023	286,081.00
Pinsa	PSG	10/12/2022	283,218.00
Precision Labs	The Dobbins Group	3/1/2023	280,031.00
First Industrial Bldg D	Riley Construction	11/1/2022	273,887.00

PAGE 6: Manager Bios

Michael R. Nuzzo, P.E. / Member

Mike is a 1996 graduate of the University of Wisconsin with a B.S. in physics. He was employed at Martin Petersen Company from 1988-2005 as a sheet metal mechanic, project manager, and chief estimator. Mike is a Licensed Professional Engineer in Wisconsin. Mike is also a NATE Certified technician.

Timothy C. Pann, P.E. / Member

Tim is a 2000 graduate of the Milwaukee School of Engineering with a B.S. in Architectural Engineering. Tim was a design engineer for Martin Petersen Company since 1999, designing HVAC, piping and plumbing systems. Tim is a Licensed Professional Engineer in Illinois, Indiana, Iowa, Ohio, and Wisconsin. Tim also holds a Master Plumbers License and is a LEED accredited professional in new construction and major renovation projects. He is also an active member of ASHRAE and American Society of Plumbing Engineers (ASPE).

Michael J. Chart, MP / President

Mike has been in the contracting business for 26 years. He earned his Journeyman Plumbers License in 1996 after completing an apprenticeship through Gateway Technical College. He then went on to achieve his Master Plumbers License in 2009. For 13 years, Mike worked as a part-owner of a local plumbing company and as a national sales trainer for five years prior. Mike is a 1989 graduate of Waterford Schools.

PAGE 7: Proposal and Pricing

Re: Whitewater Fitness and Aquatic Center HVAC Upgrades – Whitewater, WI

Southport Engineered Systems is pleased to offer the following proposal for your consideration.

HVAC System Upgrade project – Coils and Duct Scope

- Demo existing return/exhaust duct serving AHU-B3 from heat reclaim coil to mechanical room walls. Replace with new Polyvinyl Coated Duct to match existing sizes.
- Demo and replace (2) existing motorized dampers with new galvanized dampers and actuators.
- Demo and replace existing heating coil HC-B3 in AHU-B3 with new coated coil suitable for pool application.
- Demo and replace existing reclaim coil RC-B4 in exhaust duct with new coated coil suitable for pool application.
- Provide new 2” board insulation between coil RC-B4 and motorized damper.
- Reconnect coils to existing piping. Rework piping as needed for new coil connections.
- Repair/replace piping insulation as needed.
- Fill, bleed, and leak check coils.
- Includes all required lifts, rigging, telehandler, dumpster.

HVAC System Upgrade project – Controls Scope

- Demo of existing Trane controllers and control panels
- Installation and of a complete Carrier I-Vu Pro 32 control system
 - One Carrier XT-RB Router with enclosure and power transformer (ethernet by others)
 - One (1) new control panel w/ controller and transformer serving AHU-B3 connected to existing devices with new space sensor
 - One (1) new control panel w/ controller and transformer serving AHU-B5 connected to existing devices with new space sensor
 - One (1) new control panel w/ controller and transformer serving boiler plant connected to existing devices
 - Move existing boiler plant controller location 10-15’ away from current location to get out from under exterior louver w/ new wire pulls and terminations from existing conduit/junction boxes
 - One (1) new control panel w/ controller and transformer serving heat exchangers connected to existing devices
 - One (1) new control panel w/ controller and transformer serving AHU-B1 connected to existing devices with new space sensor
 - One (1) RTU controller serving RTU-A1 connected to existing devices with new space sensor
- All necessary wiring and terminations, programming, schedules, and graphics for a complete system
- Commissioning and Owner training upon project completion with 1-year Warranty
- ALLOWANCE of \$10,000 for failed components, sensors, actuators or other controls work due to condition of the existing system

Total: \$276,100

Clarifications:

- All ductwork replacement limited to within mechanical room as discussed in walkthrough.
- Any zoning controllers on the RTU or control of AHU-B2 is not included

- Coordination needed between Whitewater and Southport for I-Vu Pro installation on client's computer or server
- All above proposals include one-year warranty on labor and materials.
- Assumes normal working hours of Monday – Friday 7am through 5pm. No Holidays, No Weekends
- Proposal is valid for 30 days from above date.
- Assumes contract by end of the year to allow purchasing of material and equipment.

We trust this is the information you desire and hope to be of further service to you. If you have any questions, please call me at (262) 515-3422.

Sincerely,
Cody Johnson
Project Manager
Southport Engineered Systems

PAGE 7: Proposal and Pricing

Re: **Whitewater Fitness and Aquatic Center HVAC Upgrades – Whitewater, WI**

Southport Engineered Systems is pleased to offer the following proposal for your consideration.

HVAC System Upgrade project – Coils and Duct Scope

- Demo existing return/exhaust duct serving AHU-B3 from heat reclaim coil to mechanical room walls. Replace with new Polyvinyl Coated Duct to match existing sizes.
- Demo and replace (2) existing motorized dampers with new stainless steel dampers and actuators.
- Demo and replace existing heating coil HC-B3 in AHU-B3 with new coated coil suitable for pool application.
- Demo and replace existing reclaim coil RC-B4 in exhaust duct with new coated coil suitable for pool application.
- Provide new 2” board insulation between coil RC-B4 and motorized damper.
- Reconnect coils to existing piping. Rework piping as needed for new coil connections.
- Repair/replace piping insulation as needed.
- Fill, bleed, and leak check coils.
- Includes all required lifts, rigging, telehandler, dumpster.

HVAC System Upgrade project – Controls Scope

- Demo of existing Trane controllers and control panels.
- Installation and of a complete Carrier I-Vu Pro 32 control system
 - One Carrier XT-RB Router with enclosure and power transformer (ethernet by others)
 - One (1) new control panel w/ controller and transformer serving AHU-B3 connected to existing devices with new space sensor
 - One (1) new control panel w/ controller and transformer serving AHU-B5 connected to existing devices with new space sensor
 - One (1) new control panel w/ controller and transformer serving boiler plant connected to existing devices
 - One (1) new control panel w/ controller and transformer serving heat exchangers connected to existing devices
- All necessary wiring and terminations, programming, schedules, and graphics for a complete system.
- Commissioning and Owner training upon project completion.

Total: \$246,900

Add#1

- One (1) new control panel w/ controller and transformer serving AHU-B1 connected to existing devices with new space sensor
- One (1) RTU controller serving RTU-A1 connected to existing devices with new space sensor

ADD#1 Cost: \$11,860

Clarifications:

- All ductwork replacement limited to within mechanical room as discussed in walkthrough.
- All existing relays, actuators, sensors, and control devices to be reused unless specified above. Failed components will be quoted if found. Suggested allowance of \$5,000
- Any zoning controllers on the RTU or control of AHU-B2 is not included



Kevin Boehm
City of Whitewater
312 W. Whitewater St.
Whitewater, WI 53190

Kevin -

We are excited for the opportunity to work with The City of Whitewater. Please see below for our qualifications.

PremiStar focuses on providing a full line of plumbing and mechanical services for commercial and industrial enterprises.

We offer the same breadth and depth of plumbing, mechanical and energy services as our competitors, but our customer first focus, and proven expertise ensures that our customers receive efficient and personalized attention. No matter the size of your business, our primary goal is to construct, repair, maintain, and upgrade your facilities' mechanical equipment with an eye toward prolonging equipment life and reducing energy costs in new, existing, or re-purposed facilities.

Our commercial and industrial customers rely upon us for offering best-in-class service and maintenance services, as well as design-build solutions. And, with nearly one hundred years of combined industry service, we have earned a reputation for identifying customer needs, developing cost-effective energy plans, and executing the right solutions across multiple industries.

Whether your project includes equipment replacement, retrofit of existing facilities, or managing energy costs, PremiStar is ready to design a solution to meet your needs.

Our services include:

- Preventive Maintenance & Full-Service Agreements
- Emergency Repair
- Controls Installation/Service
- Commercial, Industrial, and Residential Plumbing
- Commercial, Industrial, and Residential HVAC & Mechanical Services

We look forward to earning your business and providing The City of Whitewater a solution that will meet or exceed your expectations.

Sincerely,

Charlie Promersberger
Account Manager
PremiStar Wisconsin



9/5/2024

Kevin Boehm
Whitewater Aquatic Center
580 S Elizabeth St
Whitewater, WI 53190

RE: HVAC Systems Upgrade Project

PremiStar hereby proposes to furnish HVAC material and labor to upgrade the Aquatic Center Mechanical ductwork, coils, and dampers for AHU B3.

HVAC Mechanical Scope of Work:

1. Demo hot water piping located below the return air ductwork. Piping to be reused after ductwork install.
2. Demo return air ductwork from Ref-1 back to the entrance wall.
3. Demo return air ductwork from Ref-1 back to recirculation coil.
4. Demo return air duct work that branches off and runs along the wall to a 90 and meets the wall, (this location will require the line voltage electrical and two lights to be removed by others).
5. Supply professional crane services to crane old ductwork off the roof and lift new duct on the roof.
6. Install new return air duct. Ductwork to be PCD.
7. Seal all seams to verify leak free.
8. Remove OA damper that is located on top of the air handler B3.
9. Remove exhaust and return air dampers.
10. Furnish and install new dampers with actuators. Dampers to be Stainless Steel however Aluminum is recommended.
11. Furnish and install new coil for OA Recirculation. Coil to be coated for pool use.
12. Valve off coil and remove piping.
13. Remove duct work below coil for coil removal access.
14. Provide professional crane services to set new coil on the roof.
15. Connect piping to new coil.
16. Remove hot water coil located inside air handler B3.
17. Furnish and install new hot water coil. *Coated for pool use.*
18. Reinstall hot water piping that was taken down to install ductwork.
19. Verify all new hot water piping is free of leaks.
20. Insulate piping that was removed.
21. Verify proper system operation.
22. One (1) year warranty on new equipment, materials, and workmanship, supplied as outline in this proposal. Warranty period to begin on the date of start-up of the HVAC equipment. Preventative maintenance is not included as part of this quote but will need to be executed per the equipment manufacturer's maintenance instructions to honor the warranty provided.



HVAC Price:

Our total price for the project above is:

Three hundred thirty-eight thousand thirty seven dollars..... \$338,037.00

HVAC Work Excluded:

1. Painting or touch up paint.
2. Line voltage electrical work of any kind.
3. Light removal work of any kind.
4. After-hours / shift premium work. All work is assumed to be completed during normal business hours.
5. Exhaust/Return duct from coil to outside air damper.
6. Recycling containers or dumpsters.
7. Removal and replacement of ceilings.
8. Temporary heat, cooling, ventilation, humidity control, or maintenance of associated system.
9. Cleaning of existing ductwork.
10. Sales and use tax

This proposal is firm for a period of thirty (30) days.

The pricing provided is subject to price adjustments, which reflect the prices in effect at the time of delivery of this proposal. If the contract is not executed within 30 days of our proposal, the project will remain subject to a price adjustment to reflect any increases assumed on your behalf. In the event of any specific requirements (including without limitation any design, specifications, ordered quantity, extended warranties or shipment charges) representing a price increase, Buyer will be notified accordingly. We reserve the right to pass on supplier and subcontractor price adjustments from the time of contract execution date until the material/ equipment ship date with these entities. Seller reserves the right to make any corrections to prices quoted due to information provided at the time the contract was prepared.

Payment Terms:

Net 30

Please call to discuss any questions pertaining to our proposal. We look forward to working with your team on this project.

Best Regards,

Charlie Promersberger
Account Manager
cpromersberger@premistar.com
262-838-8881



Approved for PremiStar

Date

Approved for Customer

Date

PO#

S:\Just-Mechanical\3. Pending Jobs\Whitewater Aquatic Center-Jobnumber-HVAC\Booking Document - quote, est., proposal, job set, customer info\Proposal\PremiStar Proposal-Whitewater Aquatic Center RFP.docx



1. NO MODIFICATIONS

The contract arising by acceptance of you offer pursuant to this proposal shall not be amended, modified or rescinded except by written agreement signed by an authorized official of each party, expressly referring to this contract. The Purchaser understands that no sales person or other representative of the Seller has the authority to make any agreement, contract, warranty, term, promise, condition or understanding, express or implied, which is not expressed herein or in a written modification of this contract signed by authorized officials of each party.

1. REMEDIES OF SELLER

Prior to the installation of the equipment and materials to be furnished and sold pursuant to this contract, title to said equipment and materials shall remain with the Seller, and, in the case of non-payment, Seller shall be entitled to any and all remedies of an unpaid seller under the Wisconsin Uniform Commercial Code, including the right of the seller to repossess said equipment and materials with or without legal process. After any or all of said equipment and materials have been installed pursuant to this contract, then as to that part of said equipment and materials which have been installed, and the labor and service related thereto, the Seller shall have the right to place a mechanic's lien against the premises where said equipment and material have been installed pursuant to the applicable statutes and law relating to mechanic's liens for the furnishing of labor and materials. Any payment due Seller under this contract is payable on receipt of Seller's invoice. A late payment charge of 1½% per month (annual percentage rate of 18%) shall be added to the unpaid past due balance after 30 days and purchase agrees to bear any legal expense incurred including cost of correction.

2. WARRANTIES

The Seller, unless equipment is sold without service, shall furnish and install, free of charge, such part or parts of the machinery and apparatus sold hereunder that may become defective in workmanship or material within one year from the date of delivery or installation. The Seller's obligation shall be merely to furnish and install duplicate parts as provided herein, and the Seller shall not be liable for defects arising from normal wear and tear, or breakage caused by carelessness or negligence in operation, nor is Seller responsible for any alterations that may be made in the machinery and equipment without its consent. THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OR MERCHANTABILITY, AND FITNESS FOR ANY PARTICULAR PURPOSE.

3. LIMITS OF LIABILITY

The Seller shall in no event be held liable or accountable to the Purchaser and/or to any other party whatsoever for the actual, incidental and/or consequential damages or losses due to, but not limited to, any one of the following: interruption in use of equipment, or stoppage of production, failure to maintain desired temperatures or humidity levels, electrical power surge or loss, high or low voltage, inadequate power, blown or burned out main or branch fuses, open circuit breaker, lack of adequate natural gas or fuel supply or pressure, inadequate or excessive water supply or pressure, inadequate or excessive hot water or steam supply or pressure, water in oil, contamination of water supply or atmosphere, accident, freezing, flooding, lightning, storms, malicious mischief, willful damage, misuse, abuse, negligence, fire, explosion, theft, clogged filters, delays in installation and/or services, time or manner of service of any equipment, failure to meet completion dates, engineering and/or design defects, improper installation, operation of equipment beyond design conditions, labor disturbances, strikes, riot, civil commotion, lockouts, commercial delays, spoilage, loss of business, asbestos, rust or corrosion, the inability to procure materials and/or parts from the usual source of supply, war conditions, Acts of God or for any contingencies that are unavoidable or beyond the control of the Seller. Seller is not responsible for conforming to any governmental codes, laws and/or regulations. Under no circumstances shall Seller be responsible or liable for any indirect, incidental or consequential damage or alleged personal injury of any kind relating to or arising out of the existence, effect, removal or treatment of an Organic Pathogen (i.e., any type of bacteria, virus, fungus, mildew, wet or dry rot, mold or mycotoxin, as well as their spores, odors and byproducts, along with any reproductive body they produce, and any material containing them). In no event, shall the Seller be liable to the Purchaser and/or to any party whatsoever for actual, incidental and/or consequential damages or losses. Seller shall not be required to identify, detect, encapsulate, or remove asbestos, or products or materials containing asbestos or similarly hazardous substances. Seller shall not be liable for any losses or damages due to inability of the building structure to properly support the equipment installed. It is expressly agreed that the seller assumes no liability for negligence or failure whatsoever. All labor is to be performed during Seller's regular working hours unless so specified otherwise in writing.

4. INSTALLATION AND COMPLETION

Unless specifically enumerated in proposal as Seller's responsibility, Purchaser is responsible for: providing access (and removing structures or objects which interfere with this access) to equipment installation location, for structural supports for all equipment supplied; for local permits and codes; for providing adequate utility source (gas, electric, steam, water) adjacent to equipment. Completion dates are estimates only. No contract will be made to complete on a specified date unless in writing, signed by the Corporate President or Secretary of the Seller.

5. INSURANCE

Purchaser agrees to insure said merchandise against the hazards of fire at Purchaser's sole cost and to be responsible in any event for any loss or damage to the said machinery and equipment by fire, theft or other casualty. Purchaser agrees to assign to the Seller upon request the proceeds of any insurance paid by reason of loss from any cause whatsoever to the merchandise described herein. Seller shall apply said proceeds to the balance due by the Purchaser under this contract.

6. ASSIGNMENT

No transfer, renewal, extension or assignment of this contract or any interest hereunder or loss, injury, or destruction of said property shall release the Purchaser from his obligation hereunder. Every assignee of the Seller and/or its assigns shall be entitled to all the



rights and remedies of the Seller. The term "Seller" wherever used in this contract includes Seller's successors and assigns, unless otherwise defined.

- 7. ACCEPTANCE**
Prior to written acceptance by Seller, the Seller shall have no responsibility for any work performed or financial obligations incurred by or on behalf of the Purchaser in anticipation of Seller's acceptance.
- 8. CANCELLATION**
After written acceptance by Purchaser, should the Purchaser decide to cancel all or any part of the work specified in this proposal, the Purchaser shall reimburse to the Seller any costs already incurred, including but not limited to restocking fees for parts and equipment affected by such cancellation.
- 9. CLEAN AIR ACT**
Not included under this agreement are any charges related to the recovery of refrigerant, as required by the provisions of Section 608 of the U.S. Clean Air Act of 1990.



Reference Sheet

John Deere Horicon

Contact-Matthew Jorgenson

Email-Jorgensonmatthews@johndeere.com

Job Description-Chiller Replacement with Ahu Upgrades

- Job Description-Chiller Replacement with Ahu Upgrades
- Remove and install new 100 ton chiller
- Integrate controls system to chiller
- Install new outside air dampers

Siemens-Carroll University

Contact-Matt Cook

Email-matthew.cook@siemens.com

Job Description-Summer HVAC Upgrades

- Integrate controls system into existing.
- Replace steam boilers and convert to hot water.
- Rebuild 5 AHU's
- Replace 102 fan coils
- Replace 75 VAV box's

Pres Homes-Dickson Hollow

Job Description-VRF System Replacement

Email-Vince Dryer

Office-651-631-6135

Job Description-VRF system replacement

- Remove failed VRF system and install new traditional chiller with fan coils

The Best HVAC Service Providers In The Midwest Have Joined Forces

Item 3.



PremiStar is the new name for 15 of the leading HVAC, plumbing, and building controls service providers in the Midwest. During the pandemic, these sister companies with a century-long heritage of service excellence joined forces to better meet the needs of customers.



HVAC Mechanical Services

PremiStar is a full-service mechanical contractor and service company. We offer a full range of services including 24/7 emergency repair service, preventive maintenance, design/build project services, controls, and plumbing. We employ only the finest service technicians, sheet metal mechanics, pipe fitters, certified welders, project managers, customer service, and support personnel in the industry.

Preventive Maintenance

We offer customizable, preventive maintenance programs designed to improve system reliability and efficiency. With more than 400 HVAC technicians, we have one of the largest, most diverse, and technically proficient team of experts in the Midwest.



Building Controls

We service, engineer, design, program, and install building control systems for air conditioning and heating. In addition, we offer maintenance support for automation systems throughout Illinois, Indiana, and Wisconsin. PremiStar services all major OEMs and technology standards.

Our Service Department Specialties

Chiller Maintenance & Repair

- Eddy Current Inspections
- Oil Analysis
- Vibration Analysis
- Chiller Teardowns
- Refrigerant Retrofits
- Purge Retrofits
- VSD Retrofits
- Chiller Preventive Maintenance Programs

PremiStar's Chiller team has extensive experience in service and repair for all Chiller manufacturers.

Boiler Maintenance & Repair

- Tube Replacement & Repair
- Burner Retrofit
- Combustion Analysis & Tuning
- Boiler Preventive Maintenance Programs

PremiStar's Boiler team has experience in service and repair for all Boiler manufacturers and has factory-certified technicians for PK Boilers.

Energy Services

- Benchmarking Energy Usage
- Providing Savings Opportunities
- Certifications
- Measurement and Verification
- Energy Plans
- Monitoring-Based Retro Commissioning
- Rebates through Nicor's Business Optimization Program (BOP), decreasing costs of:
 - Steam Trap Surveys
 - Boiler Tune-ups
 - Pipe Insulation
 - Steam Trap Replacements



Providing Unparalleled Heating, Cooling & Controls Solutions

REPAIR	MAINTENANCE	REPLACEMENT	DESIGN-BUILD	CONTROLS
<p>Services We Offer</p> <ul style="list-style-type: none"> Operational Assessment Preventive Maintenance Corrective Maintenance Repair and Replacement 24x7 Emergency Response Plumbing Service Sheet Metal & Pipefitting Energy Efficiency Programs Capital Planning Warranty Management Utility Rebate Assistance 	<p>HVAC and Controls Equipment Supported</p> <ul style="list-style-type: none"> Centrifugal, Screw, and Reciprocating Chillers Process and Environmental Chillers Gas, Steam, and Hot Water Boilers Computer Room AC Systems Pneumatic & DDC Control Systems Rooftop Package Units Ventilation Systems Refrigeration Systems Air Balancing Cooling Towers Pump Packages 	<p>Program Benefits</p> <ul style="list-style-type: none"> Lower operating and life-cycle cost Increased energy-efficiency and lower carbon emissions Greater occupant comfort Enhanced equipment uptime and reliability Longer asset life Improved budgeting and capital planning 		

We Have Experience Servicing All Types of Facilities



- Schools
- Universities
- Churches
- Manufacturing
- Industrial Facilities
- Food Processing
- Hospitality
- Senior Living
- Office Buildings
- Data Centers
- Apartment Complexes
- Child Care Facilities
- Ice Rink Facilities
- Chemical Plants
- Utility Companies
- Printing
- Retail Centers
- Laboratories
- Medical & Healthcare
- Injection Molding
- Refineries

PremiStar Service Locations in Illinois, Indiana and Wisconsin

ILLINOIS PremiStar.com/IL

PremiStar – Roselle
847.695.1177

18 Congress Circle West
Roselle, IL 60172

PremiStar – Wood Dale
847.695.1177

780 Aec Dr.
Wood Dale, IL 60191

PremiStar – Machesney Park
815.654.7900

9933 North Alpine Rd.
Machesney Park, IL 61115

PremiStar – Frankfort
708.460.7330

22349 South Commerce Parkway
Frankfort, IL 60423

WISCONSIN PremiStar.com/WI

PremiStar – Wisconsin
262.886.2365

16200 W Glendale Dr.
New Berlin, WI 53151
5732 95th Ave #700
Kenosha, WI 53144

INDIANA PremiStar.com/IN

PremiStar – Indiana
219.942.6626

551 E 112th Ave.
Crown Point, IN 46307



Building Automation Solutions

An authorized Honeywell, JCI, Distech, Lynxspring, & Carrier Controls Contractor

BUILDING AUTOMATION SOLUTIONS

Wisconsin

2217 Industrial Dr

Monona, WI, 53713

www.bas-ddc.com

Office: 608-453-3131

Cell: 608-347-6119

Email: mmmmccracken@bas-ddc.com

Friday, September 06, 2024

Project Location: Whitewater Aquatic Center
580 S. Elizabeth St.
Whitewater, WI, 53190

Project: Building automation system upgrade

Building Automation Solutions is pleased to propose the following:

Base Proposal-

Jace 9000 series Front End (Honeywell Jace 9000 series with 25 Device license, 3 year Tridium software license)

- Open platform- Business owner or contractor has full access to controls and passwords
- Open Protocol- ashrae recommended BACnet- BAS proposes an open protocol so the system can be easily added to with non-proprietary devices in the future. This also allows the customer to avoid being "stuck" with one vendor
- Jace 9000 series- the latest in technology hardware
- Furnish and install (2) BACnet routers in the (2) mechanical rooms.
- HTML5- We install the latest in technology Niagara 4 systems to remove your dependency on JAVA and run on the more modern UX framework and design language.
- Role based access and control- we can assign different levels of access for different roles in your staff.
- Trending- Allows for long term fine tuning of each system. The customer will have full access to data trended over time to adjust the system as necessary as well. This allows you to really dial in the control system.
- Alarming- Allows the appropriate staff to be alerted via email should a mechanical error occur
- Scheduling- Allows the customer to set the schedule for the equipment to follow. This allows you to maximize energy savings and adjust times for comfort as well.
- Graphics package- we will provide a custom, easy to use and understand graphics package for your building. This will include a 3D interactive floor plan.
- Owners Training- We will dedicate a training session for all necessary staff to make sure you fully understand how your system operates

Boiler Plant Controller (Honeywell fully programmable controller with an expansion module)

- Furnish, program, and install a Honeywell fully programmable controller with an expansion module in a custom enclosure.
- Furnish and install all new temperature sensors, relays, and current sensors.
- Furnish and install a Sun-Shield style outside air temperature sensor
- Furnish and install (2) new pump VFDs for system pumps 7 & 8.
- Completely automatic system enable and disable based off ambient conditions
- Stage boilers based on demand
- Send HW setpoint to the Boiler Plant on a reset via factory signal connection
- Enable/ disable each of the pumps. Provide lead/lag failover operation
- Provide feedback and alarming.
- Completely automatic staging control
- Full graphical representation of plant system
- Provide easy to use schedule for occupancy and set-back
- Trending and alarming

DIRECT DIGITAL CONTROLS – PNEUMATICS – DESIGN BUILD - RETRO-FIT

AHU-B1 controls (1 Honeywell fully programmable controllers)

- Furnish, program, and install (1) Honeywell fully programmable controller in custom enclosure.
- Furnish and install (1) return air temperature sensor and (1) discharge air temperature sensor.
- Furnish and install (1) serpentine style mixed air temperature sensor.
- Furnish and install (1) serpentine style freeze stat.
- Furnish and install (1) duct static pressure sensor.
- Furnish and install (2) current sensors and relays- one for each fan
- Furnish and install (3) motorized modulating damper actuators.
- Furnish to the mechanical contractor (1) HW valve and valve actuator.
- Full graphical representation of each AHU system
- Completely automatic cooling control and lockout
- Completely automatic heating control and lockout
- AHU enable and shutdown- based off occupancy schedule
- Provide schedule for occupancy and set-back
- Trending and alarming

AHU-B3 controls (1 Honeywell fully programmable controller and expansion module)

- Furnish, program, and install (1) Honeywell fully programmable controller and expansion module in a custom enclosure.
- Furnish and install (2) return air temperature sensors and (2) discharge air temperature sensors.
- Furnish and install (2) duct pressure sensors.
- Furnish and install (4) serpentine style air temperature sensors.
- Furnish and install (1) serpentine style freeze stat.
- Furnish and install (1) combination humidity and temperature sensor.
- Furnish and install (2) current sensors and relays- one for each fan.
- Furnish and install (10) motorized modulating damper actuators.
- Furnish to the mechanical contractor (1) 3-way water valve and valve actuator.
- Furnish to the mechanical contractor (1) 2-way HW valve and valve actuator.
- Full graphical representation of each AHU system
- Completely automatic cooling control and lockout
- Completely automatic heating control and lockout
- AHU enable and shutdown- based off occupancy schedule
- Provide schedule for occupancy and set-back
- Trending and alarming

AHU-B5 controls (1 Honeywell fully programmable controller and expansion module)

- Furnish, program, and install (1) Honeywell fully programmable controller and expansion module in a custom enclosure.
- Furnish and install (2) return air temperature sensors and (2) discharge air temperature sensors.
- Furnish and install (2) duct pressure sensors.
- Furnish and install (4) serpentine style air temperature sensors.
- Furnish and install (1) serpentine style freeze stat.
- Furnish and install (1) combination humidity and temperature sensor.
- Furnish and install (2) current sensors and relays- one for each fan.
- Furnish and install (10) motorized modulating damper actuators.
- Furnish to the mechanical contractor (1) 3-way water valve and valve actuator.
- Furnish to the mechanical contractor (1) 2-way HW valve and valve actuator.
- Full graphical representation of each AHU system
- Completely automatic cooling control and lockout
- Completely automatic heating control and lockout
- AHU enable and shutdown- based off occupancy schedule
- Provide schedule for occupancy and set-back
- Trending and alarming

Heat Exchanger controls (1 Honeywell fully programmable controller and expansion module)

- Furnish, program, and install (1) Honeywell fully programmable controller and expansion module in a custom enclosure.
- Furnish and install (1) water return temperature sensor, and (1) water supply temperature sensor.
- Furnish and install all necessary transformers.
- Furnish to the mechanical contractor (3) 1/3 water valve and valve actuator.
- Furnish to the mechanical contractor (3) 2/3 water valve and valve actuator.
- Full graphical representation of each heat exchanger system.
- Provide schedule for occupancy and set-back
- Trending and alarming

Rooftop Unit-A1 (1 Honeywell fully programmable controllers)

- Furnish, program, and install (1) Honeywell fully programmable controllers in custom enclosure.
- Furnish and install all new temperature sensors and relays.
- Furnish and install (2) current sensors- one for each fan.
- Furnish and install (1) damper actuator.
- Full graphical representation of each RTU system
- Cooling and heating discharge air temp reset based on deviation from setpoint.
- Completely automatic cooling control and lockout
- Completely automatic heating control and lockout
- RTU enable and shutdown- based off occupancy schedule.
- Provide schedule for occupancy and set-back.
- Trending and alarming

Heat recovery unit controls (1 Honeywell fully programmable controller)

- Furnish, program, and install (1) Honeywell fully programmable controller in a custom enclosure.
- Furnish and install (1) discharge air temperature sensor.
- Furnish and install (2) duct temperature sensors.
- Furnish and install (1) OA temperature sensor with a sun shield.
- Furnish and install all necessary current sensors, relays, and transformers.
- Full graphical representation of the heat recovery unit.
- Interlock heat recovery unit with RTU-A1.
- Provide schedule for occupancy and set-back
- Trending and alarming

Electric duct heater controllers (3 Honeywell fully programmable controllers with integrated actuators)

- Furnish, program, and install (3) Honeywell fully programmable controllers with integrated actuators.
- Furnish and install (3) wall mounted space temperature sensors
- Furnish and install (3) discharge air temperature sensors
- Furnish and install necessary power transformers.
- Dual setpoint control
- Provide feedback and alarming.
- Completely automatic staging control
- Full graphical representation of each duct heater, including 3D interactive floor plan.
- Provide easy to use schedule for occupancy and set-back
- trending and alarming

Exhaust fan controls (1 fully programmable controllers)

- Furnish, program, and install (1) fully programmable controllers in custom enclosures.
- Furnish and install (2) relays.
- Furnish and install (2) current sensors.
- Provide feedback and alarming.
- Full graphical representation of each exhaust fan, including 3D interactive floor plan.
- Provide easy to use schedule for occupancy and set-back.
- Trending and alarming

Pressure relief ventilator controls (1 fully programmable controllers)

- Furnish, program, and install (1) fully programmable controllers in custom enclosures.
- Furnish and install (1) relays.
- Furnish and install (1) current sensors.
- Provide feedback and alarming.
- Full graphical representation of each ventilator, including 3D interactive floor plan.
- Provide easy to use schedule for occupancy and set-back.
- Trending and alarming

Base Proposal - Price installed:

One Hundred Sixty Six Thousand dollars (\$166,000.00)

Terms: 33% (engineering and mobilization) due upon approval of project. Progress billing through remainder of the project.

Notes:

1. This quote has been adjusted with the understanding Building Automated Solutions will use existing control panels and existing wiring as necessary.
2. Excluded from this proposal is all High School equipment, including but not limited to devices, units, sensors, and actuators.
3. Excluded from this proposal is AHU-B2 and all associated controls, including but not limited to sensors, controllers, actuators, and valves.
4. Excluded from this proposal is PRV-B2 and all associated controls, including but not limited to sensors, controllers, actuators, and valves.
5. Excluded from this proposal is the TAB contractor cost. TAB contractor cost to be covered by others.

Exclusions**NOT INCLUDED (unless specifically noted above):**

- ✓ Items not specifically listed herein
- ✓ Premium time, permits and fees
- ✓ Upgrades of previously installed equipment
- ✓ No third party integration
- ✓ Personal computers, printers and modems
- ✓ Dedicated phone line, LAN or internet connection (must be static IP address)
- ✓ Installation of dampers, valves, wells or accessories
- ✓ Labor and material for air and water testing and balancing
- ✓ Air flow measuring stations and/or devices
- ✓ Piping, air distribution systems, solenoids, sheet metal, louvers, diffusers, registers and grilles
- ✓ Mechanical equipment start-up, installation and accessories supplied with equipment
- ✓ Dampers, including back draft dampers, volume dampers, fire/smoke dampers, etc.
- ✓ Variable frequency drives, smoke detectors, starters, power transformers, disconnects
- ✓ Fire / life safety work
- ✓ Electrical wiring of other manufacturers supplied equipment.
- ✓ Interfacing into fire alarm system, non-Honeywell control system/controllers, security system
- ✓ Rigging, carting, painting and patching
- ✓ Any provision for working with existing asbestos
- ✓ Repair, replacement, demolition, verification or guarantee of existing control devices

This quote reflects the pricing for a basic control package as stated within the scope of work provided, please read carefully. Upgrades to the system are available at an additional cost and can be quoted as needed on a line by line basis. Please feel free to call us in regard to the options that are available.

Proposal and pricing are valid for a period 30 Days from Date issued.

Building Automation Solutions is proud member of Local 601 Pipefitters. Our field service installation team and programmers all have many years of field service and have a vast understanding of the of the HVAC system.

Best Regards,
Mike McCracken
Operations Manager

BUILDING AUTOMATION SOLUTIONS

Do not hesitate to call or email us if you have any questions
Office: 608-453-3131
Cell: 608-347-6119
Email: mmccracken@bas-ddc.com

Acceptance

This Proposal is not an offer to furnish equipment or services, but when signed by Purchaser at the place indicated below, it becomes Purchaser's offer to buy the equipment and service described herein, at the prices and on the terms and conditions indicated in this Proposal, which can be accepted following credit approval, only by a written notice of acceptance by an officer of Seller. Upon purchase order or signing of contract one-third will be billed, unless other payments are negotiated.

Very truly yours,

Purchaser

Sales Representative

Purchaser:

THE UNDERSIGNED OFFERS TO PURCHASE THE EQUIPMENT AND SERVICE DESCRIBED ABOVE AT THE PRICES AND ON THE TERMS AND CONDITIONS INDICATED IN THIS PROPOSAL.

DATE:
TITLE

Seller's Acceptance:

YOU ARE HEREBY NOTIFIED THAT THE UNDERSIGNED HEREBY ACCEPTS YOUR OFFER BASED ON THIS PROPOSAL THIS Friday, September 06, 2024

BY: Mike McCracken
TITLE: Operations Manager

TERMS AND CONDITIONS OF PROPOSAL

1. NO MODIFICATIONS

The contract arising by acceptance of you offer pursuant to this proposal shall not be amended, modified or rescinded except by written agreement signed by an authorized official of each party, expressly referring to this contract. The Purchaser understands that no sales person or other representative of the Seller has the authority to make any agreement, contract, warranty, term, promise, condition or understanding, express or implied, which is not expressed herein or in a written modification of this contract signed by authorized officials of each party.

2. REMEDIES OF SELLER

Prior to the installation of the equipment and materials to be furnished and sold pursuant to this contract, title to said equipment and materials shall remain with the Seller, and, in the case of non-payment, Seller shall be entitled to any and all remedies of an unpaid of an unpaid seller under the Illinois Uniform Commercial Code, including the right of the seller to repossess said equipment and materials with or without legal process. After any or all of said equipment and materials have been installed pursuant to this contract, then as to that part of said equipment and materials which have been installed, and the labor and service related thereto, the Seller shall have the right to place a mechanic's lien against the premises where said equipment and material have been installed pursuant to the applicable statutes and law relating to mechanic's liens for the furnishing of labor and materials. Any payment due Seller under this contract is payable on receipt of Seller's invoice. A late payment charge of 1½% per month (annual percentage rate of 18%) shall be added to the unpaid past due balance after 30 days and purchase agrees to bear any legal expense incurred including cost of correction.

3. WARRANTIES

The Seller, unless equipment is sold without service, shall furnish and install, free of charge, such part or parts of the machinery and apparatus sold hereunder that may become defective in workmanship or material within one year from the date of delivery or installation. The Seller's obligation shall be merely to furnish and install duplicate parts as provided herein, and the Seller shall not be liable for defects arising from normal wear and tear, or breakage caused by carelessness or negligence in operation, nor is Seller responsible for any alterations that may be made in the machinery and equipment without its consent. **THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OR MERCHANTABILITY, AND FITNESS FOR ANY PARTICULAR PURPOSE.**

4. LIMITS OF LIABILITY

The Seller shall in no event be held liable or accountable to the Purchaser and/or to any other party whatsoever for the actual, incidental and/or consequential damages or losses due to, but not limited to, any one of the following: interruption in use of equipment, or stoppage of production, failure to maintain desired temperatures or humidity levels, electrical power surge or loss, high or low voltage, inadequate power, blown or burned out main or branch fuses, open circuit breaker, lack of adequate natural gas or fuel supply or pressure, inadequate or excessive water supply or pressure, inadequate or excessive hot water or steam supply or pressure, water in oil, contamination of water supply or atmosphere, accident, freezing, flooding, lightning, storms, malicious mischief, willful damage, misuse, abuse, negligence, fire, explosion, theft, clogged filters, delays in installation and/or services, time or manner of service of any equipment, failure to meet completion dates, engineering and/or design defects, improper installation, operation of equipment beyond design conditions, labor disturbances, strikes, riot, civil commotion, lockouts, commercial delays, spoilage, loss of business, asbestos, rust or corrosion, the inability to procure materials and/or parts from the usual source of supply, war conditions, Acts of God or for any contingencies that are unavoidable or beyond the control of the Seller. Seller is not responsible for conforming to any governmental codes, laws and/or regulations. Under no circumstances shall Seller be responsible or liable for any indirect, incidental or consequential damage or alleged personal injury of any kind relating to or arising out of the existence, effect, removal or treatment of an Organic Pathogen (i.e., any type of bacteria, virus, fungus, mildew, wet or dry rot, mold or mycotoxin, as well as their spores, odors and byproducts, along with any reproductive body they produce, and any material containing them). In no event, shall the Seller be liable to the Purchaser and/or to any party whatsoever for actual, incidental and/or consequential damages or losses. Seller shall not be required to identify, detect, encapsulate, or remove asbestos, or products or materials containing asbestos or similarly hazardous substances. Seller shall not be liable for any losses or damages due to inability of the building structure to properly support the equipment installed. It is expressly agreed that the seller assumes no liability for negligence or failure whatsoever. All labor is to be performed during Seller's regular working hours unless so specified otherwise in writing.

5. INSTALLATION AND COMPLETION

Unless specifically enumerated in proposal as Seller's responsibility, Purchaser is responsible for: providing access (and removing structures or objects which interfere with this access) to equipment installation location; for structural supports for all equipment supplied; for local permits and codes; for providing adequate utility source (gas, electric, steam, water) adjacent to equipment. Completion dates are estimates only. No contract will be made to complete on a specified date unless in writing, signed by the Corporate President or Secretary of the Seller.

6. INSURANCE

Purchaser agrees to insure said merchandise against the hazards of fire at Purchaser's sole cost and to be responsible in any event for any loss or damage to the said machinery and equipment by fire, theft or other casualty. Purchaser agrees to assign to the Seller upon request the proceeds of any insurance paid by reason of loss from any cause whatsoever to the merchandise described herein. Seller shall apply said proceeds to the balance due by the Purchaser under this contract.

7. ASSIGNMENT

No transfer, renewal, extension or assignment of this contract or any interest hereunder or loss, injury, or destruction of said property shall release the Purchaser from his obligation hereunder. Every assignee of the Seller and/or its assigns shall be entitled to all the rights and remedies of the Seller. The term "Seller" wherever used in this contract includes Seller's successors and assigns, unless otherwise defined.

8. ACCEPTANCE

Prior to written acceptance by Seller, the Seller shall have no responsibility for any work performed or financial obligations incurred by or on behalf o the Purchaser in anticipation of Seller's acceptance.

9. CANCELLATION

After written acceptance by Purchaser, should the Purchaser decide to cancel all or any part of the work specified in this proposal, the Purchaser shall reimburse to the Seller any costs already incurred, including but not limited to restocking fees for parts and equipment affected by such cancellation.

10. CLEAN AIR ACT

Not included under this agreement are any charges related to the recovery of refrigerant, as required by the provisions of Section 608 of the U.S. Clean Air Act of 1990.

Contractor Internal Rev. 10/08/2015

Building Automation Solutions

An authorized Honeywell, JCI, Distech, Lynxspring, & Carrier Controls Contractor

BUILDING AUTOMATION SOLUTIONS

22349 Commerce Pkwy
Frankfort, IL 60423
bas-ddc.com

Office: 855-597-3339

Building Automation Solutions is a union 597 automation solutions contractor with a focus on providing automation solutions that are open source, non-proprietary, and readily available through local vendors. Our solutions are always easy to use and understand, they implement the latest energy saving strategies, and they are upgradable as far into the future as possible.

Some of the benefits of utilizing our services are:

- Building Automation Solutions is a proud union 597 shop. We want to partner with you with the goal of working together to provide total solutions that are both competitive and professionally installed and programmed.
- Building Automation Solutions does not perform mechanical service, installations, or repairs. We take pride in only providing temperature control solutions.
- Our complete offering is non-proprietary, open, and readily available through local vendors. We do not lock down our installations- forcing you, or your customers to use us in the future.
- We offer completely turnkey design build projects as well as our plan and spec offering. Simply bring us in, and we can provide a total solution for you.
- Owners Training provided with each new installation.
- Complete drawings provided with each new installation.
- We have many former mechanical technicians who know how systems are supposed to operate. We will work with you to make sure the equipment functions as it was designed to function. We can help identify issues and quickly determine if they are mechanical problems or temperature control problems. Often, we provide additional work to our mechanical customers.
- We offer solutions ranging from simple thermostat solutions and small zoning systems and all the way up to supervisor- campus style solutions that utilized many buildings tied into one single point of access. There is truly no job too big and no job too small for us to handle.

We hope to win your business moving forward. Please let us know if there is anything we can do to help you and earn your business! See the following examples of normal installations.

Thanks,
Christopher Schiro
Director



22349 Commerce Parkway, Frankfort, IL, 60432
office: 855.597.3339 **cell:** 708.372.8544
email: cschiro@bas-ddc.com
website: bas-ddc.com



DIRECT DIGITAL CONTROLS – PNEUMATICS – DESIGN BUILD - RETRO-FIT

Building Automation Solutions

22349 Commerce Parkway,
Frankfort, IL, 60432

Engineering

Plan and Specs Job Engineering
Design Build Job Engineering
Parts and Smarts Projects Support
Complete Control System Submittals

Programming

Honeywell Field Controllers
Johnson Controls Field Controllers
Carrier Field Controllers
Tridium Supervisory Controllers
i-Vu Supervisory Controllers
Advanced Custom Programming
Graphics and Floor Plans
Remote Access and Alarming

Installation

Full Service In-house Installation Team
Subcontractor Coordination
New Installation
Retrofit Installation
Fully Integrated Control Panels
DDC and Pneumatic Installations

Commissioning

Point to Point Testing
Functional Testing
Complete System Commissioning
Commissioning Documents Generation
Coordination with Commissioning Agents

Closeout

Generation of Closeout Documents
As Built Drawings
Operation and Maintenance Manuals
Commissioning Documents
Customer Training
Custom Training Manuals

Maintenance / Support

Building Automation Issues Resolution
On Site Maintenance
System Review Via Remote Access
Scheduled Systems Review
Trends Analysis
Systems Performance Reports Generation

General Information

Building Automation Solutions was started by HVAC mechanical technicians trained in direct digital controls with the vision of offering only truly open temperature control solutions. We offer a comprehensive range of solutions in the heating, cooling, and ventilation field. With the capability to provide a tailor made design build project, or follow a plan and spec project to supply a turn key solution. All aspects of your building and occupant needs are taken into consideration to maximize energy efficiency and make management of your facility more simple and more user-friendly.

We specialize in simplistic and open temperature controls for buildings and campuses of any size and scope.

Leadership

Christopher Schiro - Director, Over 20 years experience in the HVAC mechanical industry and over 12 years experience in direct digital controls.

Licenses and Certificates

Tridium AX Certified	Tridium N4 Certified
Carrier CCN Certified	Carrier Open Certified
Johnson N2 Certified	Johnson PCT Certified
Honeywell LCBS Certified	Honeywell Webs/Spyder Certified

Project References

Virgil Grissom Middle School, Tinley Park, IL Project Size \$900K, Complete Renovation and New Controls Installation. Including Energy Monitoring, Plant Control, and All HVAC Equipment Control. Part of a campus solution. (Plan and Spec)

Columbia Centre I & II, Rosemont, IL Ongoing campus Renovation and New Controls Installation. Including Custom Penthouse Suite AHUS, VAV's, Chillers and custom lighting. Campus Project Size over \$500K(Plan and Spec and Design Build)

W Diamond Group, Des Plaines, IL \$141K Rebate from ComEd Smart Ideas Energy Efficiency Program, Removal of Pneumatics and Installation of New Controls. Including Rooftop Units, Chiller Plant, Vavs, Reheats, Air Handlers, and Exhaust Fans. Job was Performed with an Energy Rebate. Project Size \$400K. (Design Build)

Awards

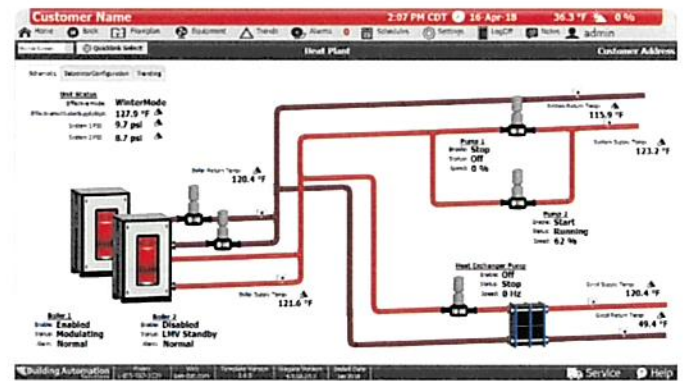
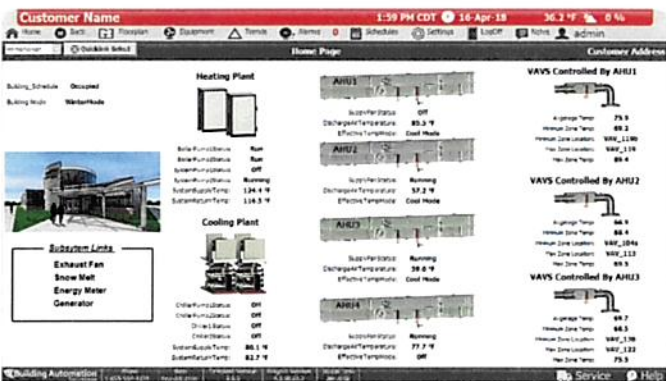
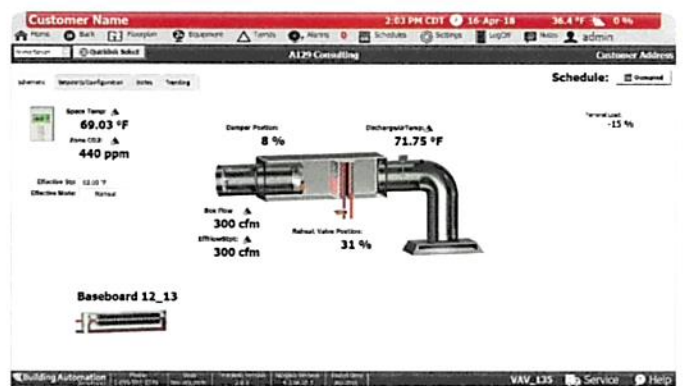
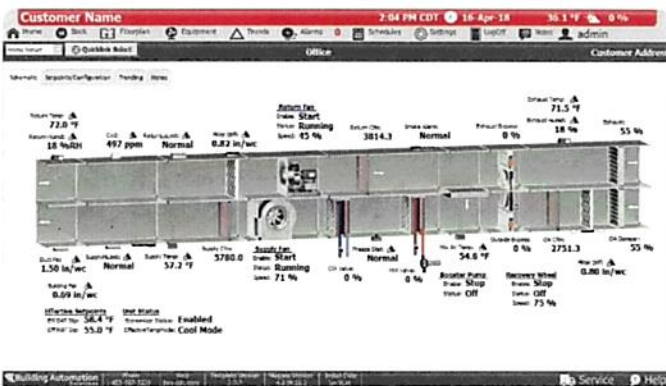
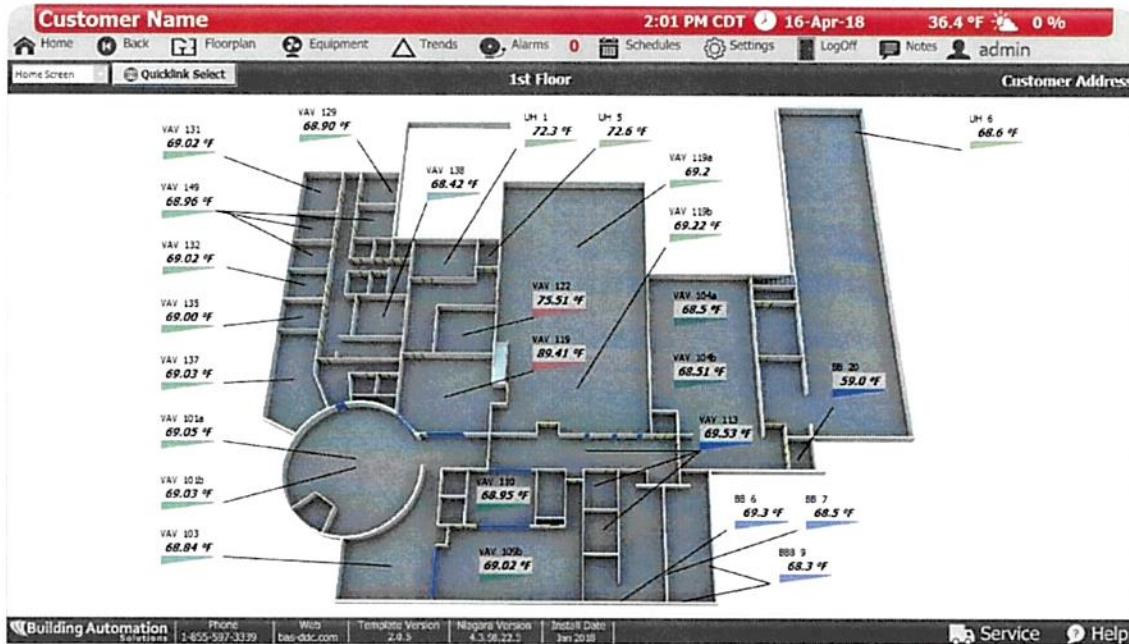
Honeywell BCS Contractor	Honeywell ACI Contractor
Johnson Facility Explorer Silver	MCAA/CNA National Safety Award

Contact

Please contact us with questions or if you would like more information.

22349 Commerce Pkwy
Frankfort, IL 60423

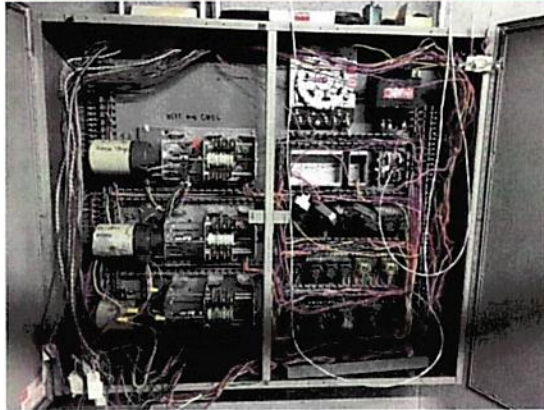
GRAPHIC EXAMPLES



Building Automation Solutions

22349 Commerce Pkwy
Frankfort, IL 60423

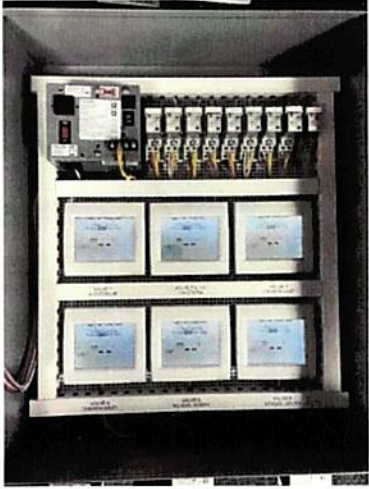
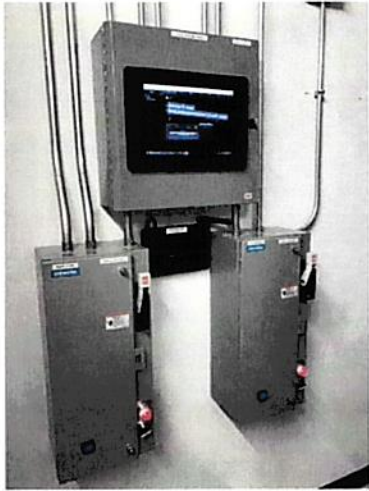
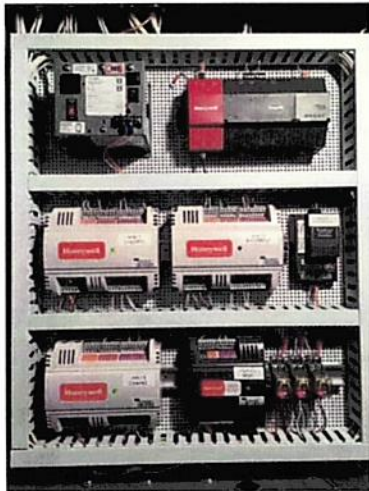
PANEL EXAMPLES



BEFORE

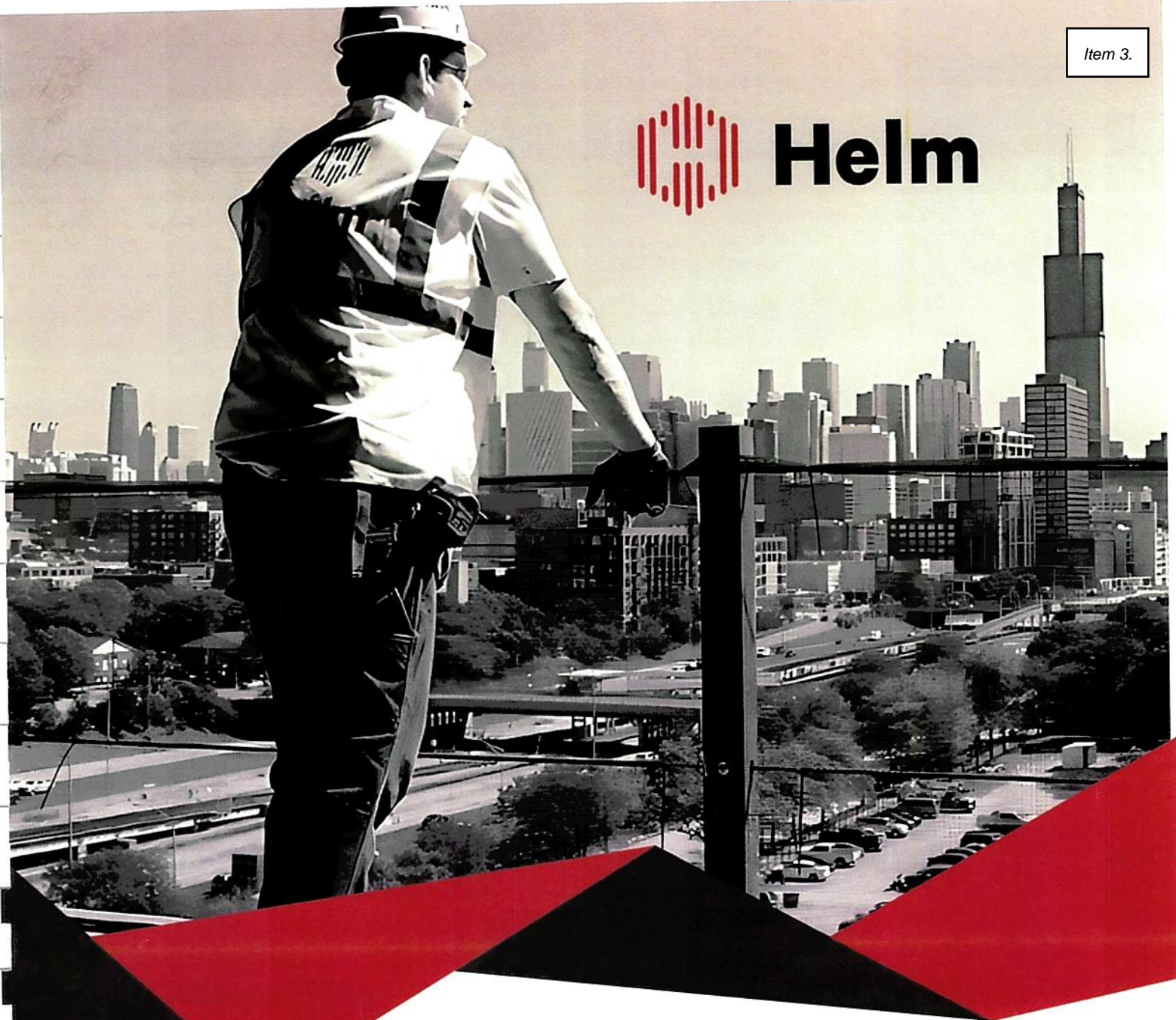


AFTER





Helm



RFP RESPONSE

WHITEWATER AQUATIC FITNESS CENTER- HVAC SYSTEM UPGRADE PROJECT

DATED: 09/06/2024

Proposal By

The Helm Group

Office:

S84 W18852 Enterprise Drive
Muskego, WI 53150

Andrea Fasciano

(414) 343-9222

afasciano@helmgroupp.com

Service Account Manager

Aaron Spray

815-238-1030

aspray@helmgroupp.com

Project Sales Engineer

helmgroupp.com

September 6th 2024

City of Whitewater
 Clerks office
 312 W. Whitewater St
 Whitewater Wisconsin 53190

Re: Whitewater Aquatic Center HVAC Bid Proposal

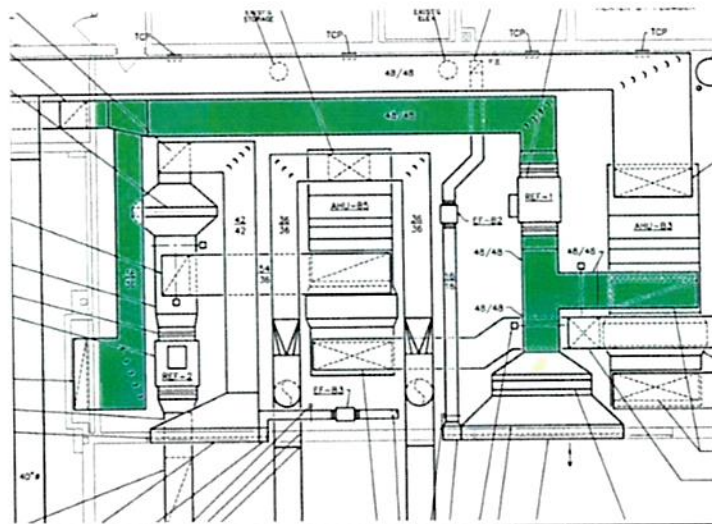
Helm Service would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Helm Service for this work will ensure you are receiving the highest technical expertise in our industry. Our mechanical service procedures promote the highest safety and environmentally conscious practices available.

► **Proposed project #1 HVAC and Piping Bid**

- Remove (2) Heating Coils and replace with OEM new coils specific to the existing B-3 AHU unit
- Remove (1) Reclaim Coil and replace with OEM new coils
- All coils to be coated with heresite coating for chemical resistant environment
- All coil replacement includes drain down disconnection and re-connection with insulation on piping
- Remove and replace (2) old actuated dampers with new stainless steel damper assemblies
- Remove all rusted ducting serving AHU B-3 and replace with Poly coated Ducting and insulation
- Ducting to be replaced colored green in the attachment accompanying this proposal
- Demolition of existing ducting to include electrical conduit work, moving for access to ducting
- Demo and loading new ducting may involve a crane to set materials on the roof
- Demo may also include removing the larger wall louvers for access to the mechanical room
- Removal of the louvers will allow for larger sections of ducting to be brought into the area.
- Labor and material are included for this scope of work as described above
- Clean up and replacement of all louvers removed is also included in proposal pricing
- Note: Controls portion of the proposal appears in Proposed Project #2 below

☐ ► Total for Project Proposal #1 as per scope above Ducting Work(No Tax Included).....\$145,925.00

☐ ► Total for Project Proposal #1 as per scope above Piping Work(No Tax Included)\$122,412.00



Mechanical Inc, along with other Helm Group companies, have been rebranded as a single entity. Our services and commitment to our customers remain unchanged.





► **Project Proposal #2 Control Replacement for Aquatics Center BAS**

- Per the scope of the RFP as shown in II)A)3, we propose the following:
- Remove and dispose of existing obsolete and proprietary HVAC controls.
- Provide and install new JACE-9000 Supervisory Controller
- Provide and install new BACnet Router.
- Provide and install new open protocol BACnet boiler plant controller.
- Provide and install new open protocol BACnet controllers for two large AHUs.
- Provide and install a new open protocol BACnet controller for the pool heat exchanger.
- Provide and install new sensors, devices, low voltage wiring, and communication wires where needed.
- Provide labor for custom programming for the controllers.
- Provide labor to perform a controls checkout and commissioning of the new system.
- Once Checkout is complete, provide owner training
- Once owner training is complete, provide three copies of a complete system backup, including all source code as implemented on the JACE and the equipment controllers. Implement automatic backups to City Server if possible, and configure one set of user credential at administrator level for the customer, providing access to the entire system as installed to the customer.

☐► **Total for Proposed Project #2 DEMO.....(No Tax Included).....\$ 55,549.00**

Sequence of Time line for Installation and Coil Replacement

- Timeline dependent on Coil delivery and lead time from the factory
- Reception of the Coils
- Removal of existing coils and stage old coils on roof for crane to remove and set new coils for installation
- Once coils are installed all connections will be made
- Insulation on the newly installed coils will be completed
- Insulation of coils includes repairs to the access doors of the reclaim coils and main AHU coils
- This process could take 7 to 9 days start to finish

Sequence of Timeline on Ducting Removal and Replacement

- Shut down system as needed
- Disconnect and Remove the existing 48”X48” Dampers on AHU B-3
- Remove Dampers and discard
- Furnish and install New Stainless Steel dampers as per RFQ
- Reconnect all power wiring and actuators for normal usage and return the dampers to service
- Disconnect existing ducting and remove from current location
- Methods of removal of ducting will vary(i.e cut up pieces for removal or stage on roof for crane to remove
- All discarded materials will be removed from site
- Furnish and install new PCD duct as per the RFQ
- All ducting will be reconnected to the existing ducting accessories and locations
- Fitting for new PCD duct include square to round transitions and vibration collars where required
- Once all ducting has been replaced we will insulate the outside of the ducting with a 1.5 foil back insulation
- Time line for Ducting , Coil Replacement and Controls may take place simultaneously depending on reception of materials and equipment
- Estimated time for Ducting installation start to finish approximately 16 working days

Note: These are estimated Timelines from a proposal stand point , actual delivery of equipment and materials will take precedence in the scheduling and completion of this project .



Mechanical Inc, along with other Helm Group companies, have been rebranded as a single entity. Our services and commitment to our customers remain unchanged.





Sequence Time-line for Controls Work and installation

Prior to Job Start:

Meet with City and Site staff to identify areas of concern and develop a plan that minimizes downtime and maximizes comfort for all involved. Develop programs for new controllers per sequence as shown on original documentation. Coordinate and take delivery of all new components so that all materials are in hand prior to job start. Coordinate necessary network connection with City IT staff.

Week One:

Monday:

Label all Low Voltage wiring for removal and re-termination to new controllers. Verify points compatibility in the field. Pull new BACnet communication trunk on preplanned route. Coordinate and walk through job with Helm personnel and site staff.

Tuesday:

Install and commission new JACE on City network. Begin reconrol of first controller, complete by afternoon. Restart controller and associated equipment.

Wednesday:

Verify proper operation of Controller 1, begin integration of it into JACE database. Begin construction of graphical interface.

Thursday:

Recontrol second controller, complete by afternoon. Restart controller and associated equipment. Continue graphics development and integration.

Friday:

Commission replaced controllers, verify all operations, and leave system in steady state.

Week Two:

Monday:

Recontrol third controller, complete by afternoon. Restart controller and associated equipment. Continue graphics development and integration.

Tuesday:

Recontrol fourth controller, complete by afternoon. Restart controller and associated equipment. Continue graphics development and integration.

Wednesday:

Complete graphics and integration, commission all devices.

Thursday:

Verify proper operation of system, owner training.

Friday:

Resolution of any owner requests, final checkout of system, turn over to owner

Lead Time on Equipment: 12 to 14 Weeks



Mechanical Inc. along with other Helm Group companies, have been rebranded as a single entity. Our services and commitment to our customers remain unchanged.





Helm Mechanical and Helm Service
S84 W18852 Enterprise Drive
Muskego, WI 53150
(262) 798-8003

Item 3.

Clarifications:

- Please note –We are not responsible for delays in equipment/material deliveries due to COVID-19. With current environment, pricing is subject to change pending any equipment cost increases.
- Work to be performed during normal working hours of 7:00am thru 3:30pm, Monday thru Friday.
- *This proposal, scope, and price is the proprietary property of Helm Service and is for our Client's use only, as it is to be utilized for the agreement evaluation.* This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Helm Service, which is not expressed herein. No party shall alter this agreement. This proposal will become a binding Agreement only after acceptance by Client and approval by an officer of Helm Service as evidenced by their signatures below. All rights to any designs presented are retained by Helm Service.
- Proposal valid for 30 days.

Exclusions:

- The scope of this proposal does not include the replacement of any other components of the mechanical or controls systems that are not specifically listed in this proposal.
- Temporary HVAC equipment or rental equipment.
- Permits, Inspection fees of any kind.
- Isolation valves, strainers, check valves, etc. unless specifically noted.
- Electrical work of any kind, starters, disconnects, VFD's wire, conduit, breakers, fuses, etc. Unless noted above.
- Roofing, cutting, patching, flashing, painting.
- All work associated with Fire/Life Safety, including interfaces and interlocks to the Fire Alarm System, smoke detectors, fire dampers, smoke control dampers, and smoke/fire dampers.
- Structural building/walls; cutting, patching, and coring.
- Payment and performance bonds.
- All responsibility for Lead and asbestos identification, abatement, removal, and disposal prior to start of job.

Thank you for the opportunity. We look forward to working with you.

Andrea Fasciano
Service Account Manager
Helm Service Division
Cell 414-343-9222
AFasciano@helmgroupp.com

Aaron Spray
Project Sales Engineer
Helm Service Division
Cell 815-238-1030
ASpray@helmgroupp.com

Date

Signature of Authorization to proceed with selected scope above



Mechanical Inc, along with other Helm Group companies, have been rebranded as a single entity. Our services and commitment to our customers remain unchanged.





CONTRACT AGREEMENT - TERMS AND CONDITIONS

1. TERMS: IF THIS CONTRACT INVOLVES THE PURCHASE OF MATERIALS AND EQUIPMENT ONLY, THE PURCHASE PRICE SHALL BE PAYABLE AT THE TIME OF DELIVERY OF THE MATERIALS AND/OR EQUIPMENT; IF THIS CONTRACT INVOLVES LABOR OR LABOR AND MATERIALS AND EQUIPMENT, PROGRESS BILLINGS WILL BE SUBMITTED COVERING MATERIALS AND EQUIPMENT DELIVERED TO THE JOB SITE OR STORED IN ACCEPTABLE STORAGE FOR DELIVERY TO THE JOB SITE. THIS PROGRESS BILLING WILL ALSO INCLUDE LABOR WHICH HAS BEEN EXPENDED ON THE JOB OR DIRECTLY CONCERNED WITH THE JOB. THIS PROGRESS BILLING AMOUNT WILL BE DUE TEN DAYS AFTER BILLING DATE. FOR JOBS WHICH REQUIRE RETENTION, A RETENTION AMOUNT OF FIVE PERCENT WILL BE WITHHELD. IT WILL BECOME DUE AND PAYABLE AT THE COMPLETION OF HELM SERVICE'S PORTION OF THE PROJECT.

2. Title to the materials and equipment shall remain with Helm Service. until the customer has paid the total price in full, and if the customer should fail to make any payment to Helm Service. as the same becomes due or the customer fails to perform any other obligation under this contract, Helm Service may take possession of the materials and equipment and take whatever other action it deems appropriate.

3. Helm Service warrants that its labor and installation shall be done in a good and workmanlike manner and shall be free from defects for a period of **one year** after completion of the installation. Helm Service warrants that all equipment and materials furnished will be new unless otherwise specified in this contract, and that Helm Service has good title thereto. Helm Service does not warrant the quality of the equipment and materials furnished in any respect and the customer's remedy for defects in the equipment and materials shall be against Helm Service's suppliers or the manufacturers of the materials and equipment. Helm Service will deliver all manufacturers' written warranties to the customer upon completion of installation. UNDER NO CIRCUMSTANCES WILL HELM SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFITS, INCREASED OPERATING OR MAINTENANCE EXPENSE, CLAIMS OF CUSTOMER'S, TENANTS, OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

4. Once the equipment and materials have been delivered to the job site, the Customer assumes all risk of damage to same, by any cause, except that brought about by the negligence of Helm Service and its employees. The customer shall carry all Risk, Property Insurance to the full value of the materials and equipment and name Helm Service as an Additional Insured to the extent of its interest.

The Customer shall be responsible for purchasing and maintaining such liability insurance as will protect him against claims which may arise from operations under the Contract. The Customer must provide Helm Service a Certificate of Insurance providing General Comprehensive and Independent Contractors Liability with minimum limits of 500,000.00 per occurrence for Bodily Injury and Property Damage.

5. Helm Service will obtain Liability and Workers' Compensation Insurance protecting it against claims which may arise from operations under the contract.

6. Helm Service will make delivery or installation, when provided herein, within a reasonable time after this contract is entered into, but it will not be responsible for delays caused by unavailability of machinery, equipment, materials or parts, shipper's delays, strikes, lockouts, restrictions imposed by civil or military authority, priority regulation of some governmental body, insurrection or riot, or any other cause beyond Helm Service's control. If a time for performance is stated in this agreement, it shall be deemed to be an estimate only.

If Helm Service is required to make some installation under this contract, the customer shall be responsible for putting the premises in a satisfactory condition including furnishing electric power, light, heat, and water so that installation can start promptly and be completed efficiently.

7. If Helm Service shall fail to perform any of its obligations under this contract and fails to perform after the customer gives Helm Service ten (10) days' written notice of the specific deficiencies, the customer may have someone else complete the performance, but Helm Service's liability shall be limited to what it reasonably costs



Mechanical Inc. along with other Helm Group companies, have been rebranded as a single entity. Our services and commitment to our customers remain unchanged.





Helm Mechanical and Helm Service
S84 W18852 Enterprise Drive
Muskego, WI 53150
(262) 798-8003

Item 3.

the customer to obtain completion of Helm Service's obligations under this contract. If Helm Service fails to perform any of its obligations under this contract, the customer, at customer's option, and without being required to do so, may cancel this contract by giving Helm Service ten (10) days written notice.

- 8. If the Project is stopped for a period of thirty (30) days under an order of any court or other public authority having jurisdiction, or as a result of an act of government, such as a declaration of a national emergency making materials unavailable, through no act or fault of Helm Service or if the Project should be stopped for a period of thirty (30) days by Helm Service for the customer's failure to make payment thereon as provided in Paragraph 1, then Helm Service may upon seven (7) days written notice to the customer terminate this agreement and immediately recover from the customer payment for all work to date and for any proven loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and damages.
- 9. In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting or defending the claim as the case might be.
- 10. The Customer shall not leave any of the equipment or systems furnished or installed by Helm Service. in operation until the customer has approved and accepted same and paid Helm Service the price in full.
- 11. Any written notice required under this contract may be delivered personally to the other party or mailed as certified mail, return receipt requested, to the other party's address as it appears in this agreement or as given to the other party by written notice during the terms of this contract.
- 12. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Helm Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Helm Service.

Initials _____

Date _____

*** Please Return Initialed Document with Proposal To Helm Service**



Mechanical Inc, along with other Helm Group companies, have been rebranded as a single entity. Our services and commitment to our customers remain unchanged.





September 6, 2024

City of Whitewater RFP Response

We are pleased to submit our proposal in response to the Request for Proposals issued for Whitewater Aquatic and Fitness Center- HVAC System Upgrade Project. Our team is enthusiastic about the opportunity to collaborate with the City of Whitewater to help upgrade the Whitewater Aquatic and Fitness Center's HVAC system

At the Helm Group, we have a robust track record in delivering high-quality design/build services that meet and exceed client expectations. We understand the strategic importance of this project and the role it plays in setting new benchmarks for airflow and efficiency.


We look forward to the opportunity to discuss our proposal in further detail and to explore how we can contribute to the success of this project. Please do not hesitate to contact us at (414) 343-9222 or (815)-238-1030. You can also contact us via email at afasciano@helmgroupp.com or aspray@helmgroupp.com if you require any additional information.

Thank you for considering our proposal. We are excited about the prospect of working together to create a more sustainable and energy-efficient future.

Andrea Fasciano
Service Account Manager
Helm Service
414-343-9222 cell

Aaron Spray
Project Sales Engineer
Helm Service
815-238-1030 cell

Helmgroupp.com

 Phone
414.343.9222
815-238-1030

 Email
afasciano@helmgroupp.com
aspray@helmgroupp.com

 Website
www.helmgroupp.com



September 6, 2024

Company Overview:

Based in Northern Illinois, Helm opened its doors in 1946 and provides construction services in the mechanical, plumbing, electrical, technology, structural, and civil markets in the Midwestern United States and beyond. Helm's mechanical division consistently ranks as one of the top 50 mechanical construction firms in the United States and was recently recognized by PM Magazine as 2020 Contractor of the Year and ENR Midwest Magazine's 2022 Top Specialty Contractor. Our company self-performs over 2,000,000 work hours annually with a combined workforce of over 1,400 employees, which includes over 200 technicians dedicated to Building Services & Maintenance. We provide service, construction, and engineering services for clients across Wisconsin, Northern Illinois and the United States and have office locations in Muskego, WI; Freeport, IL; Rockford, IL; Aurora, IL; Westmont, IL; Peoria, IL; Champaign, IL; Lenexa, KS; Omaha, NE. In addition, we have piping fabrication shops in Rockford, IL, and Bridgeview IL, and a sheet metal fabrication shop in Rockford IL. With over 160,000 square-feet of floor space, we fabricate for both our own fieldwork and outside customers.

Helm Service offers 24/7/365 Emergency Services and our central dispatch for Illinois is located at our Corporate Headquarters in Freeport, IL. The dispatch centers are staffed Monday – Friday from 7 am – 3:30 pm and after hours, weekends, and holidays, the calls are routed to a call center with live representatives. Helms dispatch centers allow for 2-hour emergency response within the locations and regions we support. Our GPS offers our dispatchers the ability to send the closest available tech to the emergency.

Helm's corporate office is based out of Freeport, IL which is in the North Central part of the state of Illinois. We provide Mechanical, HVAC/R/Plumbing/Electrical Services, Construction, and Engineering services for clients across Northern Illinois and the United States and have office locations in Muskego, WI; Freeport, IL; Rockford, IL; Aurora, IL; Westmont, IL; Peoria, IL; Champaign, IL; Lenexa, KS; Omaha, NE. In addition, we have piping fabrication shops in Rockford, IL, and Bridgeview IL, and a sheet metal fabrication shop in Rockford IL. USPS Service-Related work will be dispatched and managed out of our Freeport, IL location. Repair and Replacement projects would be Run out of our Freeport, Aurora, or Peoria office depending on where the project is located. Construction projects would be run from either our Freeport office or our Westmont location depending on the location of the project.

Phone
414.343.9222
815-238-1030

Email
afasciano@helmgroupp.com
aspray@helmgroupp.com

Website
www.helmgroupp.com



September 6, 2024

Continuation Company Overview:

On an HVAC project, where Helm would be the Prime contractor, you can expect that Helm will self-perform 80-100% of the project. We typically subcontract concrete, crane services, insulation, fire protection, testing and balancing, painting, and general/carpentry trades, as needed. Helm has partnerships with multiple subcontractors that in some cases have lasted for decades. With the volume of work that Helm produces across Northern Illinois, there is always a sub that wants to work on our job. Helm is also invested heavily in technology and finding the most efficient ways to build jobs better and more efficiently. We mentor our subs and encourage them to adapt technologically along with us and since complacency is a word we don't take lightly; we are always on the lookout for subcontractors that differentiate themselves by bringing value to the team or project in some means or method. Should a subcontractor not be meeting its expectations on a project, Helm has a bench of preferred vendors to select from if need be.

Our Helm Service client base is comprised of primarily commercial, industrial, healthcare, and educational-based customers.

Over the past (3) years we have experienced double-digit growth in revenue in all factors of our business. This year our service group will eclipse \$80 million in revenue with the entire Helm group portfolio surpassing \$380 million.

We work in both the bid and spec customer environment, as well as the owner-direct negotiated arenas. We provide full-scale engineering, design, installation, and service capabilities at the above-mentioned facilities. We have seen steady increases in both our full and part-time employees over the past (3) years issuing over 1200 W-2s last year.

With over 7 service locations covering 4 states, we feel not only logistically our footprint is advantageous to this type of contract, but we also pride ourselves on being a "customer relationship" service company. We understand the importance of being able to provide quality service and craftsmanship in a timely manner 24 hours a day 7 days a week. Our people are what makes the difference in our company, our standards and mindset of total customer satisfaction is a well-developed culture within our company.

Helm Service would welcome the opportunity to continue to partner with the USPS and would appreciate your consideration.

Helm maintains a line of credit of \$40 Million and our Bonding capacity well exceeds the requirements of this solicitation. This year our service group will eclipse \$80 million in revenue with the entire Helm group portfolio surpassing \$380 million.

Phone
414.343.9222
815-238-1030

Email
afasciano@helmgroupp.com
aspray@helmgroupp.com

Website
www.helmgroupp.com



A mechanical systems contractor

2238 W. Bluemound Road
Waukesha, WI 53186
(262) 798-1500
www.helmgroup.com



Jeff McCoy
President Service Division

EDUCATION

U.S. Navy (Seabees) Utilitiesman "A" School

ADDITIONAL EDUCATION

Customer Service Developmental Training, Johnson Controls Institute
Leadership Development & Selling, Johnson Controls Institute
L.I.S.T. Customer Communications, Johnson Controls Institute
IAP Facility Audits, Chelsie Organization
L.I.S.T. Customer Communications, JCI Institute
OSHA 10 Hour
EPA Safety Regulations
Leadership Training, Helm Group
CPR/First Aid Certified

WORK EXPERIENCE

President Service Division Mechanical Inc. 2000-Present
Service Manager Siebe/Invensys 1997-2000
Service Manager Johnson Controls Inc. 1991-2000
Utilities man U.S. Navy (Seabees) 1986-1991

ASSOCIATIONS

ASHRAE Chapter President 2004
Association for Facilities Engineering
Mechanical Contractors Association of America (MCAA)
Mechanical Service Contractors of America (MSCA)—Education Committee
MSCA—National Board of Managers



Mechanical Inc., along with other Helm Group companies, have been rebranded as a single entity.
Our services and commitment to our customers remain unchanged.





Helm Service

A mechanical systems contractor

2238 W. Bluemound Road
Waukesha, WI 53186
(262) 798-1500
www.helmgroupp.com

PATTIE KRIPPENDORF
Vice President Service Division
pkrippendorf@helmgroupp.com

EDUCATION

OSHA 10 Hour Certification
 CPR / 1st Aid Certified
 Helm Group Leadership Training
 Confined Space

EMPLOYMENT

2001-Present **Mechanical Inc. -Helm Group**
Service Division

- Responsible for coordination with owner, technical support, sales, customer satisfaction
- Provide assistance to accounts to provide preventative maintenance, installation, commissioning, and general communication. Knowledge of HVAC controls systems, facilities management systems, site preparation, peripheral equipment installation and servicing techniques.
- Prepare proposals for customers and complete the project within standard margins.
- Meet regularly with customers to become familiar with operating problems and offer solutions.

1987-2001 **Mechanical Inc. – Helm Group**
Construction Division

- Project Management – with a few of the diverse projects listed below.
 - Radial Light Tire Expansion – Kelly Springfield Tire Plant
 - Installation of hydraulic, steam, condensate, inert gas lines to new presses.
 - Dentyne Ice Facility – Cadbury Adams
 - Installation of site utilities (steam, condensate and compressed air)
 - Stockton WWTP
 - Installation of site utilities (effluent, influent and water)
 - Burlington School District
 - New addition at high school (hvac installation)

HONORS

Member of Association of Facilities Engineers
 Member of American Society of Heating, Refrigeration & Air Conditioning
 Member of Mechanical Service Contractors of America
 20 Years of Service with Mechanical Incorporated



Mechanical Inc., along with other Helm Group companies, have been rebranded as a single entity.
 Our services and commitment to our customers remain unchanged.





Aaron C Spray
Project Sales Engineer



Education

Jefferson High School '87
BOUC Accredited -Associates Degree 2002-2004
EPA Certification for Contaminant & Lead Abatement .
SMACNA Project Management School
SECorp Service Sales Program
Numerous Manufacture Certifications

Work Experience 34 Years Experience in HVAC Industry

Helm Group – 2015-Current: Project Sales Engineer
DeKalb Mechanical: Sale Engineer –Service Manager
Norstar Mechanical: Division Manager-Project Manager
A.Spray Company : Indoor Air Quality Services -President CEO

Continuing Education

Illinois State Business Ethics Training
CE for Illinois State Life & Health Insurance
Mitsubishi Ductless Split and VRF System Design Training
Carrier Corp RTU selection & Application
Trane & American Standard B2B Sales and application
Geothermal Application & Design

Project Experience and Notable Contributions

System Design & Installation: NIU Locust Street Building
NIU Neptune Hall Main Cooler & Freezers
Blessed Sacrament Church –Aurora IL
Project Manager – LEED Gold Choices Mental Health Center –Ottawa, IL.



Helm Service

A mechanical systems contractor

2238 W. Bluemound Road
Waukesha, WI 53186
(262) 798-1500
www.helmgroup.com

Andrea Fasciano
Account Manager
afasciano@helmgroup.com

INDUSTRY EXPERIENCE

Helm-Mechanical Inc
Account Manager

Waukesha, WI
2011-Present

Zien Mechanical
Service Manager

Milwaukee, WI
2008-2011

Furlong Industrial Systems, Inc.
Service Manager

Germantown, WI
1989-2008

EDUCATION

Waukesha County Technical College, Pewaukee, WI
Associate Degree – Real Estate, Certificate in Property Management
Graduated in May 2007, GPA 4.0 on a 4.0 scale
Member of Phi Theta Kappa – International Honor Society
National Dean's List
MRA - Leadership for Group Leaders Series
- Principles of management Series
- Effective Communication and Performance Management
SECorp - Operations and Client Care
- Service Agreements

ASSOCIATIONS

WHEA-Wisconsin Health Engineering Association
South Suburban Chamber of Commerce
MMAC Metropolitan Milwaukee Association of Commerce



Mechanical Inc., along with other Helm Group companies, have been rebranded as a single entity.
Our services and commitment to our customers remain unchanged.



PAST PERFORMANCE



We have included references from three relevant projects of comparable size, scope, and complexity. These references underscore our capability to deliver high-quality, cost-effective solutions while maintaining rigorous standards of safety and quality control.

Active relevant projects include:

- School District of Janesville- Facility Projects in total- \$7,400,000
- Sauk County Health Care-HVAC Replacements- \$1,188,340
- Jax-Facility Projects and Renovations in total- \$1,322,210
- Stoughton Trailers-Piping and Welding Projects- \$214,046
- City of Fitchburg-Public Library-Chiller Project- \$311,070
- Stoughton School District-Sand Hill Elementary-Chiller Project- \$607,960
- Stoughton School District-River Bluff Elementary-Chiller Project-\$593,423
- City of Sun Prairie- Facility Project- \$275,540
- USMS 24th Floor Renovation (GSA) - \$1,139,358 (Ken Jones)
- Argonne National Lab Building 369 Renovation - \$901,557 (Ken Jones)
- Lutheran General Hospital - Facility Projects in total - \$7,545,996
- Rosemont Ice Arena - Design Only - \$151,000 (Ron Kozanecki)
- Abbvie - Facility Projects in total - \$2,300,000
- General Mills - Facility renovations - \$22,000,000
- Waukegan School District Performance Contract - \$2,311,349
- Nestle Revitalized Phase 1 - \$5,450,557
- Proctor and Gamble Facility Projects in total - \$570,000
- Rockford Boys and Girls D/B ComEd Subsidized Project - \$1,337,712
- IDOT Pumping Station - \$2,299,105
- Northwestern University Boiler Decentralization Phase II - \$16,996,592
- Shedd Aquarium - Plumbing Renovation - \$2,897,059



SEE APPENDIX

See appendix for additional information including

- Project Profiles



Phone
414.343.9222
815-238-1030



Email
afasciano@helmgroupp.com
aspray@helmgroupp.com



Website
www.helmgroupp.com

PAST PERFORMANCE



When Helm approaches projects of similar scope, it is lead through our Engineering Department, Managed by our Project Management team, and executed by our Union field staff. Our engineering team follows the construction process from infancy to completion to provide a cohesive solution and transparent results.

ENGINEERING TEAM LEAD



Phone
414.343.9222
815-238-1030

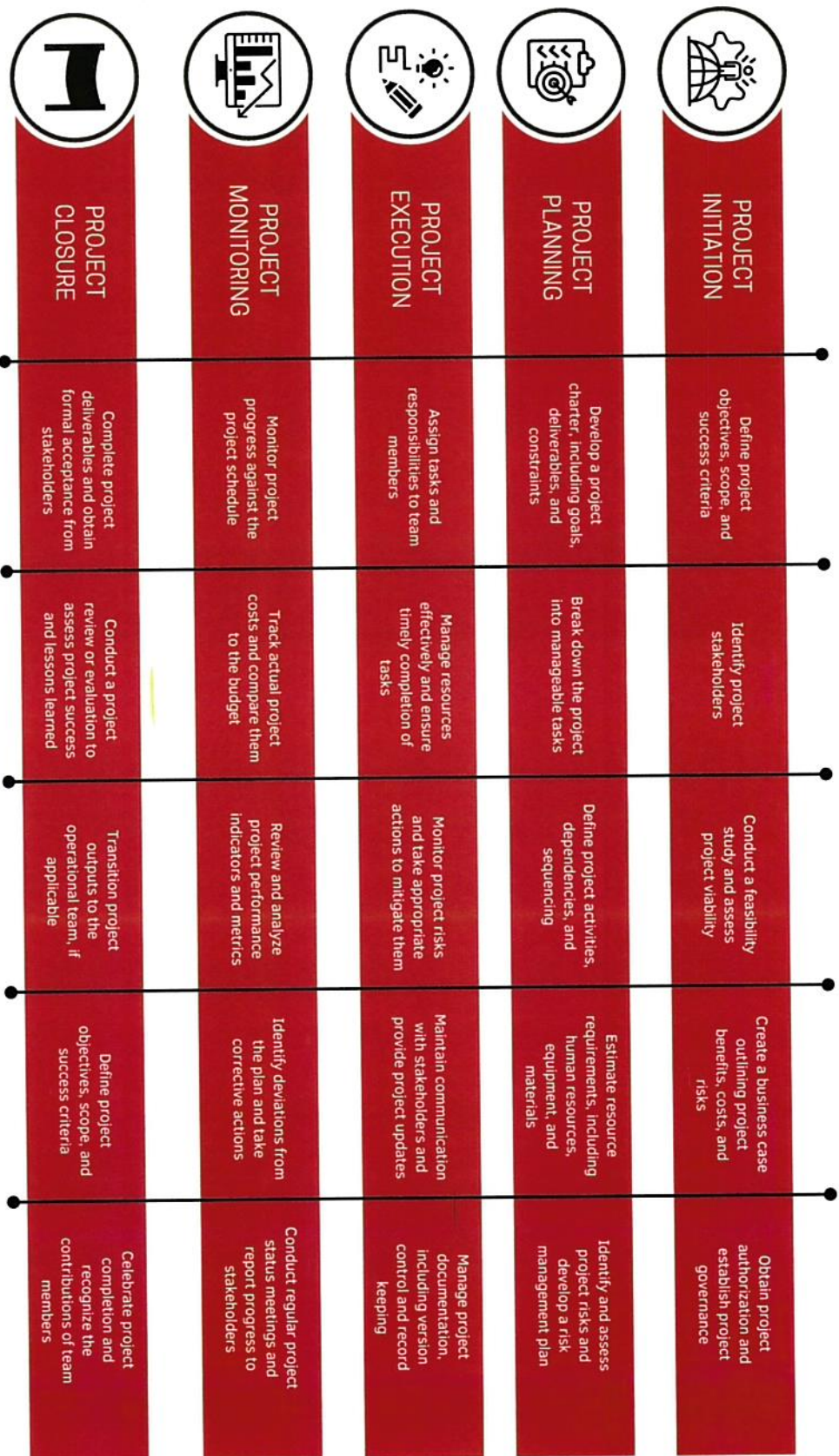
Email
afasciano@helmgroupp.com
aspray@helmgroupp.com

Website
www.helmgroupp.com



Helm

PROJECT MANAGEMENT TEAM APPROACH METHODOLOGY AND PROJECT PHASES





September 6, 2024

References

-HVAC, Plumbing, Building Automation, Electrical, Sheetmetal Fabrication-

School District of Janesville

David Leeder-Facilities Manager-608-743-5083-dleeder@janesville.k12.wi.us
 Project value \$4.6 million plus an additional \$2.8 million in boiler replacement projects.
 Boilers, Air Handling Units, Unit Vents, Chillers, Water Heaters, VAV's- Energy savings
 maintenance and upgrades on HVAC equipment at all schools.

Jax Incorporated

Scott Power-Facilities Manager-414-828-5480-spower@jax.com
 Project value \$880,210.00 plus an additional \$442,000.00 for an expansion. MUA,
 AHU's, Unit Heaters, Piping and Ductwork relocation project

City of Sun Prairie

New Lor – Facilities Supervisor- 608-825-0858
 Boiler Replacements, Heat Pumps, Liebert and BAS project in progress

United States Gypsum Company

Jason Finney-Reliability Supervisor 262-725-3651
 Maintenance contracts, HVAC Service, Plumbing, Equipment replacements, System
 analysis. Project and contract \$500,000+.

Steele Solutions

Nick Buchmann-Plant Manager-414-491-9141-nick.buchmann@steelesolutions.com
 We have built a trusted relationship over the last 10 years with Steele Solutions. We
 self- perform all their maintenance, service and projects at their (3) locations. We are
 involved in budget planning for HVAC equipment and Design Build projects that entail
 installing new equipment, replacing existing with turnkey solutions.

MilliporeSigma

Reggie McLin -Maintenance Supervisor-920-234-3062
 We perform steam boiler maintenance and service. Have the maintenance contracts for
 over 12 years. High Pressure Steam Boilers, Rebuilt cooling towers and serviced their
 chillers. Engineered systems for MilliporeSigma and in Design Build projects.

Phone
 414.343.9222
 815-238-1030

Email
 afasciano@helmgroupp.com
 aspray@helmgroupp.com

Website
 www.helmgroupp.com



September 6, 2024

Continuation References

Waukesha County Technical College

Jose Rodriguez -Facilities Services Manager-262-691-5186

Helm has a trusted partnership with WCTC and is their primary HVAC service provider for service, maintenance, and projects. RTU's Air Handler replacements, ductwork, unit heaters and piping.

Slumberland

Jay Shoppe - Property Manager- 651-787-7233-jay.schoppe@slumberland.com

Multiple locations-RTU's, Service, Maintenance

Hendricks Commercial Property

Justin Kuehne - Facilities Maintenance Manager Ph. 608-751-3178-

justin.kuehne@hendricksgroup.net

Ryan Kilingenmeyer - Facilities Manager

Ph. 608-295-3547- ryan.kilingenmeyer@hendricksgroup.net

Adam Fisher - Facilities Maintenance Manager Ph. 608-730-5033

RTU's, Service. Maintenance

Stoughton School District

Mike Thomas - Building and Grounds Maintenance Foreman Ph. 608-877-5075-

mike.thomas@stoughton.k12.wi.us

Chiller replacement and service

Hilton Madison Monona Terrace

Timothy Stolowski- Maintenance Manager-608-260-2362-

timothystolowski@hiltonmadison.com

Performance Services Inc.

Matt Gilbert-414-367-5066 Operations Supervisor

Chiller replacement-AHU, MUA's and ductwork renovation project.

KinderCare

Anthony Gabow-Regional Facilities Manager- 248-835-5494

We are the preferred service provider for KinderCare. Performing maintenance, equipment replacements and all service.

Rockford Public School

Wilson Bailey / Mike Phillips-815-489-7224

Mechanical Incorporated's energy management team has supported the District for the last 12 years, and we would like to offer the past performance as a reference to the success of how we have served the District and continue to serve the District.

Phone
414.343.9222
815-238-1030

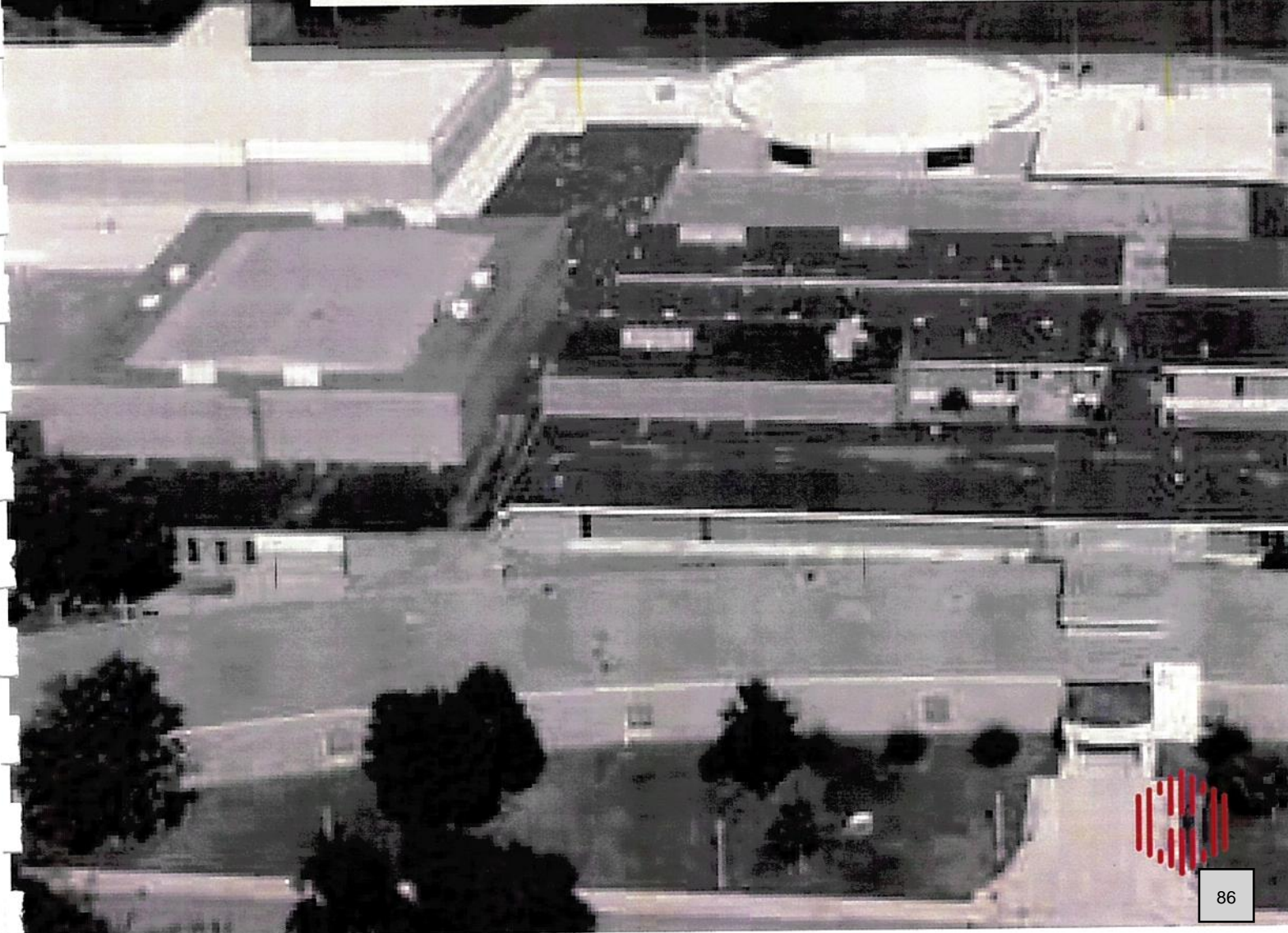
Email
afasciano@helmgroupp.com
aspray@helmgroupp.com

Website
www.helmgroupp.com

PROJECT PROFILE

School District of Janesville

Project value \$4.6 million plus an additional \$2.8 million in Boiler Replacement Projects. Boilers, Air Handling Units, Unit Vents, Chillers, Water Heaters, VAV's- Energy savings maintenance and upgrades on HVAC Equipment at all schools.



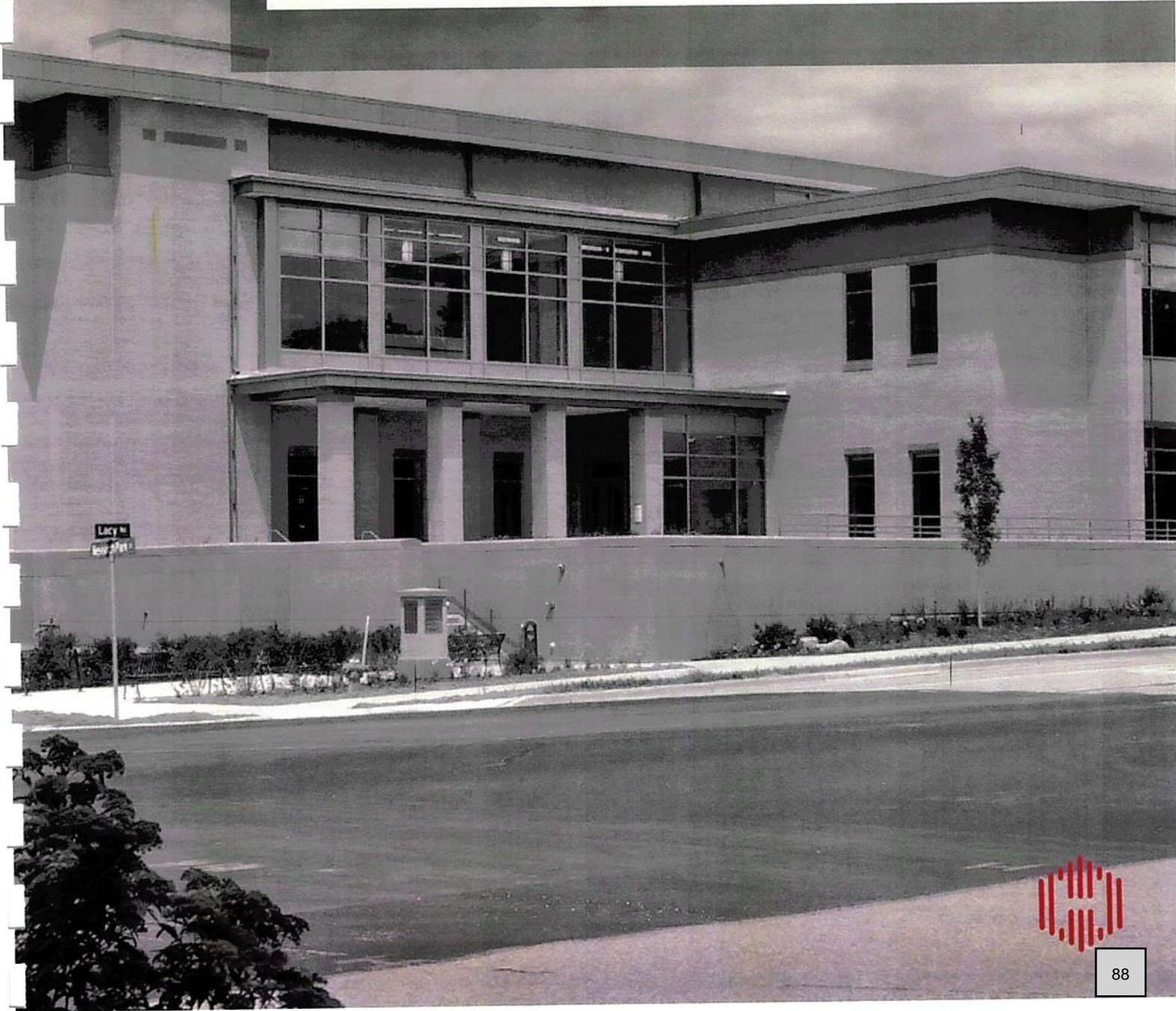
PROJECT PROFILE

Jax Incorporated

Project value \$880,210.00 plus an additional \$442,000.00 for an expansion. MUA, AHU's, Unit Heaters, Piping and Ductwork Relocation Project.

City of Fitchburg

Project value \$311,070 for the Public Library Chiller Replacement, as well as an additional \$53,398 for the Community Center Boiler Replacements.



PROJECT PROFILE

Stoughton School District

Chiller Project value \$607,670 for Sand Hill Elementary plus an additional \$593,453 for River Bluff Middle School. We also self- perform all the school's Preventative Maintenance and Service.



PROJECT PROFILE

Sauk County Health Care Center

Roof Top Ventilation Units Replacement Project totaling \$1,188,340. This project included replacing new 35, 45 and 75 ton RTU's.

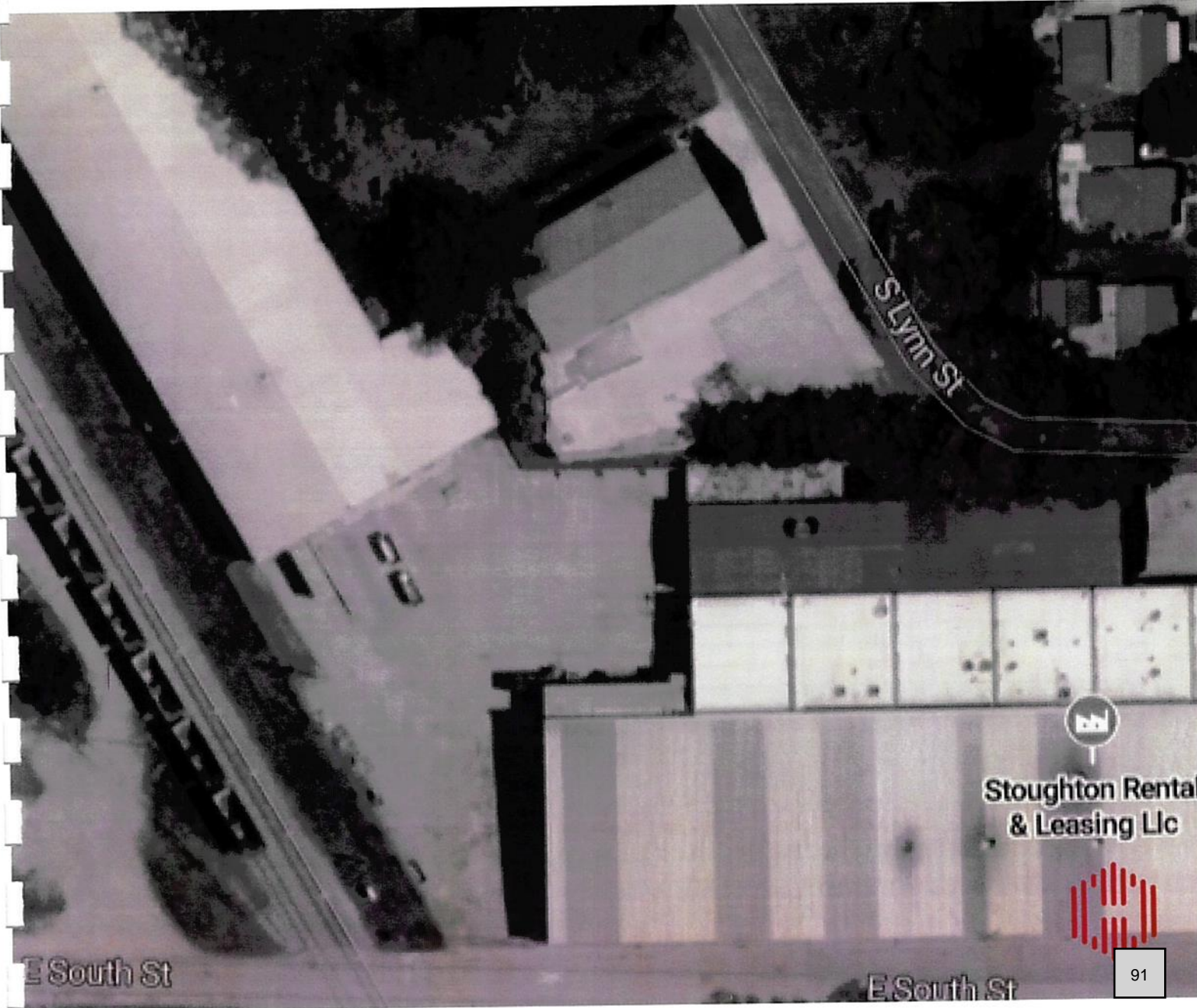
Sauk County Health Care Center

Sauk County Health Care Center

Sheelah Fitzpatrick

Stoughton Trailers

Helm is actively servicing various Stoughton Trailer Plants. Helm has also performed Preventative Maintenance at the plants. Piping, Welding, Infared Heater and AC Replacements.



~ CLIENT PROFILE

City of Sun Prairie

- Helm has a trusted partnership with the City of Sun Prairie. Helm has been their primary service provider for HVAC. Recent projects include Heat Pump, Libert Unit and Split System Replacements. We are actively working with them on upgrading HVAC Controls.



CLIENT PROFILE

Steele Solutions

We have a built a trusted relationship over the last 12 years with Steele Solutions. We self-perform all their maintenance, service and projects at their (3) locations. We are involved in budget planning for HVAC equipment and Design Build projects that entail installing new equipment, replacing existing with turnkey solutions.

MilliporeSigma

We perform Steam Boiler Maintenance and Service. Helm has Maintenance Contracts with MilliporeSigma for over 14 years. High Pressure Steam Boilers, Rebuilt Cooling Towers and Serviced their Chillers. Engineered Systems for MilliporeSigma and in Design Build Projects.



CLIENT PROFILE

Waukesha County Technical College

Helm has a trusted partnership with WCTC and is their Primary HVAC Service Provider for Service, Maintenance, and Projects. RTU's Air Handler Replacements, Ductwork, Unit Heaters and Piping.





HENDRICKS
COMMERCIAL PROPERTIES

PROJECT PROFILE

Hendricks Commercial Property

We perform Service and Maintenance for Hendricks. Properties including Ironworks Hotel, Hotel Goodwin and Merrill & Houston's Steak Joint. Some projects including Controls, RTU and Boiler Replacements



Helm

PEOPLE BUILDING VALUE

ABOUT HELM SERVICE

Our Service Division provides a full line of HVAC/R Services including comprehensive & basic coverage maintenance agreements customized to meet your facilities' needs. Servicing state-wide in Illinois as well as southern Wisconsin, our entire service team is dedicated and committed to our number one goal of *Complete Customer Satisfaction*. Everything we do, and everything we are about revolves around this goal.

OUR SERVICES

- 24-hour 7 days a week emergency response and facility monitoring
- Preventative Maintenance Agreements
- HVAC
- Chillers (Process & Environmental)
- Cooling Towers
- Boilers (Steam & Hot Water) and Combustion Efficiency Analysis
- Process Burners
- Makeup Air Equipment
- Air Handling Units
- VAVs / Unit Ventilators / Unit Heaters
- Pumps & Compressors
- Computer Room Cooling Systems (Liebert Certified)
- Ventilation & Exhaust
- Humidifiers
- DDC Systems & Temperature Controls
- Pneumatics
- Process Piping/Plumbing
- Backflow Inspection/ Certification
- Smoke / Fire Damper Inspections
- IAQ Surveys / Inspections
- New Installations and Retrofits
- Engineering
- Eddy Current Test

HELM CAPABILITIES

HVAC | Plumbing | Sheet Metal
 HVAC Piping | Industrial Process Piping
 Wastewater Treatment | Pipe Fabrication
 Commissioning | Aquatic Centers
 Renewable Fuels | CAD/BIM | Medical Gas
 Retro-Commissioning | Industrial Trades
 Data Centers Special Projects Division

YOUR DEDICATED HELM TEAM

Andrea Fasciano
 Account Manager
 414-343-9222 | cell
afasciano@helmgroupp.com

Mike Unger
 Service Manager
 414-299-9026 | cell
munger@helmgroupp.com

Jeff McCoy
 President
 815-238-3960 | cell
jmccoy@helmgroupp.com

Holly Weinzatl
 Dispatcher
 262-798-1500 Ext. 4402
hweinzatl@helmgroupp.com

24/7 Dispatch
 1-800-747-1955

Brett Mead
 Operations Manager
 815-990-1848 | cell
bmead@helmgroupp.com

Noel Weinzatl
 Sales Associate
 414-307-2511 | cell
nweinzatl@helmgroupp.com

Pattie Krippendorf
 Vice President
 815-238-3954 | cell
pkrippendorf@helmgroupp.com

SERVICE DIVISION

SERVICE DIVISION



Helm

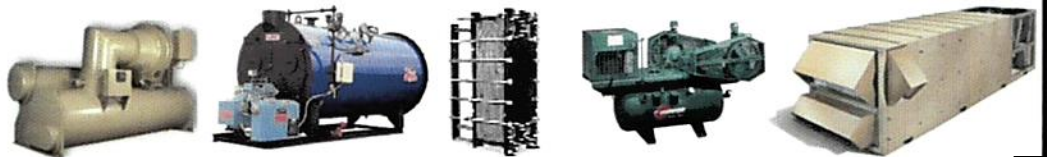
People Building Value

Our Service Division provides a full line of HVAC/R Services including comprehensive, & basic coverage maintenance agreements customized to meet your facilities needs.

Servicing Wisconsin, Illinois, Nebraska, and Kansas, our entire service team is dedicated and committed to our number one goal of "Complete Customer Satisfaction." Everything we do, and everything we are about revolves around this goal. Our Service offerings include the following:

- 24 hour 7 days a week emergency response and facility monitoring
- Preventative Maintenance Agreements
- HVAC
- Chillers (Process & Environmental)
- Cooling Towers
- Boilers (Steam & Hot Water)
- Boiler Combustion Efficiency Analysis
- Process Burners
- Makeup Air Equipment
- Pumps & Compressors
- Ventilation & Exhaust
- Computer Room Cooling Systems
- Humidifiers
- Temperature Controls
- DDC Systems
- Pneumatics
- Process Piping/Plumbing
- Backflow Inspection/ Certification
- NEW Installations/Retrofits
- Engineering
- Vibration Analysis
- Eddy Current Test
- Chemical Treatment
- Fire/Smoke Damper Inspections
- IAQ Surveys/ Inspections
- Aquatic Facility Startup/ Maintenance
- Dedicated Service Software

(262) 798-1500



SERVICE DIVISION



Helm

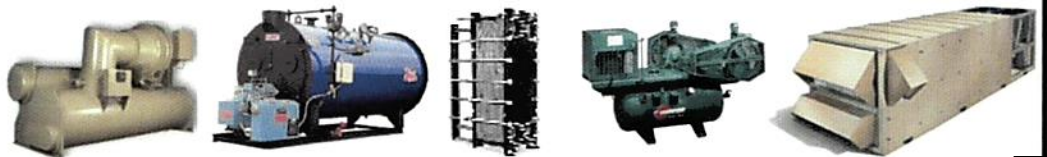
People Building Value

Our Service Division provides a full line of HVAC/R Services including comprehensive, & basic coverage maintenance agreements customized to meet your facilities needs.

Servicing Wisconsin, Illinois, Nebraska, and Kansas, our entire service team is dedicated and committed to our number one goal of "Complete Customer Satisfaction." Everything we do, and everything we are about revolves around this goal. Our Service offerings include the following:

- 24 hour 7 days a week emergency response and facility monitoring
- Preventative Maintenance Agreements
- HVAC
- Chillers (Process & Environmental)
- Cooling Towers
- Boilers (Steam & Hot Water)
- Boiler Combustion Efficiency Analysis
- Process Burners
- Makeup Air Equipment
- Pumps & Compressors
- Ventilation & Exhaust
- Computer Room Cooling Systems
- Humidifiers
- Temperature Controls
- DDC Systems
- Pneumatics
- Process Piping/Plumbing
- Backflow Inspection/ Certification
- NEW Installations/Retrofits
- Engineering
- Vibration Analysis
- Eddy Current Test
- Chemical Treatment
- Fire/Smoke Damper Inspections
- IAQ Surveys/ Inspections
- Aquatic Facility Startup/ Maintenance
- Dedicated Service Software

(262) 798-1500





Finance Committee Agenda Item

Meeting Date:	November 26, 2024
Agenda Item:	Discussion and possible action to recommend approval of WAFC HAVC bid to Southport Engineering in the amount of \$276,100 for repairs to Leisure Pool air handler, duct work and control replacement.
Staff Contact (name, email, phone):	Kevin Boehm, kboehm@whitewater-wi.gov , 262-473-0122

BACKGROUND
(Enter the who, what when, where, why)

In accordance with Article IV, Section D of the Lease and Operation Agreement between the Whitewater Unified School District and the City of Whitewater, the City is required to "engage in annual fundraising activities as a means of generating funds for the Aquatic Facility." Due to limited internal capacity to conduct effective fundraising efforts, it is my opinion that a professional consultant would greatly improve our ability to meet the fundraising goals for the Whitewater Aquatic and Fitness Center (WAFC).

In 2023, several consultants were contacted for quotes on developing a capital campaign study and implementation. Furthermore, in June 2024, a Request for Proposal (RFP) for a Capital Campaign Fundraising Study and Implementation was issued, but no responses were received. Following the RFP, I reached out to three consultants who had previously submitted quotes, and their updated proposals are as follows:

- **SPI Consulting:** Initially quoted \$20,000 for the study but has since retracted their proposal, stating that the project does not fit within the scope of services they wish to provide.
- **TWB Fundraising:** Quoted \$45,000 for the study and \$6,000 per month for 6 months, with an option to extend. Total fees range from \$45,000 to \$80,000 depending on the duration of the campaign.
- **The Sweeney Group:** Quoted \$23,000 for the study and \$5,000 per month for 14-15 months to manage the campaign, with total fees ranging from \$93,000 to \$98,000.

All consultants were asked to aim for raising between \$1,500,000 and \$3,000,000 for the WAFC.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

Will be on the November 20, 2024 Park Board Agenda for approval.

FINANCIAL IMPACT
(If none, state N/A)

\$23,000 from the WAFC operations budget in 2024.

STAFF RECOMMENDATION

Given the Sweeney Group’s knowledge of our community and their successful track record in fundraising—specifically their work on the Library Expansion Project—I recommend contracting with them. While the Sweeney Group’s price comes at a higher cost, it covers a longer term for raising the funds. For comparison, it took approximately two years to successfully raise similar funds for the library expansion project.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

- 1. WAFC RFP
- 2. Sweeny Group Proposal
- 3. SPI Consulting Proposal
- 4. TWB Fundraising Proposal



Request for Proposal (RFP)
Capital Campaign Fundraising Study and
Implementation

For the Renovation and Improvements
to the Whitewater Aquatic and Fitness
Center

Proposal Due Date: July 29, 2024
3:00 PM CT

1.0 Introduction

The City of Whitewater is seeking proposals from qualified fundraising consultants to conduct a comprehensive capital campaign fundraising study and implementation. This initiative aims to support planned renovations and improvements to the Whitewater Aquatic and Fitness Center. The study will also include the development of a maintenance endowment fund and scholarship funding to ensure the future sustainability and accessibility of the facility.

2.0 Project Overview

The Whitewater Aquatic and Fitness Center is a vital community resource that provides fitness, recreation, and wellness opportunities for residents of all ages. To continue serving the community effectively, the facility requires significant renovations and improvements. Additionally, establishing a maintenance endowment fund and scholarship program will ensure the center remains accessible and well-maintained in the long term.

3.0 Scope of Work

The selected consultant will be responsible for the following tasks:

1. Fundraising Feasibility Study:
 - a. Conduct a thorough assessment of the fundraising potential within the community and beyond.
 - b. Identify potential major donors, corporate sponsors, foundations, and grant opportunities.
 - c. Evaluate the community's willingness to support the capital campaign.
2. Capital Campaign Planning:
 - a. Develop a comprehensive capital campaign plan, including timelines, milestones, and fundraising strategies.
 - b. Create compelling campaign materials, including case statements, brochures, and digital content.
 - c. Establish a campaign committee and provide training and support to volunteers.
3. Implementation of Fundraising Strategies:
 - a. Execute the capital campaign plan, utilizing a variety of fundraising techniques such as major gifts, corporate sponsorships, grants, events, and direct mail.
 - b. Provide ongoing campaign management and support, including donor cultivation and stewardship.
 - c. Track and report progress towards fundraising goals.
4. Development of Maintenance Endowment Fund:
 - a. Assess the long-term maintenance needs of the Whitewater Aquatic and Fitness Center.

- b. Create a plan to establish and grow an endowment fund dedicated to facility maintenance.
 - c. Identify and cultivate potential donors for the endowment fund.
5. Scholarship Fund Development:
- a. Evaluate the need for a scholarship program to ensure facility access for all community members.
 - b. Develop a plan to establish and sustain a scholarship fund.
 - c. Identify and cultivate potential donors for the scholarship fund.

4.0 Proposal Requirements

Interested consultants are requested to submit a proposal that includes the following:

1. Executive Summary:
 - a. Brief overview of the consultant's qualifications and experience.
2. Approach and Methodology:
 - a. Detailed description of the proposed approach to the feasibility study, capital campaign planning, implementation, and fund development.
3. Experience and Qualifications:
 - a. Relevant experience with similar projects, including case studies and references.
 - b. Qualifications of key personnel who will be involved in the project.
4. Timeline:
 - a. Proposed timeline for the completion of each phase of the project.
5. Cost Proposal:
 - a. Detailed cost estimate, including a breakdown of fees for each phase of the project.
 - b. Any additional costs that may be incurred.
6. References:
 - a. Contact information for at least three references from similar projects.

5.0 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications:
 - a. Demonstrated experience in successful capital campaign fundraising for similar projects.
 - b. Qualifications and expertise of the project team.
2. Approach and Methodology:
 - a. Understanding of the project requirements and a clear, comprehensive approach to achieving project goals.
3. Cost:
 - a. Reasonableness and transparency of the cost proposal.
4. References:
 - a. Positive feedback from references.
5. Timeline:
 - a. Feasibility and appropriateness of the proposed timeline.

6.0 Submission Instructions

Proposals must be submitted no later than July 29, 2024, at 3:00 PM. Late submissions will not be considered. Proposals should be sent to:

Kevin Boehm
City of Whitewater, Parks and Recreation Department
312 W. Whitewater St.
Whitewater, WI 53190
kboehm@whitewater-wi.gov

Mark on the outside of the proposal package “Capital Campaign Proposal”. Include all copies and information as requested in the Proposal Requirements section; failure to do so may result in the rejection of your proposal. Neither fax nor email proposals will be accepted.

7.0 Questions and Clarifications

For any questions or clarifications regarding this RFP, please contact Kevin Boehm at (262) 473-0122 or kboehm@whitewater-wi.gov.

8.0 Conclusion

The City of Whitewater looks forward to receiving proposals from qualified consultants to help us achieve our fundraising goals for the Whitewater Aquatic and Fitness Center. Your expertise and support will be instrumental in ensuring the success and sustainability of this vital community resource.

9.0 Taxes

The City of Whitewater is exempt from Federal Excise Tax (39-6005658) and Wisconsin Sales Tax (ES 051195).

10.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to the City of Whitewater Procurement Policy, a copy of which is available upon request.

11.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from City of Whitewater’s web site.

Note: This RFP is intended to provide a framework for proposals and may be adjusted as needed. The City of Whitewater reserves the right to amend, modify, or cancel this RFP at any time.



Resource Development Consulting Proposal

Presented to

**City of Whitewater
Aquatic and Fitness Center**

**Nancy Seidl Nelson, CFRE
SPI Consulting, LLC**

June 21, 2024

Introduction

SPI Consulting, LLC resubmits this proposal after outreach from Kevin Boehm of the City of Whitewater. This proposal is based on a request in 2023 for a Campaign Planning Study to test the strategies, elements and goals for a fundraising campaign for the Whitewater Aquatic and Fitness Center (WAFC).

A feasibility study is a dress rehearsal of sorts for a fundraising campaign. While campaign goals are often built on needs, the data collected through a study provides guidance and feedback as to whether the initial plans are on track and what methods, messaging and volunteers will best lead you to success.

By utilizing professional counsel, WAFC will have a neutral party interviewing the constituents identified, often those closest to your service and mission. This is a key element of success in a feasibility study because those interviewed are more likely to be forthright and honest to an individual who is not directly affiliated with your organization.

Services Provided

The study will consist of gathering planning data already in place from WAFC and developing a concise case statement about the project. A questionnaire will then be developed that will address the following areas:

- Awareness and involvement with WAFC
- Familiarity of current programs
- Reputation
- Campaign Case, Timing and Gift Levels
- Estimation of goal
- Identification of potential volunteer leadership
- Potential major donors
- Possible challenges to success/external factors
- Public/Private partnerships

A Feasibility Study Task Force will be engaged to lead this effort. The study task force should consist of three-five individuals and include representation from both the City and the WAFC Friends. This group will be essential in identifying key elements for the study and support the development of the interview list.

Deliverables

Upon completion of the study, results will be analyzed and a summary of finding will be presented to leadership and the Feasibility Study Task Force. In addition to the data summary from the interviews, this report will also address any issues identified that may need to be addressed before moving toward a campaign. From this summary, recommendations and conclusions will be shared to inform and guide the next steps of the process.

It is important to note that all of the study participants will be ensured that their individual responses are confidential and all questionnaires remain the property of SPI Consulting upon conclusion of the study.

Project Timeline

The entire Campaign Plan Study process would take approximately 90 days to complete. Timelines are always dependent on each side meeting its obligations in providing data, arranging meetings and execution. The project could begin in September 2023.

A general guideline for this project of this type would be:

September 2024

- Discovery Meetings with City Officials, Aquatic Center Staff and Friends of WAFC representatives. Tour of facility and detailed understanding of project elements, external concerns or challenges and approximate costs.
- Identify and recruit Task Force members
- Review of data and materials to begin development of case statement elements and questionnaire(s)
- Task Force meeting to review process, discuss case and begin identification of interview subjects. Goal would be to complete a minimum of 40 interviews; need minimum of 60 potential participants identified.
- Determination of secondary group for surveys
- Questionnaire Development and Review

October 2024

- Scheduling and execution of interviews – target to complete 40 interviews
- Updates on progress to Feasibility Study Task Force – potential enlistment if scheduling of interviews proves difficult

November 2024

- Analysis of data gathered to date; continued interviews to reach our target
- Development and execution of online survey to secondary audience with limited window to respond

December 2024

- Development of report with findings and recommendations
- Summary presentation to City and WAFC leadership and Task Force

Assessment Responsibilities

City of Whitewater:

- Availability for Discovery meeting and supporting project by providing access to and including the right stakeholders
- Provide data, reports and other materials to support the proposed needs and desired elements for capital campaign
- Be responsive to requests for additional data or success stories to support case statement development
- Assist with the selection of individuals to serve on Task Force
- Coordinate Task Force meetings
- Assist with the selection of individuals to be interviewed as part of the study
- Assist with scheduling of individuals for interviews
- Provide space for in-person interviews
- Maximize time consultant is on-site
- Support project timeline with timely responses

SPI Consulting, LLC:

- Conduct discovery meeting to outline steps, define clear objectives and determine stakeholders
- Thorough review of requested data, reports and documents
- Professional representation on behalf of WAFC with task force members and identified interview subjects
- Creation of case document
- Creation of study questionnaire for both personal interviews and online survey tool
- Maintain master schedule of interviews
- Regular updates to task force
- Analyze interview responses and develop recommendations
- Present report on study findings and recommendations for future steps

Project Budget

SPI Consulting’s professional service fee for this process would be \$20,000. The fee will be paid over the service timeframe at billed at the end of each month of service.

Payment Schedule	Amount
Upon Executed Contract	\$2,500
October 15, 2023	\$7,500
November 15, 2023	\$5,000
December 15, 2023	\$5,000

SPI Consulting is pleased to have the opportunity to present this proposal and advance the planning process for the Whitewater Aquatic and Fitness Center. This proposal is valid for 30 days.

Attachment:
Bio and References

NANCY SEIDL NELSON, MBA, CFRE

**Nonprofit Leader and Development Professional
Principal Consultant and Owner, SPI Consulting, LLC**



Nancy Seidl Nelson, CFRE is an accomplished, local development professional with expertise in fund development, nonprofit leadership and communications. A strategic and mission-driven professional, Nancy has the innate ability to unite people around a vision and transform it into reality.

Nancy is a Certified Fund Raising Executive who has raised millions of dollars throughout her career. Nancy's experience encompasses all elements of development, including capital campaign efforts ranging from \$2 million - \$250 million dollars, major and planned giving, annual giving, operations and administration. Her experience as a nonprofit leader also includes working with Boards of Directors and volunteer fundraising committees. Nancy's breadth of experience as a team member and consultant includes nonprofits representing health care, human services (both faith-based and secular), membership associations, higher education and arts and culture throughout southeastern Wisconsin, including:

- Children's Hospital Foundation
- Marquette University
- The Abbey Group (Consulting Firm)
- Catholic Charities of the Archdiocese of Milwaukee
- ProHealth Care Foundation

Drawing on this myriad experience, Nancy started SPI Consulting in 2017 with a clear focus on what matters: Strategy, Purpose and Impact. SPI Clients include:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Montessori School of Waukesha • Food Pantry of Waukesha County • Humane Animal Welfare Society • Forward Community Investments • College Possible • Thriving Waukesha County Alliance • Variety- the Children's Charity of Wisconsin | <ul style="list-style-type: none"> • Falls Area Food Pantry • Citizens Utility Board • Hope Network for Women • Variety – the Children's Charity of Wisconsin • Bel Canto Chorus • NAMI – Wisconsin Southeast |
|--|---|

A graduate of the University of Wisconsin, Madison, Nancy is a member and former board member of the Association of Fundraising Professionals Southeastern Wisconsin chapter. She is also President of the Board of Directors of TEMPO-Waukesha and adjunct professor at the Lubar School of Business at UW – Milwaukee.

Nancy@SPIConsult.org

(262) 501-4282

Professional References

Lynn Olenik, Retired Executive Director
Humane Animal Welfare Society
lynnote12@gmail.com
(262) 352-8122

Kathryn Leverenz
President, Mathematics Institute of
Wisconsin
kathryn.leverenz@mathinstitutewi.org
(262) 953-9564



PROPOSAL AND AGREEMENT FOR CONSULTING SERVICES

Prepared for

Whitewater Aquatic and Fitness Center

- Phase I** - Campaign Planning Study
- Phase II**
- Capital Campaign Planning
 - Capital Campaign Implementation
 - *100 Extraordinary Women*

Revised June 25, 2024

46 Oak Creek Trail, Madison, WI
53717
office: 608 203-8484 | cell: 608 239-0862 |
jodibsweeney@gmail.com | www.sweeney-group.com

PROPOSAL AND AGREEMENT FOR SERVICES RE: City of Whitewater Aquatic and Fitness Center

It is a pleasure to present the following Proposal and Agreement for Services to the City of Whitewater City Manager, the Chief of Staff and the Director of Parks, Recreation and Facilities re: the planned renovations and improvements to the municipal pool and fitness center, and to build a maintenance endowment fund and a scholarship fund.

It includes all segments needed for a successful capital campaign to raise the funds needed; a goal range of \$1,500,000 - \$3,000,000 will be tested including repairs and improvements, specific items for naming such as the water slide, spin bikes, etc., a maintenance and program endowment, and a scholarship fund to allow all families in Whitewater to use the facilities.

Phase I

- The **Campaign Planning Study** will confirm the amount of funds that can be raised privately, the campaign timeline, specifics of a public/private partnership with the City, potential donors and volunteers, and to develop campaign strategies including an action plan. As detailed below this will include private interviews and surveys of people throughout Whitewater. The study typically takes 3 – 4 months.

Phase II

- **Campaign Planning** takes what is learned in the study to develop a full campaign. It is easier to recruit community leaders to this short-term planning segment than a full campaign; they usually stay involved in some way. Campaign planning typically takes 2-3 months.

- **Campaign Implementation** – as detailed below, this implements all aspects of the campaign beginning with cornerstone then major gifts, followed by a public phase so that people throughout Whitewater can be involved. This typically takes 12 months; the study report will detail strategies and timeline.

- **100 Extraordinary Women** – this is a trademarked program offered only through the Sweeney Group where a minimum of 100 women are asked to each donate or pledge \$1,000 to name an area in the aquatic and fitness center. This was very successful for the library, raising approximately \$150,000. The concept will be tested during the study. It is anticipated that this could be conducted simultaneously with the campaign planning phase.

I. SPECIFIC AREAS OF CONSULTATION RE: THE CAMPAIGN PLANNING STUDY – PHASE I

NOTE: This is the same process as a feasibility study, but The Sweeney Group uses the term Campaign Planning Study. This asks the community *how* to best position the campaign rather than *if* the City should do a campaign.

A. *Prior* to the interview portion of the study, the Sweeney Group will:

- 1.) draft the information to be used in the study, including working with the City Manager, Chief of Staff, the Director of Parks, Recreation and Facilities, and others to define the case for support and the specifics of funding needed;
- 2.) work with City staff to confirm all policies, e.g. length of pledges and how they will be covered, including if the Whitewater Community Foundation will serve as fiscal agent;

- 3.) determine community volunteers to attend a brainstorming session to finalize the study materials and determine who should be interviewed and to whom a survey should be sent;
- 4.) facilitate a brainstorming session among the City staff and volunteers to:
 - finalize the initial case statement to be used in the study including compelling reasons why this project is important to Whitewater area residents and the future of the community;
 - finalize the questions to be used in all aspects of the study - personal interviews and surveys to be sent to community members;
 - finalize the letter asking representatives of various segments (community leaders, prospective donors and volunteers, prospective members of an Honorary Committee to endorse the campaign, donors known to support Whitewater community projects, etc.) to participate in the study;
 - develop a list of interviewees and survey participants for the study.

B. *During* the interview period, the Sweeney Group will:

- 1.) mail all letters requesting participation to all potential participants;
- 2.) schedule the interviews;
- 3.) conduct a minimum of 15-20 personal interviews of individuals who represent various targeted constituencies, potential donors, and volunteers. NOTE: we ask each interviewee to identify others who should be interviewed; these interviews are done at no additional charge.
- 4.) prepare and mail or email survey questionnaires to all selected individuals, including all members of the City Council and selected City staff so that they can express their opinions confidentially. (It is typical to send surveys to 100 or more individuals);
- 5.) with the City, conduct research on any federal or state public funding available;
- 6.) research any private foundation funding available – local, regional or national.

C. *After* the interview period, the Sweeney Group will present a full written report of the study findings to the City of Whitewater staff, including:

- 1.) summary and analysis of the interviews and surveys;
- 2.) evaluations and recommendations of the potential for a successful campaign and the:
 - image and appeal of the plans to renovate the aquatic and fitness center, how it will impact community services, and the benefits to the Whitewater area, including the economic impact;
 - language for the case statement and campaign materials, based on study participants' responses;
 - the best way to position the public/private partnership between city and private funding;
 - standards of giving chart which details the types of gifts needed to reach the goal at various amounts;

- potential donors, including lead, major gift and possibly challenge grant donors; (This list is included as a separate confidential document.)
- potential volunteers, including campaign leadership to augment the City staff, and those who wish to be involved in the campaign in a variety of roles such as campaign co-chairs, Honorary Committee members, etc. (This list is included as a separate confidential document.)
- whether the *100 Extraordinary Women*™ campaign segment will work again in Whitewater and, if so, potential volunteers;
- whether additional public campaign segments, such as 100 Families, can be used;
- campaign strategy and timeline;
- recommended campaign organization chart;
- public relations and social media activities with timeline.

The report is designed as a complete plan to allow campaign planning and implementation to begin immediately after the study. The report is the property of the City of Whitewater and is typically 25-30 pages in length; it will not be shared without permission.

All activities detailed above will be performed by members of the Sweeney Group, under the direct supervision of Jodi Sweeney. She will conduct all the interviews.

II. SPECIFIC AREA OF CONSULTATION RE: CAMPAIGN PLANNING AND IMPLEMENTATION; *100 Extraordinary Women* – PHASE II

(Note: these deliverables can be funded from campaign proceeds)

The following is a list of services needed for a successful campaign to meet or exceed the private goal determined by the study. The Sweeney Group will provide the following services under this contract:

- Preparation of all strategies identified in the study to be presented as drafts to the City and the volunteers identified in the study for the Campaign Planning Committee for discussion and decision;
- Recommendations regarding campaign policies, such as pledge terms and how the pledges will be covered, escrow fund, recognition opportunities, etc. These will be prepared by the Sweeney Group for review and approval by the City; the policies of the fiscal agent will need to be included;
- Development of a Campaign Planning Committee to strategize the specifics of campaign;
- Conduct approximately 2-3 months of campaign planning to finalize all campaign strategies, recruit additional volunteers and finalize materials; specific roles and responsibilities will be developed;
- Determination of the appropriateness of forming an Honorary Committee for the campaign of influential people from throughout the area. A job description and recruitment strategies will be developed by The Sweeney Group for review and approval by The Campaign Planning Committee and the City;

- Implementation of **100 Extraordinary Women™** if recommended by the study. This is often done at the beginning of the campaign to create excitement and raise funding to be used to implement the campaign.
 - The **100 Extraordinary Women™** component will be launched if it is well received in the study. This is a campaign segment that was developed by The Sweeney Group, which owns the trademark. It has been successful in many communities including Belleville, Watertown, Milton, Evansville, Monroe, and Sparta, and for the Irvin L. Young Memorial Library in Whitewater. It is typically used to launch the campaign. Volunteers ask 100 (or more) women to each pledge \$1,000 (\$200 per year or \$18 per month) and have their names listed in a prominent area of the new pool building. It raises a minimum of \$100,000 and develops a group of committed ambassadors for the project and the campaign. The use of the **100EW** platform is provided without fee, if the City chooses to use it.
www.100extraordinarywomen.com
 - NOTE: **100 Extraordinary Families** uses the same format and is typically used to complete the campaign. This will also be tested during the study.
- Confirmation of the campaign goal, possibly positioned as a challenge from the City to the Whitewater community, and components based on the study findings;
- Determination of cultivation event(s) to inform prospective donors about the design and plans for the renovations and the new building, and the campaign;
- Development of campaign materials based on the issues identified in the study; these materials will include the plan for the recognition of all gifts and naming opportunities for major gifts. The Campaign Planning Committee will have input and the City will approve;
- Development and management of a Campaign Action Plan and Timeline, with responsibilities and a month to month work plan;
- Finalization of the Campaign Organization Chart presented in the study to determine committees needed, timeline for their work and determining segment goals for each;
- Identification of 3-5 visionary/cornerstone donors with strategies to approach them;
- Solicitation of these donors, including development of the talking points, team for the call and strategies. Jodi Sweeney can accompany volunteers on calls, as appropriate;
- Training of volunteers on solicitation of major donors and assistance in solicitation calls as needed. This will be prepared and presented by The Sweeney Group; all volunteers will be asked to participate;
- Strategizing the timing and amount of the major gift requests, including challenge grant(s) for various segments of the campaign. This will be led by The Sweeney Group with the involvement of all parties involved in the campaign;
- Research on additional local, regional and national foundations and public funding; assistance with preparation of proposals;

- Development and implementation of specific elements of the public phase at the appropriate points in the campaign, including planning for collective giving, a paver or tile program, direct mail/social media campaign and special events specifically designed to raise smaller gifts. This will be led by The Sweeney Group with the involvement of all parties involved in the campaign. The timing for this segment will be dependent on the success of the segments above;
- Facilitation of meetings;
- Advice to City staff and volunteers, as requested.

All work detailed above will be performed by Jodi Bender Sweeney, other than administrative and scheduling which is performed by Sweeney Group staff member. All work will be managed and supervised by Jodi Bender Sweeney.

III. REPORTING AND CONFIDENTIALITY

The Sweeney Group will report to the City of Whitewater, with direct reporting to Kevin A. Boehm, Director of Parks, Recreation and Facilities.

The Sweeney Group shall be held harmless against any financial or legal liability arising out of this agreement and related activities provided that the Sweeney Group acts lawfully and in compliance with this proposal.

IV. PERIOD OF CONSULTATION

It is anticipated that the study will begin in September 2024; it should be completed within 90 days of initiation. The study should be completed in 90 days from the date that the contract is signed.

Campaign planning should take approximately 2-3 months and campaign implementation should take 12 months. This timeline will be confirmed by the study. Timing for the *100 Extraordinary Women* component will be determined during the study and approved by the Campaign Planning Committee and the City; it typically launches the campaign. All parties will use due diligence and best efforts to complete the contract within the stated time period.

This Agreement may be canceled by either party upon 14 days written notice and may be modified by written agreement signed by both parties. In the event of cancellation by either party, The Sweeney Group will be promptly paid for time and expenses incurred.

This contract is to be interpreted according to Wisconsin law and all actions related to this contract are to be brought in Dane County Circuit Court.

V. COMPENSATION

Compensation fee shall be:

- \$23,000 for the study;
- \$ 5,000 per month for 14-15 months to conduct all aspects of campaign planning and implementation - \$70,000 - \$75,000.

This timeline will be confirmed by the study; it includes the 100 Extraordinary Women component.

Total fee - \$93,000 - \$98,000 to raise \$1,500,000 – \$3,000,000.

Payment of fees shall be:

50% of the study costs upon signing this contract (\$11,500)

50% of the study fees (\$11.500 plus expenses) upon presentation of the final report.

For campaign planning and implementation, fees and expenses will be invoiced on the 5th of each month, with an invoice sent to Kevin Boehm. Payment is due by the 15th of that month.

Expenses include mileage, at \$.50 per mile. Expenses for hotel and meals will be incurred only if needed. All expenses are billed at direct cost; there is no up-charge on expenses.

Thank you. It is an honor to present this proposal to the City of Whitewater.

If you agree with the terms of this Proposal and Agreement for Services, please sign and return one copy to the Sweeney Group and retain one copy for your files. Please include the requested retainer of 50% of the study portion of the proposal. (\$11,500.00).

I look forward to working with you to assess the potential of raising private funds for a renovated and improved aquatic and fitness center to better serve the entire Whitewater community. It is anticipated that internal planning will begin in August but that any public activities, such as interviews, will be held until the Library campaign is completed in September.

For the City of Whitewater:

 John Weidl
 City Manager
 City of Whitewater

 Kevin A. Boehm
 Director of Parks, Recreation and Facilities
 City of Whitewater

For The Sweeney Group:

 Jodi B. Sweeney
 President

Dated this _____ day of _____, 2024.



REFERENCES

Diane Jaroch
Library Director
Irvin L. Young Memorial Library
431 W Center
Whitewater, WI 53190
262 473-0530
djaroch@whitewater-wi.gov

Jim Winship
Chair, Young Library Capital Campaign
Jim.winship@gmail.com
262 215-1492

Terri Vosters
Community Enrichment and Recreation Director
City of Kaukauna Recreation Department
207 Reaume Ave
Kaukauna WI 54130
920 766-6335
tvosters@kaukauna.gov

Aural Umhoefer
Former Board Member, Campaign Committee Al. Ringling Theatre
Retired Dean, University of Wisconsin Baraboo/Sauk County
Secretary, University of Wisconsin Baraboo/Sauk County Foundation
700 Effinger Road
Baraboo, WI 53913
608 356-2318
pauralum@centurytel.net

Additional reference available on request.

Jodi Bender Sweeney
 46 Oak Creek Trail
 Madison, WI 53717
 608 203-8484
 608 239-0862 cell
 jodibsweeney@gmail.com

Management Experience

President

The Sweeney Group

Madison, WI

1991 - present

Independent consultant serving not-for-profit organizations throughout the country, with emphasis on libraries, historic preservation, health care and public school foundations. Areas of expertise include all aspects of resource development: capital campaign planning and implementation, feasibility and campaign planning studies, retreats for Boards of Directors and staff, and development of annual campaign plans. The Sweeney Group most often works with not-for-profit organizations that are conducting their first capital campaign.

President and Founder

100 Extraordinary Women

www.100extraordinarywomen.com

Madison, WI

2010 - present

On-line and in-person fund raising tool that teaches women how to raise \$100,000 within 6 months for a specific project or non-profit organization. This is a unique program that has specific tasks to bring a minimum of women together with gifts and 5 year pledges of \$1,000 each. Details are on the website.

President

Foundation for Madison's Public Schools

Madison, WI

2000 - 2006

Researched and developed this non-profit organization that raises funds for creative and innovative projects in the Madison Metropolitan School District; became the first President at the request of the founding committee; within first year raised approximately \$900,000 which was 3-5 years ahead of projections. The total raised to date is \$6 million and innovative, award-winning programs have been developed. Reported to the Board of Directors - responsible for all aspects of the organization.

Executive Director

The Capital Fund Raising Committee

Madison, WI

1987-1998

Under the auspices of the Chamber of Commerce, the committee is comprised of corporate Chief Executive Officers. Reviewed capital campaign plans for not-for-profit organizations throughout the community, provided technical assistance, and scheduled campaigns to avoid competition; prepared quarterly newsletter.

Program Officer

Madison Community Foundation

Madison, WI

1981 - 1991

First person in this position; worked under Ford Foundation grant to develop "Project Opportunity" and develop partnerships; developed initial grant-making program plan and guidelines.

Senior Consultant

Alford, Vershave, and Associates

Chicago, IL and Madison, WI

1978 - 1981

Full Service Resource Development Consulting Firm
Developed and managed Wisconsin office

Manager, Community Relations

GATX Corporation

Chicago, IL

1976-1978

At the request of the Chief Executive Officer, chaired Contributions Committee
Developed Matching Gifts and Employee Volunteerism programs
Provided volunteer technical assistance to numerous not-for-profit organizations in the Chicago area

Assistant Corporate Secretary

GATX Corporation

Chicago, IL

1975-1976

Prepared information for shareholders; managed the annual meeting

Paralegal

Kirkland and Ellis

Chicago, IL

1974-1975

Performed a variety of paralegal duties on anti-trust litigation

Education

Marquette University

B.A. Degree 1974

Major in Political Science; minor in Economics

Lake Forest College
 Post-graduate coursework in business and non-profit management
 1974-1976

Affiliations

National Trust for Historic Preservation
 Member, National Advisory Board
 Elected 2010

National School Foundation Association
 Founding Member, Steering Committee
 Member, National Conference Planning Committee

National Society of Fund-Raising Executives (currently Association of Fundraising Professionals)
 Founding member and Past Vice President
 Madison, WI chapter

Society of Non-Profit Organizations
 Assisted in the development of *TeamTrack*, national non-profit management series presented via distance education format

Wisconsin State Association of Non-Profits
 Founding Steering Committee member

Junior League of Madison, WI
 Founding Member

United Way of Dane County
 Past member, Allocations Committee

Blackhawk Council of Girl Scouts
 Past member, Board of Directors

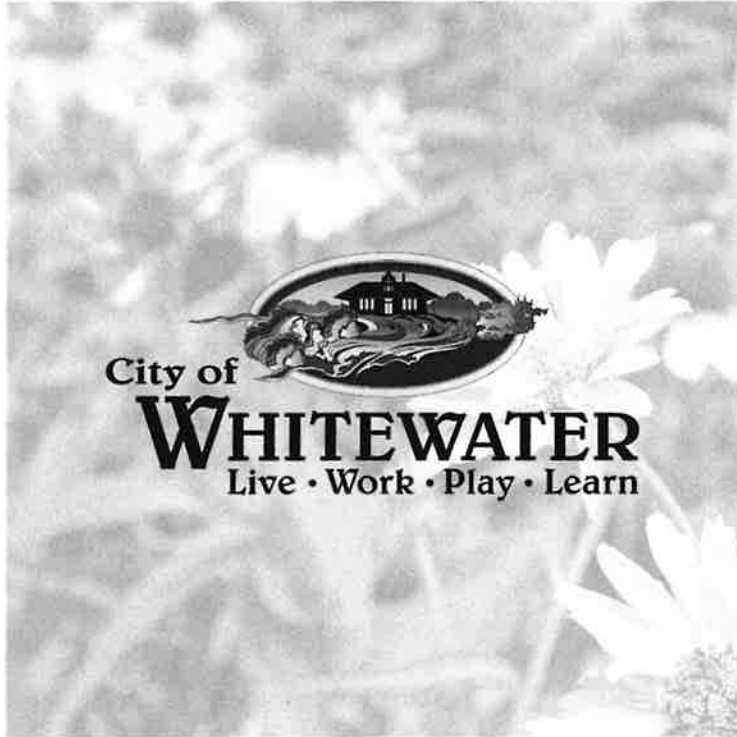
Susan G. Komen Breast Cancer Research Foundation
 Member, Board of Directors of Madison affiliate

Articles

"Are you Ready for a Capital Campaign?"
 Fundraising Forum
 Nonprofit World Magazine

"Venture Capital for Kids"
 Prospectus – Support for National Movement of Local Education Foundations
 Presented at meeting of education foundation executives and volunteers

TWB
FUNDRAISING



Proposal for Campaign Study

June 21, 2024

Proposal: City of Whitewater

Table of Contents

I. Introduction 2

II. Engagement Description 3

III. Project Timeline 9

IV. Fee Structure 100

V. History, Experience, and Track Record **Error! Bookmark not defined.**

VI. Staffing for the Whitewater Aquatic and Fitness Center 102

VII. References 144

Grace Cichomska

Senior Counsel

Phone: 708.209.6357

gcichomska@twbfundraising.com

Amy Funk

Senior Vice President

Phone: 847.644.0983

afunk@twbfundraising.com

Ter Molen Watkins & Brandt

Two North Riverside Plaza, Suite 1875

Chicago, IL 60606

Phone: 312-222-0560

www.twbfundraising.com



TWB is a member of the Giving Institute, a select group of consulting firms that share a commitment to excellence and embrace the highest ethical standards.

I. Introduction

On behalf of TWB Fundraising (TWB), we are delighted to submit this proposal to the City of Whitewater to provide fundraising counsel on a Campaign Planning Study focused on best-practice internal readiness assessment and pre-campaign preparation as well as guidance on implementing and managing a successful campaign for the Whitewater Aquatic and Fitness Center (WAFC).

TWB has extensive experience and a proven record of success in assessing an organization's readiness to undertake a fundraising campaign, testing proposed campaign goals, and designing strategies and tactics to help reach those goals. Our proposed consulting team for this initiative, Grace Cichomska, Senior Counsel and Amy Funk, Senior Vice President, are particularly well suited for this engagement. Both have notable years of experience in the planning and execution of successful campaigns, senior development leadership, major gift fundraising, strategic and operational planning, as well as working with and staffing volunteers. Both possess a keen understanding of donors -- their needs and expectations.

The City of Whitewater is eager to move forward with a capital campaign to support three funding priorities: 1) upgrades and repairs to the WAFC, 2) a maintenance and program endowment, and 3) a scholarship fund to allow all families in Whitewater to benefit from the facilities for both health and recreation. We understand that the Whitewater community is passionate about the WAFC, which was built in 2001, and that the WAFC has active partnerships with both the area schools and the city of Whitewater. In addition to memberships, the WAFC receives some financial support from the "Friends of the WAFC". The city is looking to raise an estimated \$2M in private support through this campaign.

To support the capital campaign for the WAFC, we propose that our engagement be comprised of the following major activities:

- A. **Conduct an internal readiness assessment.** The assessment will investigate all aspects of organizational readiness to launch a successful campaign, including staffing, infrastructure, leadership, and the overall climate for success.
- B. **Evaluate your potential prospect pool through a philanthropic screening.** Reviewing your screening results in partnership with the Center's leadership will help us identify your top prospects, select participants for feasibility interviews, and craft specific strategies and potential asks for key prospects.
- C. **Conduct a feasibility study.** Reviewing the screening results and in collaboration with identified leadership for this initiative, TWB will guide the development of a campaign prospectus and develop a gift table to be shared in interviews with prospective donors. We would aim to conduct 15-20 feasibility interviews with identified top prospects. These conversations will provide critical feedback regarding the financial goal, strategy, structure, timing, and plan for the campaign.
- D. **Develop a campaign blueprint.** This big-picture road map, modifiable as the campaign evolves, will include the recommended financial goal and the range of gifts required at each level, as well as recommendations concerning campaign timing, volunteer structure and activities, preliminary campaign budget, the final case for support, and broad solicitation and communication strategies.

2

II. Engagement Description

A. Internal Readiness Assessment

TWB will begin by conducting an internal review and assessment in order to understand the readiness of the City of Whitewater and the WAFC to undertake a campaign. A review of documents and interviews with key stakeholders, including city, WAFC, school district leaders, Friends of the WAFC and community leaders will help us better understand the role and unique culture of the WAFC community.

We will assess who can speak for the vision, describe the plans for the Center's renovation, and help explain what a generous gift of support can make possible. Likewise, we will identify and assess various constituencies and prospects that can be developed as you continue your readiness to implement a campaign. We recognize that dedicated fundraising resources such as staff, a database and related systems and processes do not yet exist. We will ascertain which existing resources can be utilized to support a campaign and identify those resources we recommend you implement prior to initiation of your campaign.

Areas to be covered in the assessment include the following:

Review of Planning Documents

We will review planning documents including estimates for repairs and improvements, space needs assessments, conceptual architectural designs, community input processes, and presentations to and agreements with the city council and the school district.

Volunteer and Community Engagement

We will review how the Friends of the WAFC are engaged in fundraising; how the city has sought input from community members on the proposed project; and the community's philanthropic support of other significant facilities such as the Irvin L. Young Memorial WAFC and the Cravath Lakefront Community Center.

Staffing

We will evaluate the city and the WAFC's staffing structure and the roles, duties, and experience of key staff to understand how they can contribute to campaign success. Most importantly, we will identify the staffing gaps that must be filled prior to campaign planning and implementation.

Fundraising History

With the understanding that the WAFC does not have a development director or a formal program to raise funds for annual operating support, we will look at historical fundraising efforts including the building campaign for the current WAFC and any special fundraising initiatives.

Systems and Operations

We understand you do not have traditional fundraising infrastructure such as a database, gift processing protocols, gift acknowledgement and acceptance policies/procedures that would support

Proposal: City of Whitewater

campaign planning, donor engagement strategies, report generation and analysis. As part of our work, we will make recommendations for necessary infrastructure.

At the conclusion of the assessment, we will present a report evaluating the city's and the WAFC's overall internal preparedness with recommendations for priority areas requiring attention and resources needed in advance of launching the campaign.

B. Prospect Screening

We will conduct a philanthropic screening and analysis of your prospects' capacity (financial resources available to share) and propensity (likelihood of making a major gift). Screening your prospect pool will help us identify your top campaign prospects and craft specific strategies and asks.

TWB has a strategic partnership with the wealth screening firm DonorSearch, which draws information from 30 unique databases of charitable and political gifts and publicly available financial information (including real estate and stock holdings) to provide a holistic view of prospective donors' interests and capacity. We are pleased to offer the City of Whitewater complimentary screening of up to 5,000 household records as part of this engagement.

Past giving to the WAFC is the best indicator of future philanthropy, and the second-best indicator is past giving to other charities. DonorSearch will match your prospects against more than 200 million publicly available gift records, which has the potential to provide information on their history of supporting other charitable organizations. When you see that one of your prospects has supported an organization at a given level, they are likely to have the ability to make a gift of that level to the WAFC as well (assuming proper cultivation and their interest in your mission and programs).

As the WAFC does not have a robust existing pool of annual or major donors to screen, TWB will work with the city and staff leadership and other key stakeholders to identify potential prospects. Because the WAFC is a critical and visible community resource and is highly regarded, it is reasonable to think that donors who have made gifts to other high-profile community organizations might consider a gift to the WAFC if a compelling ask were made. As such, we will compile a list of major donors to other community projects to add to the WAFC's screening pool.

Too many organizations take the initiative to screen their prospects for capacity, but then fail to incorporate the data into their day-to-day development activity. Effectively screening your prospect pool and identifying prospects with the greatest giving potential leads to smarter and more strategic fundraising. TWB has extensive experience interpreting wealth screening data. We will work with the WAFC's staff to understand what your screening results mean, as well as how to incorporate the findings into actionable strategies that focus staff and volunteer energies on the best major gift prospects.

We will work with project leadership to verify top and mid-level prospect profiles and glean any qualitative information that staff and volunteers can provide to inform our prioritized listing of

Proposal: City of Whitewater

prospects for your campaign. These important metrics provide a foundation from which we can build an initial gift table for the campaign.

DonorSearch should be considered one tool in prospect research for determining donors' capacity and inclination, to be used as a guide to focus our conversations with the city on a pool of top prospects. City, WAFC, and community leaders' historical and current knowledge of prospective donors will help prioritize prospects with higher capacities while providing additional information on their philanthropic interests and giving.

C. Feasibility Study

Collective fundraising experience has shown that between 80 and 90 percent of money given to campaigns typically comes from 10 to 20 percent of the total donors. For TWB to be confident that a proposed campaign goal is achievable, it is essential to test the goal with potential leadership-level prospects.

The feasibility study provides the opportunity for early conversations with campaign prospects and stakeholders. It serves as a "reality check" through which we seek external input on your case for support and campaign plan, and as a means of building interest and excitement among stakeholders and prospects who may be solicited early in the campaign.

The feasibility study will be structured as follows:

1. *Campaign Prospectus*

Once the Internal Readiness Assessment is completed, we will work collaboratively with the City of Whitewater's and WAFC's staff and volunteer leadership to develop a campaign prospectus to be used in feasibility interviews. This is an early version of the eventual campaign case for support, and presents an opportunity to test the campaign goal and specific campaign messages and funding priorities to confirm that plans for the WAFC expansion and renovation fully resonate with top potential donors. It also describes how the proposed campaign realizes the WAFC's core values and provides a compelling rationale for making a gift. It is a donor-centric, inspiring call to action that weaves together descriptions of the project with stories of potential impact and specific goals.

2. *Gift Table*

We will develop a gift table that articulates how many gifts at each level of giving the WAFC will need to achieve the proposed funding goal. We develop this campaign tool based on our analysis of the WAFC's current donors and known prospects and use it to identify gaps in the prospect and donor base that may challenge the campaign goal. The campaign prospectus and gift table are used together during the feasibility study to help prospects envision the campaign, test their

Proposal: City of Whitewater

interest in key areas, identify potential giving levels, and to communicate the overall support necessary to reach the financial goal.

3. *Conduct Interviews*

Once we have completed the above steps, we will conduct 15-20 interviews, including focus groups, if needed, to test the inclination and readiness of potential donors to make financial commitments to the WAFC's capital campaign. TWB will partner with the WAFC to select the most promising interviewees. We suggest that the interviews be scheduled by the WAFC, not TWB, as we have found it to be the most efficient approach for our clients. This also allows you the opportunity to reassure the interviewees that they will not be solicited during the interview and that conversations will be confidential.

TWB believes feasibility interviews are a valuable tool for securing feedback that can impact campaign strategy. Equally important, these interviews provide a unique and highly meaningful opportunity for engagement and cultivation of potential donors.

We will design a customized interview discussion guide that covers a spectrum of questions and topics in order to test the case prospectus for the capital campaign as well as the financial goal.

The primary finding that we hope to secure from each interview is a gift indication. Normally, after discussing the case for support, which each interviewee will have received and read in advance, we present the proposed gift table and ask the interviewee if she/he would consider participating in the campaign and at what level. The sum of the gift indications, which in many cases are ranges, will help us to recommend a specific campaign goal.

In addition to the specific gift indications, we hope to secure qualitative data on how well the case prospectus resonates with interviewees, the enthusiasm they express in the vision and the specific plans for WAFC's expansion and renovation, as well as the confidence they have in leadership to realize that vision.

Our conversations with interviewees are usually 45-60 minutes long. Each interview will be 1:1 or 1:2 (in cases where the interviewee and their spouse/partner both participate) with either Grace Cichomska or Amy Funk. In our role as consultants, we are positioned to ask questions as a completely neutral party from outside the Whitewater community so interviewees can feel comfortable sharing their candid thoughts and opinions. TWB is open to conducting feasibility interviews in person, via Zoom, or a mix, depending on the preference of the WAFC and potential interviewees.

4. *Feasibility Study Report*

Once the interviews and focus groups are completed, we will provide a summary of potential support for the capital campaign, including our findings on the following:

Proposal: City of Whitewater

- Resonance with the project goals
- Feasibility of the financial goal
- Potential source of gifts by donor types, range, and purpose
- Volunteer leadership pool and readiness
- Key campaign messages

Based on feedback from the campaign feasibility interviews, we will recommend any revisions to the campaign prospectus based on the feedback of the interviewees and include them with the report.

D. Campaign Blueprint

With the internal assessment, prospect screenings, and feasibility study completed, we will develop a campaign blueprint that provides a big-picture road map for successful implementation of the WAFC campaign. This blueprint will include but not be limited to:

- Proposed dollar goal
- Campaign gift table
- Campaign timeline
- Campaign volunteer leadership structure and training plan
- Campaign management structure, to include policies and reporting
- Preliminary campaign expense budget
- Prospect lists with initial targets
- Key campaign messages
- Gift cultivation and solicitation strategies
- Donor recognition and stewardship opportunities, including naming opportunities

E. Campaign Counsel

If the feasibility study indicates that the proposed campaign can proceed, or that identified elements of the plan need to be established to assure campaign success, TWB would be honored to serve the City of Whitewater and the WAFC as ongoing campaign counsel, providing both strategic and tactical direction and support as you implement the campaign. If selected, this work would seamlessly begin after the campaign plan was delivered.

Throughout the campaign, our participation would include, but not be restricted to, the following areas:

Proposal: City of Whitewater

- Assistance in developing the final campaign case statement and all related campaign collateral.
- Drafting of campaign job descriptions – staff and volunteers
- Developing campaign policies
- Establishment of campaign progress reporting
- Delineation of the campaign budget
- Identification of donor recognition and stewardship strategies including proposed donor “touchpoints” leading up to the public phase launch
- Establishment of campaign progress reporting
- Identification and recruitment of campaign volunteer leadership
- Development of prospect lists, cultivation and solicitation strategies, and moves management plans
- Oversight of prospect screening and rating meetings
- Identification of donor recognition and stewardship strategies
- Panning of key campaign events
- Ongoing modification of the campaign plan

In the early stages of the campaign, our role would be quite hands-on, as together we would develop strategies for the crucial early solicitations, assign prospects, prepare solicitation materials, develop communication strategies, conduct solicitation training for staff and volunteers, and track early progress and follow-up activities. We would participate in meetings of the campaign committee, at which discussions of any campaign-related issues and plans for future solicitation activities usually occur. We are also regularly involved in less formal meetings of one or two campaign volunteers, particularly as they prepare for campaign solicitations.

In all of this work, we would collaborate with you as partners. Our ultimate assignment would be to prepare you to move ahead confidently with the campaign, knowing what must be done, by whom, against what schedule, with what allocation of resources in order to achieve your campaign funding goals. We see our role as helping to assure the success of the campaign as well as building the capacity of the city and WAFC’s staff and volunteers to work from a stronger position at the conclusion of our service than at the beginning.

III. Project Timeline

TWB is prepared to begin work on this engagement in Fall 2024. The time it takes to conduct an organizational assessment and feasibility study is typically 4-5 months. Scheduling the one-on-one feasibility study interviews may impact the amount of time it might take to complete the study.

Initial Timeline	Activities
<p>Internal Readiness Assessment (October- November, 2024)</p>	<ul style="list-style-type: none"> • Conduct internal readiness assessment <ul style="list-style-type: none"> ○ Review documents and conduct internal interviews ○ Complete summary report of findings and recommendations, present to City and WAFC leadership for feedback ○ Finalize report and present executive summary to the City of Whitewater Common Council if requested • Conduct philanthropic screening and analysis. <ul style="list-style-type: none"> ○ Prioritize top prospects and determine campaign goal to be tested • Partner with staff in the creation of the campaign prospectus
<p>Feasibility Study and Campaign Blueprint (November 2024-February 2025)</p>	<ul style="list-style-type: none"> • Create gift table to test in the study • Develop an interview guide • Identify and prioritize 15-20 potential interviewees and secure interviews or focus group participation • Conduct feasibility study interviews and focus groups • Prepare feasibility study report and campaign blueprint; present to leadership for feedback • Finalize report and present an executive summary to identified city and WAFC leadership and the Common Council if requested
<p>Campaign Counsel (6 months with option to extend through end of the campaign)</p>	<ul style="list-style-type: none"> • Partner with the city and the WAFC to implement, and adjust as needed, the campaign blueprint and recommendation based on the recommendations from the internal assessment and feasibility study • Provide strategic and tactical direction in all areas detailed in the campaign blueprint • Track campaign progress and work with leadership to seize opportunities and overcome obstacles throughout the life of the campaign

IV. Fee Structure

The fees associated with our proposed engagement are as follows:

Phase of Work	Fee
<p><u>Campaign Planning Study</u></p> <ul style="list-style-type: none"> • Internal Readiness Assessment • Feasibility Study • Campaign Blueprint 	<p>Comprehensive fee: \$45,000 includes DonorSearch philanthropic screening fees</p>
<p>Campaign Counsel Execute and Manage the Campaign</p>	<p>Retainer fee: \$6,000 per month for 6 months with option to extend</p>
<p>Total Fee:</p>	<p>\$45,000 - \$80,000</p>

The fee covers all on-site consulting activity as well as consulting time required off-site by Zoom, telephone, fax or e-mail. Screening of donor records is also included. Out-of-pocket expenses, including travel and report production are additional and billed at cost.

One-third of the pre-campaign planning fee will be invoiced at the time of engagement, the second third is billed at the conclusion of the first 60 days of service, and the final third is due upon delivery of the campaign plan. Once the campaign launches and if service transitions to ongoing campaign counsel, the campaign retainer fee will be invoiced monthly.

V. History, Experience, and Track Record

A. About TWB

The result of a merger between two Chicago-area consulting firms in 2003, Ter Molen Watkins & Brandt offers our clients great depth and breadth of experience in all facets of not-for-profit advancement. TWB consultants have served in leadership development roles of research universities, liberal arts colleges, major health care institutions, and some of the largest and most distinguished cultural institutions in the country. With offices in Chicago, Milwaukee, and on both coasts, we serve clients all over the country.

Ter Molen Watkins & Brandt has conducted over 100 campaign planning and feasibility studies for a diverse range of nonprofit institutions. We have tested campaign goals ranging from \$1 million to

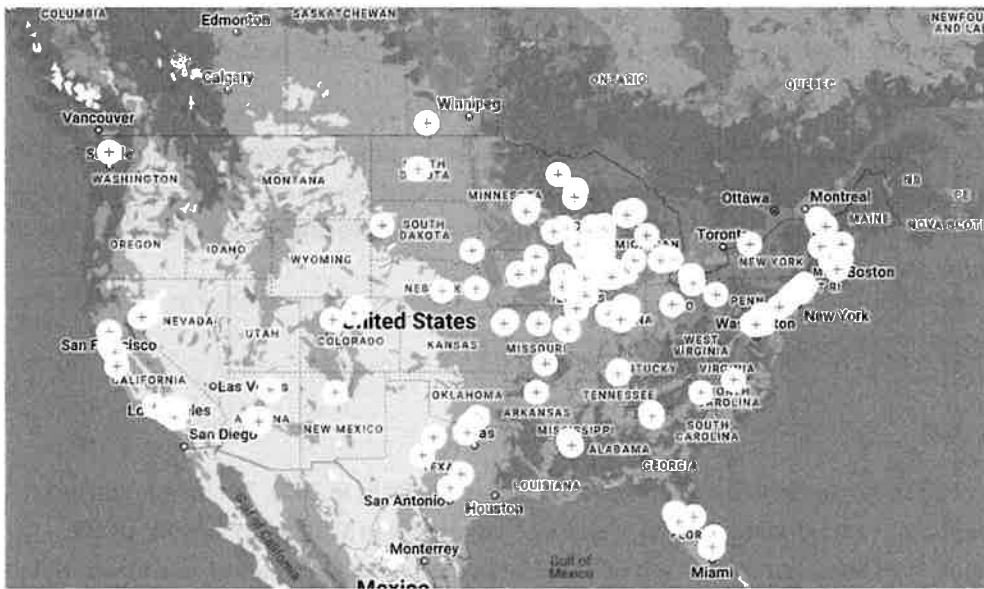
Proposal: City of Whitewater

\$500 million, and we have interviewed thousands of constituents, testing personal giving intentions as large as \$100 million. We have helped clients plan for and succeed in raising billions of dollars to advance their causes.

All TWB clients collaborate directly with experienced consultants. Our consultants average more than twenty years in positions as fundraising and nonprofit professionals, applying decades of experience, expertise, and professional best practices in work with our clients. We have built a reputation for excellence, and more than 60% of our consulting engagements now come from former clients.

A high degree of customized attention is the hallmark of our firm. With each client, we take its size, needs, and goals into account to maximize impact at any scale. We provide ongoing counsel, partnering with our clients to ensure that they are successful. We aim for more than achieving campaign dollar goals. We work to build organizational capacity to ensure that each client will be a stronger organization in the future.

As the attached client list reflects, we have worked with many leading not-for-profit organizations. We are proud to be the consulting firm of record for several high-profile capital campaigns, and we are equally proud of the smaller organizations that have selected us to work with them on fundraising programs that significantly impact their own constituencies.



TWB has clients from coast to coast.

Proposal: City of Whitewater**B. Values and Purpose Statement**

We believe in the noble mission of nonprofit organizations, bringing people together for the common good, giving shape to dreams and high ideals, encouraging civic engagement, solving problems, and creating opportunities that make the world a better place.

Our purpose is to partner with nonprofits in their pursuit of these ideals, assessing strengths and weaknesses, building organizational and fundraising capacity, envisioning future direction, and designing pathways to success and lasting impact.

We value each client as distinctive, listening actively to the perspectives of all stakeholders—board members, staff, donors, volunteers, beneficiaries, community members, and strategic partners—to tailor strategies that address each organization’s collective challenges, priorities, and aspirations.

Our consulting style is collaborative: Clients bring knowledge of their organizations, their histories and cultures, their successes, and their challenges. We bring objectivity, perspective, knowledge, and expertise.

We are committed to ethical practice, integrity, honesty, diversity, equity, and inclusion in our work and client relationships.

VI. Staffing for the Whitewater Aquatic and Fitness Center

All TWB clients work directly with senior consultants—there are no junior associates added to project teams. With 15 We conduct our own interviews and assessments, and we write our own reports and analyses.

The consultants proposed for this project are Grace Cichomska, Senior Counsel, and Amy Funk, Senior Vice President. Each has more than twenty-five years of experience in fundraising and nonprofit leadership, including successful first-hand experience as accomplished development officers working in a variety of nonprofit institutions.

As senior consultants, each of us will work alongside you, both as a team and individually, bringing our unique expertise and skill sets to achieve project objectives including our hands-on experience at various scales in:

- Designing, managing, and implementing annual, major gift and capital campaign fundraising strategies
- Assessing an organization’s readiness for a campaign, making recommendations that increase skill and capacity
- Creating plans and timelines that honor the culture and priorities of the organization
- Coaching proficiency with chief executives, fundraising staff, and volunteers

Proposal: City of Whitewater

- Motivating campaign committees, development committees, and boards of directors to engage as active partners with staff in the fundraising process
- Exercising flexibility and course correcting as needed
- Navigating complex campaign fundraising strategies

Grace Cichomska will serve as the Project Lead for this assignment. As such, she will be responsible for overseeing the progress of activity and will serve as the central point of contact within the firm. She will share the day-to-day project work with Amy. In-depth bios for Grace and Amy are included at the end of this proposal.

Grace J. Cichomska *Senior Counsel*

Grace's fundraising career spans more than 30 years including senior leadership positions at St. Xavier University, DePaul University, Lurie Children's Hospital and Dominican University. She has also served several cultural, social service and educational organizations in various capacities. Grace's experience includes campaign strategy and execution, staff recruitment, training and development of staff and volunteers, and partnering with institutional and volunteer leaders to maximize results. Her particular area of expertise is campaign management and major gifts fundraising. She has personally worked on several multi-million dollar naming gift commitments. Grace has managed capital campaigns with goals that span from \$1M for a domestic violence shelter to \$600M for a new children's hospital. She recently joined the firm after completing a highly successful campaign at Dominican University in which TWB was campaign counsel.

Amy Funk, Senior Vice President

Amy brings over two decades of high energy, results-driven nonprofit leadership to her clients. She helps nonprofits refine their mission driven storytelling, maximize their revenue, and ensure that the right people are in place for capacity building. She has provided counsel to organizations with budgets ranging from \$1.2 to \$40 million in the performing arts, healthcare, and human services fields. Her clients are national in scope, with a long history of Milwaukee area nonprofits. Recent and current clients include Wisconsin Conservatory of Music, YMCA of Metropolitan Washington, and Meals on Wheels Foundation of Northern Illinois. Mentoring development professionals is a key passion, and she led the Annual Fellows Program of the Development Leadership Consortium. She also serves on the Association of Fundraising Professionals Chicago Board of Directors.

Proposal: City of Whitewater

VII. References

The following examples of medium and large capital campaigns address our experience with helping our clients achieve their campaign goals. TWB provided continuous service throughout each campaign.

Wisconsin Conservatory of Music
Greater Milwaukee, Wisconsin



September 2018 – March 2020 (launch of public phase)

TWB to successfully launched a \$7.5 million capital campaign for WCM, moving directly into full campaign mode after their initial groundwork. The team provided campaign counsel up until the launch of the campaign's public phase, at which point WCM had raised 90% of their goal. They went on to successfully hit their campaign goal.

Important considerations: This client had a feasibility study done by another consulting firm and began their campaign, which then stalled. TWB was brought in to reboot the campaign and guided it to successful completion. The campaign successfully reached its goal, 90% of which was committed before the campaign went public. Our firm has recently been re-hired to launch a full campaign assessment and feasibility study for WCM with an eye towards a 2024 campaign.

Contact Information

Eric Tillich
President/CEO
Wisconsin Conservatory of Music
414-459-3440(direct)
262-290-1253(cell)

Gaia Home
Bismarck, North Dakota



March 2021 – March 2023

TWB conducted an organizational assessment and feasibility study for Gaia Home, testing a \$35 million campaign goal, and recommended a goal of \$12 million. Building infrastructure and developing a prospect pipeline was a cornerstone of our work. Once the feasibility study was completed, TWB served as counsel for a year until the campaign committee and organization were ready to take over the continued campaign. Gaia Home is now almost 50% towards their campaign goal.

Important considerations: Gaia Home was a brand-new nonprofit, and part of our work was conducted before they had their nonprofit certification. We were involved in not only identifying prospects,

Proposal: City of Whitewater

recruiting a campaign committee, and helping to coach initial asks, our firm also aided in selecting fundraising software and building internal infrastructure.

Contact Information

Kilee Harmon

Executive Director

Phone: 701-673-4242

Email: kilee@thegaiahome.org

Plymouth Place Senior Living
LaGrange, Illinois

**February 2022 – February 2023**

TWB conducted a campaign readiness study in support of new facilities and renovations, including a Health & Wellness Center. Informed by the results our internal assessment of its fundraising program and volunteer leadership, a feasibility study, and the development of a case prospectus and campaign blueprint, the organization launched a capital campaign which is completing its first year with notable progress and several naming gifts. We worked with the client in creating a structure for its major gift solicitations and strengthened marketing efforts for planned gifts in support of endowment.

Contact Information

Paddy Homan

Senior Director of Philanthropy

Phone: 708.557.6678

Email: Phoman@plymouthplace.org



Finance Committee Agenda Item

Meeting Date:	December 26, 2024
Agenda Item:	Permit Prices
Staff Contact (name, email, phone):	Taylor Zeinert tzeinert@whitewater-wi.gov 262-473-0148

BACKGROUND
(Enter the who, what, when, where, why)

At the September 3rd Common Council meeting the Common Council approved the new suggested permit prices, based on the recommendation of the Finance Committee. However, the Common Council asked that the permits be reviewed by the finance committee. The Council noted that the Finance Committee should reevaluate some of the smaller permits- such as toilet replacement, garbage disposal replacement etc. Attached to this memo you will see the number of permits there were pulled in 2023 and 2024. These numbers were requested by the Common Council to help evaluate what permits should be eliminated.

At the September 24th Finance Committee meeting the body chose to approve the suggested changes for Residential permits. The body had also asked for educational materials explaining to both home owners and developers about the changes made to our permit pricing.

Additionally, after review of the new permit prices the finance department determined that while the prices were raised in various places, it did not make the positive finical impact that staff thought it did.

Previously, the permit prices were a \$5 for every 1,000 sq. ft. This change was made as it complicated the permit prices for both the building inspector and administrative staff. The proposed and approved change was \$0.26 per a square foot to make it accurate for the building inspector and administrative staff. However, after review of the finance department this change did not make a positive finical change. Staff is suggesting that new amount for residential permits be \$0.60 per a square foot. The finance department feels that this dollar amount would be a positive financial change.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

- Common Council Approval of new permit prices at the September 3rd Common Council meeting.
- At the September 24th meeting the Finance Committee requested to see educational materials regarding the new permit fee

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

The Finance Committee approve the educational graphics and the monetary change for all residential permits based on square feet.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Item 5.

-Educational Graphics

Homeowner Permits Quick Guide ^{Updated} '24



• Decks

\$50

Zoning Fees

+

\$0.60

per square foot



• Sheds

\$50

Zoning Fees

+

\$0.60

per square foot



• Pools, Spas, and Hot Tubs

\$50

Zoning Fees (pool only)

+

\$75

Building Permit



• Bathroom/Kitchen Remodel

\$45

Base Fee

+

\$0.12

per square foot



* Changed in 2024: Replacing fixtures such as toilets, baths, showers, and sinks does not require a permit. You may replace these fixtures as needed outside of a full remodel.

Doing Renovations?

Consult this quick guide to learn about permit pricing for some of the most common upgrades to your home.

This is not an exhaustive list of all permits required for various home improvement projects

Please visit the City of Whitewater website to view all residential permit fees.



www.whitewater-wi.gov/238/Forms-Permits-Fees



Finance Committee Agenda Item

Meeting Date:	November 26, 2024
Agenda Item:	Parking Permits
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND
(Enter the who, what when, where, why)

Prior to June 2014, parking permits were valid for a six-month duration. In June 2014, the City transitioned to permits that were valid for a year running June 1st through May 31st. The sale is timed at the beginning of May in order to accommodate any students that have a summer downtown resident lease starting June 1st.

Lot D is the most coveted lot and typically sells out the first day. As of October 30, 2024, only lots D, G, H and J are sold out. Parking permits are prorated: \$200 if purchased at the start of the sale through October, \$150 November through January, \$100 in February, \$75 in March, \$50 in April and \$25 in May. Total permits available by lot: Lot D – 10; Lot E – 23; Lot G – 25; Lot H – 28; Lot J – 8; Lot K – 53; 4th St – 11; Center St – 13.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

- 1997 – [Ordinance 11.18.010](#) Municipal Parking Lots – Defined
- 1997 – [Ordinance 11.18.020](#) Municipal Parking Lots – Parking Limitations

FINANCIAL IMPACT
(If none, state N/A)

Parking permits bring an average revenue of \$29,000 per year.

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Parking Permit Online Instructions
2. Downtown Parking Map 2023

CITY OF WHITEWATER PARKING 2024/2025 PERMIT SALE INSTRUCTIONS

The City of Whitewater will be selling parking permits online only Tuesday, May 7th, 2024, at 8am. Beginning Wednesday, May 8th, 2024, parking permits may be purchased online or in-person at the Whitewater Police Department Monday through Friday from 8:00 am to 4:30 pm. Please follow the below instructions for online purchasing:

1. All requested information will need to be sent in an email to: police@whitewater-wi.gov
2. Fill out the City of Whitewater Parking Permit Registration form and attach in the email.
3. If you are purchasing a Downtown Resident Parking Permit, you will need to attach proof of residency. The types of documents demonstrating proof of residency include:
 - a. Current signed lease or letter (on letterhead) signed by the landlord stating lease dates and the address
 - b. Current driver's license with valid downtown address
 - c. Current utility bill
 - d. Current bank statement
 - e. Official government correspondence dated within the last ninety days
4. Send email to police@whitewater-wi.gov **after** 8am on Tuesday, May 7th, 2024. Emails that are received prior to 8am will not be honored.
5. Parking lot priority will be based on when both email and payment are received. You can make an electronic payment by using the Payment Service Network: <https://www.paymentservicenetwork.com/PaymentPage.aspx?accid-RT26345>

You can choose to register an account or utilize the quick pay option. When searching for a business, type in Whitewater under Business City and WI in Business State and choose the Parking Permit option or type in Business ID of RT26345.

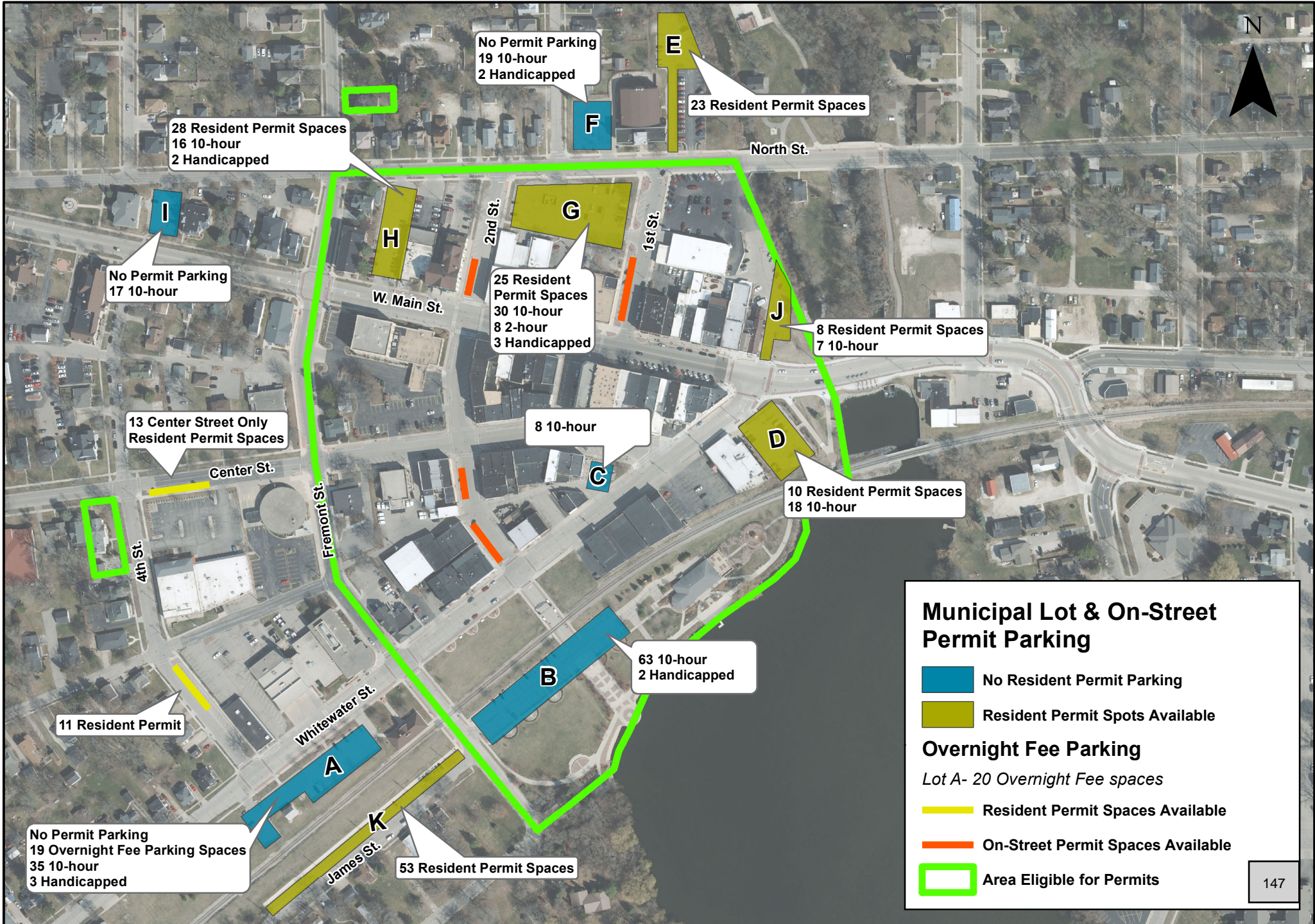
*** Please be sure that the Company Name states
City of Whitewater, WI (Parking Permits).***

If your preference is to pay by cash or check, payment can be left in the drop boxes located in the vestibules of the Whitewater Municipal Building at 312 W Whitewater St, Whitewater, WI 53190. If you choose to mail in your payment (**do not send cash**), be advised that if you have a parking lot preference, your parking permit will not be issued until payment is received and that particular lot may be sold out.

6. Once the City of Whitewater parking permit registration form, proof of residency and payment have been received by our department, you will be assigned a parking permit based on your highest lot preference still available at the time of receipt. Parking permits will be mailed to the address indicated on the parking permit registration form.
7. If you have any questions, feel free to contact the Whitewater Police Department via email or call 262-473-0555 option 1. Thank you.

On-street and Municipal Lot Parking Downtown Whitewater

Item 6.





Finance Committee Agenda Item

Meeting Date:	November 26, 2024
Agenda Item:	Employee Bonuses
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND
(Enter the who, what when, where, why)

The City anticipates concluding 2024 with a financial surplus and has shown interest in rewarding its diligent employees with a bonus. This was done in 2023 and was much appreciated by the employees. Staff have outlined the total expense based on the schedule and eligibility used in the previous year.

FT Employees <1 year: \$100
 FT Employees 1-5 years: \$300
 FT Employees 5+ years: \$500

Permanent PT Employees:
 <1 year: \$50
 1-5 years: \$100
 5+ years: \$200

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

12/19/2023 – Common Council approved bonuses for employees

FINANCIAL IMPACT
(If none, state N/A)

Approximately \$36,000.

STAFF RECOMMENDATION

Staff recommends setting aside \$36,000 for bonuses for full-time hourly employees and a prorated amount for permanent part-time employees.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Bonus Calculation Example

	# OF			
FULL-TIME:	EMPLOYEES	AMOUNT	TOTAL	
5+ YEARS	39	500	19,500	
1-4 YEARS	44	300	13,200	
<1 YEAR	16	100	<u>1,600</u>	
			34,300	
PART-TIME:				
5+ YEARS	7	200	1,400	
1-4 YEARS	4	100	400	
<1 YEAR	2	50	<u>100</u>	
			1,900	
				36,200 TOTAL

To: Finance Committee

Rachelle Blich, Director of Finance and Administrative Services

From: Tim Neubeck, IT Director

Date: November 11, 2024

Re: MFA Update

Multifactor authentication (MFA) is a layered approach to securing data and applications where a system requires a user to present a combination of two or more credentials to verify a user's identity for login. MFA increases security because even if one credential becomes compromised, unauthorized users will be unable to meet the second authentication requirement and will not be able to access the targeted physical space, computing device, network, or database. Over 80% of cyber breaches occur due to weak or stolen passwords. MFA requires the use of multiple (at least 2) factors to verify authorized access such as something you know (a password), something you have (security key token, authenticator app access), or something you are (biometric data).

While putting together a plan of action to roll out MFA for network and email users, the 2024 Criminal Justice Information Services (CJIS) audit will require additional security for users who interact with law enforcement data. Furthermore, we were running into a snag on how to roll out MFA when users are in vehicles such as in squad cars, fire trucks, ambulances, etc. Finally, O365 licensing will be necessary in order to fully roll out MFA as our current licensing does not include conditional access. Thus, we made the decision to combine the MFA and O365 migration into one project and delay this project due to the increased complexity and cost.

In October, 2025, Microsoft support for Office 2019 will end, and our current suite will then become a security risk. Prior to this happening, we plan on migrating fully to O365 on a G3 Governmental Community Cloud license. While our email services are on O365, none of our other applications are, and our Exchange tenant is commercial – not government – so this project will also include the tenant migration. The majority of users will have this G3 as well as Enterprise Mobility + Security licensing while certain shared devices will have kiosk licensing as they will not need the full suite of applications.

Once the migration is complete, we will be able to deploy MFA using Microsoft Authenticator or physical hardware security key token to all users.

Date: November 22, 2024

To: Finance Committee

From: Rachelle Blich, Director of Finance

Re: Public Comment Policy

At the September 24, 2024, meeting, the Finance Committee reviewed the Public Comment Policy. During this meeting, a motion was passed to standardize the policy's language across Council and committee meetings, set a three-minute limit for individual public comments, and establish a 30-minute time limit per side for public hearings. The updated policy was subsequently distributed to all committees for review and feedback, with a directive to return the input to the Finance Committee for further evaluation and a recommendation to the Common Council before the end of 2024. Below is a summary of the feedback received from the committees:

Public Works

In short, they really had no comments to make. They like the format, the consistency and the last paragraph on the first page, "The presiding officer, with the.....wishing to speak on the item."

PARC

Asked about the language in public hearing "Per speaker time is the same." Language needs clarification

Allowing someone to speak twice there are times that someone needs to make another comment. Change the card section use may be used instead of shall be use.

Under the expectation of public keep the unruly behavior and speaking out when not recognized, but remove clapping.

Cable TV Commission

During public comment sessions, particularly when addressing a highly debated or sensitive issue, the council could consider taking a vote to extend the public comment period to 45 minutes instead of the standard 30 minutes. Additionally, it was suggested that guidelines be established to ensure appropriate language is used during meetings, especially considering that minors may have access to these discussions.

Community Development Authority (CDA)

Board member Kachel questioned the 3-minute length of time for an individual to speak. Board member Hicks stated the 3-minute rule is hard and fast; the new rule being considered allows for flexibility. Board member Kromholz stated that a time limit ensures that speakers get to the point in a reasonable amount of time. Chairman Marjzak would prefer the allowance for flexibility. Board member Kromholz would like to see comments limited to those individuals

who live in or own property in Whitewater. Board member Hicks objected to requiring an individual to fill out a speaker card in order to speak. Board member Knight was in favor of encouraging more participation from the public.

Police and Fire Commission

- Due to PFC having relatively few public comments, there was a sentiment that filling out comment cards was “overkill.”
- Overall, the sentiment was that the process makes sense for Common Council, but the PFC desired to have the flexibility not to use that system.

Library Board

The board wanted more clarification about time under the Time Limits section where it mentions “3 minutes with a limit of 30 minutes total” and “5 minutes with a limit of 30 minutes”. They weren’t clear what the 30 minutes meant in correlation to the 3 or 5 minutes. Also, how would a person attending the meeting online monitor their time limit when speaking?

Several of the committees/commissions have not met either due to need or lack of quorum including Parks & Recreation, Landmarks, Ethics, and the EOC. The Urban Forestry didn’t have an opinion as they do not have anyone from the public attend their meetings. The Alcohol Licensing Review consists of three council members so it was not discussed during their meeting.

Proposed Framework for Improving Public Participation at Whitewater Common Council & Committee Meetings

Public Appearance Card

Public Meeting Appearance Cards (PMAC) shall be used by members of the public who wish to speak during public comment, public hearing or specific agenda item. This form would also be used for those individuals who do not wish to or cannot verbally address the Common Council/Committee during a meeting.

A person may provide comments and support or opposition for an agenda item on the form. Those requesting to speak during the meeting may indicate this on the form.

Prior to taking action on an item on the agenda, the presiding officer will request the City Clerk/Secretary to indicate any speakers who have signed up for that particular item. The Clerk/Secretary will read the name of the speaker and the speaker on-deck. The Clerk/Secretary will alternate between those in support and opposition.

After all of the speakers have been called, the Clerk/Secretary will indicate written support and opposition by reading the name and the position of the individual. The minutes will reflect the receipt of written comments in support or opposition by all registered individuals.

Time Limits

Public Comment – 3 minutes with a limit of 30 minutes total

Public Hearing – 5 minutes with a limit of 30 minutes for each support and opposed speakers

Per speaker time is the same. Provide support and opposed delineation.

Agenda Items – 3 minutes, with an ability for extension with consent of Common Council.

Per speaker time is the same. Provide clarification about extension of time.

Whenever a group of individuals wishes to address the Council/Committee on the same subject matter, those individuals may designate a spokesperson to address the Common Council/Committee. The spokesperson may ask for additional time when completing the PAMC, and with the consent of the Common Council/Committee, the presiding officer may extend the time allocation. Individuals are still welcome to complete a PMAC registering their support or opposition, and written comments will be entered into the record by the City Clerk/Secretary.

The presiding officer, with the concurrence of the Common Council/Committee, may extend or limit any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item

Meeting Conduct

Expectations of Speakers

- The speaker shall conduct themselves in a professional and respectful manner.
- All remarks shall be directed to the Common Council/Committee, as a body, and not City staff or any member of the public in attendance.
- The speaker shall not defame, intimidate, make personal affronts, make threats of violence, or use profanity.

Expectation of Public

Members of the public in the audience shall not engage in any of the following activities during a Common Council/Committee meeting:

- Shouting, clapping, unruly behavior, or speaking out when not recognized by the presiding officer.
- Defamation, intimidation, personal affronts, threats of violence, or profanity.
- Behavior that disrupts the orderly conduct of the meeting.

Expectation of Council/Committee Members

While the Common Council/Committee is in session, the members must preserve order and decorum. Each Council/Committee member shall conduct themselves with decorum and shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Common Council/Committee, nor disturb any member while speaking or refuse to obey the orders of the presiding officer.



Rachelle Blicht
Director of Financial and
Administrative Services
P.O. Box 690
Whitewater, WI 53190

Item 10.

Phone: (262) 473-1380

Email: rblicht@whitewater-wi.gov

Date: November 15, 2024

To: Finance Committee

From: Rachelle Blicht, Director of Finance

Re: December's Meeting Date

The Finance Committee customarily convenes on the fourth Tuesday of each month. However, this year, that date coincides with Christmas Eve. Presented below is a list of alternative dates along with the availability of the meeting rooms.

Monday, December 16th – Council Chambers is available

Thursday, December 19th – Cravath is available

Monday, December 23rd – Council Chambers is available

Thursday, December 26th – Cravath is available

Monday, December 30th – Cravath is available