



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2934
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www.ci.mequon.wi.us

Public Works/Engineering
Taped and Televised

SEWER UTILITY DISTRICT COMMISSION
Tuesday, December 14, 2021
7:30 PM or IMMEDIATELY FOLLOWING THE
MEQUON MUNICIPAL WATER UTILITY COMMISSION MEETING
Christine Nuernberg Hall
Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. November 9, 2021 Minutes
- 3) Resolutions
Action requested: review and recommend approval
 - a. **RESOLUTION 3907** A Resolution Awarding a Contract to Rehabilitate Sanitary Sewer Mains in the Riverdale Park and Riverland Drive Lift Station Areas to Visu-Sewer, Inc. of Pewaukee, Wisconsin in the Amount of \$343,655
 - b. **RESOLUTION 3906** A Resolution Awarding a Contract for Inspection and Construction Management Services on the Rehabilitation of Sanitary Sewer Mains in the Riverdale Park and Riverland Drive Lift Station Areas to raSmith of Brookfield, Wisconsin in the Amount of \$60,620
 - c. **RESOLUTION 3908** A Resolution Awarding a Contract for the Rehabilitation of Seventy-One (71) Sanitary Sewer Manholes to National Power Rodding of Chicago, Illinois in the Amount of \$61,408
 - d. **RESOLUTION 3905** A Resolution Awarding a Contract for the Preparation of Contract Documents Related to Sewer Lateral Work in the Riverland Drive and Riverdale Park Lift Station Areas to raSmith of Brookfield, Wisconsin in an Amount Not-to-Exceed \$65,000
- 4) Adjourn

Dated: December 14, 2021

/s/ John Wirth, Mayor

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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SEWER UTILITY DISTRICT COMMISSION

Tuesday, November 9, 2021

7:30 PM

Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Commissioner Wirth called the meeting to order at 7:30PM.

Present:

Commissioner John Wirth
Commissioner Robert Strzelczyk
Commissioner Glenn Bushee
Commissioner Dale Mayr
Commissioner Jeffrey Hansher
Commissioner Mark Gierl
Commissioner Brian Parrish
Commissioner Kathleen Schneider
Commissioner Andrew Nerbun

Also present were City Administrator Jones, City Attorney Sajdak, Director of Public Works/City Engineer Lundeen, Deputy Director of Utilities Driscoll, and Administrative Assistant Deuster.

2) Approval of Meeting Minutes

a. October 28, 2021 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Commissioner Strzelczyk

SECONDED BY: Commissioner Nerbun

AYES:	Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun
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3) Ordinances

Action requested: review and recommend approval

- a. **ORDINANCE 2021-1613** An Ordinance Appropriating the Necessary Funds from the City of Mequon's Sewer Utility District for the Year 2022 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD) and City of Mequon Capital Debt Service Requirements

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Schneider

SECONDED BY: Commissioner Nerbun

AYES: Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun

4) Adjourn

- a. Motion to Adjourn 7:31 PM.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Commissioner Parrish

SECONDED BY: Commissioner Mayr

AYES: Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun

Respectfully Submitted,

Casey Deuster
Administrative Assistant



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Office of Sewer Utility District Commission

TO: Sewer Utility District Commission
FROM: Kevin Driscoll, Deputy Director of Utilities
DATE: November 30, 2021
SUBJECT: RESOLUTION 3907 A Resolution Awarding a Contract to Rehabilitate Sanitary Sewer Mains in the Riverdale Park and Riverland Drive Lift Station Areas to Visu-Sewer, Inc. of Pewaukee, Wisconsin in the Amount of \$343,655

Background

The 2021 Sanitary Sewer budget adopted on October 27, 2020, included funding for work to rehabilitate gravity sewers within the Riverdale Park Lift Station “F” and Riverland Drive Lift Station “H” Areas. Most of the work is a continuation of previous years’ improvements to the City’s sanitary sewers as pipes age and deteriorate.

On November 9, 2021, bids for rehabilitation of the sanitary sewer system were rejected because prices were over the budget. As a result, this work was separated into three different categories based on construction methods and equipment used in the field for: Sewer Mains, Sewer Manholes, and Building Sewer Laterals. Sewer Manholes and Building Sewer Laterals are hereafter addressed in separate staff memos.

Analysis

The project to Rehabilitate Sanitary Sewer Mains in the Riverdale Park Lift Station “F” and Riverland Drive Lift Station “H” Areas using grout and cured-in-place-pipe (CIPP) lining is essential to addresses leaks and wet weather infiltration. The project was publicly advertised with over 6 plan holders. Staff received bids as shown below and in Exhibit A:

Contractor	Bid Price
Visu-Sewer	\$312,414
National Power Rodding	\$557,157

This sewer main rehabilitation work includes testing and grouting 19,177 feet of mains, and 872 feet of sanitary sewer main cured-in-place lining. The work is predominantly grouting to plug leaks and maintain reliable sanitary sewer collection system operations during wet weather events. Some structural deficiencies were identified on public sanitary sewer mains and as a result 872 feet of sanitary sewer main cured-in-place lining is included in the contract to rehabilitate fractured and broken pipe to extend its life cycle.

Fiscal Impact

Funding is available to rehabilitate Sanitary Sewers in the Riverdale Park Lift Station “F” and

Riverland Drive Lift Station “H” Areas, plus a 10% contingency of \$31,241 in Gravity Sewer Account 610669-740001. The itemized unit prices are shown in Exhibit B.

Recommendation

A recommendation is forthcoming from the Sanitary Utility District Commission on December 14, 2021.

Attachments:

Exhibit A - Summary Table (2598-21) (PDF)

Exhibit B - Bid Item Details (2598-21) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3907

A Resolution Awarding a Contract to Rehabilitate Sanitary Sewer Mains in the Riverdale Park and Riverland Drive Lift Station Areas to Visu-Sewer, Inc. of Pewaukee, Wisconsin in the Amount of \$343,655

RECITALS

A. A number of capital improvement projects were identified as part of the FY2021 Sanitary Sewer Budget adopted by the Common Council on October 27, 2020.

B. These projects are essential to the operation of the City's sanitary sewer system.

C. The City of Mequon Department of Public Works Engineering Division has advertised and received bids for the Rehabilitation of Sanitary Sewer Mains in the Riverdale Park Lift Station "F" and Riverland Drive Lift Station "H" Areas.

D. Staff has received and reviewed the various bids and contractor qualifications for the contracts.

E. Staff recommends that the work to Rehabilitate Sanitary Sewer Mains in the Riverdale Park Lift Station "F" and Riverland Drive Lift Station "H" Areas be awarded to the low bidder, Visu-Sewer, Inc., at a total cost of \$343,655.

F. The Capital Account 611610-740001 has a sufficient balance to fund this project.

G. The Sanitary Utility District Commission at its meeting on December 14, 2021.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The Agreement for Rehabilitation of Sanitary Sewer Mains in the Riverdale Park Lift Station "F" and Riverland Drive Lift Station "H" Areas with grouting and cured-in-place-pipe lining, as let for bid, is approved and awarded to Visu-Sewer, Inc of Pewaukee, Wisconsin, in an amount not-to-exceed \$343,655, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: John Wirth, Mayor

Date Approved: December 14, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 14, 2021.

Caroline Fochs, City Clerk



MEQUON SEWER
UTILITY

BIDS RECEIVED FOR:

Rehabilitation of Sanitary Mains in LS H and LS F Areas, 2598-21

BID OPENING: 11/30/2021 2:00 PM
DATE TIME

Contractor	General PRE- QUAL	Project PRE- QUAL	Bid Bond	ADDENDUM No. 1	ADDENDUM No. 2	Base Bid	Additive Bid	Alternate Bid
NPR	X	X	X	X	X	\$482,156.50	\$7,500.00	n/a
Visu Sewer	X	X	X	X	X	\$295,154.15	\$17,250.00	n/a

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	Visu Sewer		NPR	
				UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
1	Sanitary Sewer Main, Clean and Examine, Deliver CCTV reports (Pre- & Post-Work)	LF	5,928	\$1.50	\$8,892.00	\$3.50	\$20,748.00
2	Sanitary Sewer Main 8-inch dia, Test Pipe Joints in 5,928 LF in LS H Area	EA	1,186	\$48.75	\$57,817.50	\$43.00	\$50,998.00
3	Sanitary Sewer Main 8-inch dia, Grout 593 Joints in LS H; up to 5 gallons per joint	Gal	2,965	\$1.00	\$2,965.00	\$5.00	\$14,825.00
4	Sanitary Sewer Main Additional Grouting, > 5 gallons / joint	Gal	1,500	\$1.00	\$1,500.00	\$12.00	\$18,000.00
5	Temporary Sanitary Bypass to Complete Sewer Rehabilitation Work	Days	5	\$10.00	\$50.00	\$500.00	\$2,500.00
6	Traffic Control for Mainline Grouting	LS	1	\$100.00	\$100.00	\$3,500.00	\$3,500.00
7	Sanitary Sewer Main, Clean and Examine, Deliver CCTV reports (Pre- & Post-Work)	LF	4,097	\$1.50	\$6,145.50	\$3.50	\$14,339.50
8	Sanitary Sewer Main 8-inch dia, Test Pipe Joints in 3,661 LF (in LS F Area north)	EA	732	\$51.00	\$37,332.00	\$43.00	\$31,476.00
9	Sanitary Sewer Main 8-inch dia, Grout 366 Joints; up to 5 gallons per joint (in LS F Area north)	Gal	1,830	\$1.00	\$1,830.00	\$5.00	\$9,150.00
10	Sanitary Sewer Main 10-inch dia, Testing Pipe Joints in 436 LF (in LS F Area north)	EA	87	\$58.00	\$5,046.00	\$43.00	\$3,741.00
11	Sanitary Sewer Main 10-inch dia, Grout 44 Joints; up to 5 gallons per joint (in LS F Area north)	Gal	220	\$1.00	\$220.00	\$5.00	\$1,100.00
12	Sanitary Sewer Main Additional Grouting, > 5 gallons / joint	Gal	2,050	\$1.00	\$2,050.00	\$12.00	\$24,600.00
13	Temporary Sanitary Bypass to Complete Sewer Rehabilitation Work in LS F (north)	Days	10	\$10.00	\$100.00	\$200.00	\$2,000.00
14	Traffic Control for Mainline Grouting in LS F area (north)	LS	1	\$6,900.00	\$6,900.00	\$5,000.00	\$5,000.00
15	Sanitary Sewer Main, Clean and Examine, Deliver CCTV reports (Pre-& Post-Work)	LF	9,152	\$1.50	\$13,728.00	\$3.50	\$32,032.00
16	Sanitary Sewer Main 8-inch dia, Test Pipe Joints in 6,417 LF (in LS F Area south)	EA	1,283	\$48.75	\$62,546.25	\$43.00	\$55,169.00
17	Sanitary Sewer Main 8-inch dia, Grout 642 Joints; up to 5 gallons per joint (in LS F Area south)	Gal	3,210	\$1.00	\$3,210.00	\$5.00	\$16,050.00
18	Sanitary Sewer Main 10-inch dia, Testing Pipe Joints in 481 LF (in LS F Area north)	EA	96	\$68.50	\$6,576.00	\$43.00	\$4,128.00
19	Sanitary Sewer Main 10-inch dia, Grout 48 Joints; up to 5 gallons per joint (in LS F Area north)	Gal	240	\$1.00	\$240.00	\$5.00	\$1,200.00
20	Sanitary Sewer Main 12-inch dia, Testing Pipe Joints in 1,521 LF	EA	304	\$58.70	\$17,844.80	\$43.00	\$13,072.00

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	Visu Sewer		NPR	
				UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
21	Sanitary Sewer Main 12-inch dia, Grout 152 Joints; up to 5 gallons per joint	Gal	760	\$1.00	\$760.00	\$5.00	\$3,800.00
22	Sanitary Sewer Main 15-inch dia, Testing Pipe Joints in 733 LF	EA	146	\$64.35	\$9,395.10	\$75.00	\$10,950.00
23	Sanitary Sewer Main 15-inch dia, Grout 73 Joints; up to 5 gallons per joint	Gal	365	\$1.00	\$365.00	\$15.00	\$5,475.00
24	Sanitary Sewer Main Additional Grouting, > 5 gallons / joint	Gal	4,500	\$1.00	\$4,500.00	\$8.00	\$36,000.00
25	Temporary Sanitary Bypass to Complete Sewer Rehabilitation Work	Days	10	\$10.00	\$100.00	\$200.00	\$2,000.00
26	Sanitary Sewer Main 8-inch dia. Cured-In-Place Pipe Lining	LF	580	\$29.00	\$16,820.00	\$89.85	\$52,113.00
27	Sanitary Sewer Main 12-inch dia. Cured-In-Place Pipe Lining	LF	292	\$38.00	\$11,096.00	\$95.00	\$27,740.00
28	Sanitary Sewer Main Allowance for Spot repair, Class "C" bedding	LF	10	\$500.00	\$5,000.00	\$500.00	\$5,000.00
29	Reinstate Active Sanitary Lateral	EA	7	\$75.00	\$525.00	\$350.00	\$2,450.00
30	Pavement Restoration (Asphalt)	SY	10	\$200.00	\$2,000.00	\$350.00	\$3,500.00
31	Surface Restoration (Shoulder)	SY	10	\$100.00	\$1,000.00	\$350.00	\$3,500.00
32	Surface Restoration (Sod)	SY	10	\$100.00	\$1,000.00	\$100.00	\$1,000.00
33	Traffic Control for Mainline Grouting in LS F Area, south	LS	1	\$7,500.00	\$7,500.00	\$5,000.00	\$5,000.00
Total Base Bid					\$295,154.15		\$482,156.50

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
34	Sanitary Sewer Mains Warranty CCTV & Testing, 1 yr post grouting (10% of mains completed, LS H Area)	LS	1	\$5,000.00	\$5,000.00	\$25,000.00	\$25,000.00
35	Sanitary Sewer Mains Warranty CCTV & Testing, 1 yr post grouting (10% of mains completed, LS F Area north)	LS	1	\$4,750.00	\$4,750.00	\$25,000.00	\$25,000.00
36	Sanitary Sewer Mains Warranty CCTV & Testing, 1 yr post grouting (10% of mains completed, LS F Area south)	LS	1	\$7,500.00	\$7,500.00	\$25,000.00	\$25,000.00
Total Additive Bid (Warranty Testing):					\$17,250.00		\$75,000.00

ITEM NUMBER	ITEM	UNIT	EST. QUANTITY	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
37	Flood Grouting 5,928 LF in LS H Area	LS	1	no bid	n/a	no bid	n/a
38	Flood Grouting 4,097 in LS F Area, north	LS	1	no bid	n/a	no bid	n/a
39	Flood Grouting 9,152 LS H Area, south	LS	1	no bid	n/a	no bid	n/a
Total Alternate Bid (Flood Grouting):					n/a		n/a



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Office of Sewer Utility District Commission

TO: Sewer Utility District Commission
FROM: Kevin Driscoll, Deputy Director of Utilities
DATE: December 3, 2021
SUBJECT: RESOLUTION 3906 A Resolution Awarding a Contract for Inspection and Construction Management Services on the Rehabilitation of Sanitary Sewer Mains in the Riverdale Park and Riverland Drive Lift Station Areas to raSmith of Brookfield, Wisconsin in the Amount of \$60,620

Background

The 2021 Sanitary Sewer budget adopted on October 27, 2020, included funding for work to rehabilitate gravity sewers, including the Riverdale Park Lift Station “F” and Riverland Drive Lift Station “H” Areas. Most of the work is a continuation of previous years’ improvements to the City’s sanitary sewers, as pipes age and deteriorate.

In September staff originally requested proposals for Consultant Inspection and Construction Administration services, however that was delayed because on November 14, 2021, bids for rehabilitation of the sanitary sewer system were rejected due to contractor pricing exceeding the project’s budget.

Subsequently, the work was separated into three different categories based on construction methods and equipment used in the field for: Sewer Mains, Sewer Manholes, and Building Sewer Laterals. Sewer Manholes and Building Sewer Laterals are hereafter addressed in separate staff memos.

Analysis

As a result of this Inspection work being delayed, staff requested revised proposals for construction management and inspection services for the Rehabilitation of Sanitary Mains. This work is focused on areas that were identified in the 2019 prioritization report to reduce infiltration during wet weather events.

Consultant firms with certified inspectors were sent Requests-for-Proposals. Inspection and construction management services are to be completed on a time and material basis up to 556 hours for the 19,177 feet of sewer main work. Below is a summary of the two bids received:

Project / Firm	Total
raSmith	\$60,620
Arcadis	\$60,900

raSmith has inspector certifications with the National Association of Sewer Service Companies

(NASSCO) and experience in trenchless sewer work including grouting.

Fiscal Impact

The cost of the construction inspection and administrative services to observe sewer work is \$60,620 on a time and materials basis. The work will be billed based on actual time performing inspections.

The Sewer Utility gravity sewer fund 610669-740001 has adequate funding for this work.

Recommendation

A recommendation is forthcoming from the Sewer Utility District Commission on December 14, 2021.

Attachments:

Exhibit A - raSmith Contract - 2022 Mainline Sewer Grouting Construction Services 2598-21
(PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3906

A Resolution Awarding a Contract for Inspection and Construction Management Services on the Rehabilitation of Sanitary Sewer Mains in the Riverdale Park and Riverland Drive Lift Station Areas to raSmith of Brookfield, Wisconsin in the Amount of \$60,620

RECITALS

A. A number of capital improvement projects were identified as part of the FY2021 Sanitary Sewer budget adopted by the Common Council on October 27, 2020.

B. These projects are critical to the City's sanitary sewer operations.

C. City staff requested proposals, consistent with the City's procurement policy, from five qualified consultant firms with certified inspectors, and received two proposals to Inspect the Rehabilitation of Sanitary Sewer Mains.

D. City staff recommends that the Inspection and Construction Management services for the Rehabilitation in Sanitary Sewer Mains in the Riverdale Park Lift Station "F" and Riverland Drive Lift Station "H" Areas be awarded to raSmith of Brookfield, Wisconsin in an amount not to exceed \$60,620.

E. The FY2021 Sanitary Utility Capital Improvement Budget established adequate funds to Rehabilitate Sanitary Sewer Mains in the Riverdale Park Lift Station "F" and Riverland Drive Lift Station "H" Areas.

F. The Sewer Utility District Commission at its meeting on December 14, 2021, endorsed staff's recommendations.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The contract to Inspect and provide Construction Management services for the Rehabilitation in Sanitary Sewer Mains in the Riverdale Park Lift Station "F" and Riverland Drive Lift Station "H" Areas is awarded to raSmith of Brookfield, Wisconsin in an amount not-to-exceed \$60,620, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: John Wirth, Mayor

Date Approved: December 14, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 14, 2021.

Caroline Fochs, City Clerk

Cover Letter

16745 W. Bluemound Rd.
Brookfield, WI 53005-5938

December 3, 2021

Mr. Kevin Driscoll, Deputy Director of Utilities
City of Mequon Public Works/Engineering
11333 N. Cedarburg Road 60W
Mequon, WI 53092-1930

RE: Proposal for Inspection Services for Rehabilitation of Sanitary Sewers
Contract #2598-21

Dear Mr. Driscoll:

raSmith appreciates the opportunity to provide the City of Mequon with our proposal to provide professional inspection services for the project Contract #2598-21.

We understand that this request requires our firm to provide inspection services for the rehabilitation of 19,177 feet of sanitary sewer main, with grouting.

I will lead our project team and offer the City of Mequon significant expertise in the design and construction of public and private sanitary sewer rehabilitation projects. I have over 20 years of design and construction-related experience using these rehabilitation methods, and have administered similar projects with other MMSD communities, and directly with the MMSD itself. I feel our experience working directly with the MMSD on the development of rehabilitation standards, private property design and construction should give the city confidence in our ability to successfully administer this project for them, and ability to meet the expectations of the MMSD as well.

I will lead a team of qualified professionals, all of who have prior experience on similar projects. Chuck Pape will oversee all work on this project as Resident Inspector. His past decade of experience on public and private sanitary sewer rehabilitation is invaluable, and recent/current project in the City of West Allis mirrors the tasks and efforts required in this Mequon project very closely. Similar to myself, Chuck has been working directly with the MMSD to deliver similar projects in other communities, and knows how to meet their expectations when working within an approved work plan such as this. Chuck will be assisted, as and when necessary, by Tony Smith and Kate Jankowski, who also bring the necessary experience and certifications for this type of project work.

raSmith sincerely appreciates its ongoing professional relationship with the City of Mequon and looks forward to an opportunity to serve you on this project. Please do not hesitate to contact us with any questions regarding our proposal.

Sincerely,
raSmith



Chris M. Stamborski, P.E.
Assistant Director of Municipal Services

Project Approach

Introduction

The City of Mequon is seeking proposals from a select group of engineering consultants with NASSCO certifications for the construction administration and inspection services on the rehabilitation of sanitary sewer mains. raSmith has assigned three inspectors to this project, and each has the relevant NASSCO certifications, experience on public and private property sanitary sewer rehabilitation, and prior experience working in the City of Mequon. This project includes the rehabilitation of 19177 feet of sanitary sewer main, with grouting.

NASSCO certifications aside, we feel as though our past experience and reputation in the public, and especially private property, sewer rehabilitation world stands alone. Our staff has been at the forefront for private property sewer investigation, design and construction projects since the onset of the MMSD-related private property funding in 2011. Chuck Pape has been in the field on these projects since that time and has never left. Chuck's experience working on these projects are well respected by our client communities, and as importantly, by the MMSD as well, as he is considered an expert in this field, as is one of a few inspectors they trust, and want, on MMSD-funded private property sanitary sewer projects.

One of Chuck's greatest strengths is his ability to serve as a liaison between the City, MMSD and the private property owner. His experience allows him to successfully administrate and inspect the contract, while also providing the necessary communication to each stakeholder on this project, which most importantly is the private property owner. We highlight the private property owner, as gaining their trust and approval will help make this project a success, as we need to work with everyone of them to navigate their concerns while working on their property.

Working alongside Chuck would be Tony Smith and Kate Jankowski (when/if each are needed for this project). Each of them have been working on our existing Mequon flow monitoring and evaluation efforts, and are also part of our private property sanitary sewer team that serves both our internal clients and MMSD directly. Like Chuck, each are known, and trusted, individuals to the MMSD, which is an important consideration with executing a project within an approved work plan.

Although not specifically requested, Chuck can be utilized to help solicit additional private property owner approvals for work. This is something he has done for almost all of our other private property projects, and his experience and demeanor helps earn the trust of private property owners and maximize the participation the City will experience for this project. Sometime these solicitations occur prior to the start of the project, but moreso once the project has started. It is possible that Chuck could use any downtime during mainline and manhole rehabilitation work to help solicit additional private property approvals, if desired.

The following is a summary of tasks as outlined in the proposal document:

Task 1: Meetings

1. Attend pre-construction meeting with City of Mequon staff, anticipated for early March 2022, unless the contractor is available to begin work on the public sewer sooner.
 - Preparation for this meeting will include a detailed discussion on the quality control, quality assurance, and submittal review/approval process. We will use the Newforma platform for shop drawing and materials submittals. This platform allows team members to review the status of a pending or received submittal.

Project Approach (continued)

- We anticipate a discussion of how work is performed. This will include a discussion on access points, allowed equipment and communication with property owners to ensure all work is completed according to contract, while minimizing the impact to these property owners.
2. Run routine progress meetings with Contractor's Foreman and City's Engineering Field Coordinator to address schedules, plumbing permits, safety plan implementation, erosion control maintenance, and verify equipment storage and staging of materials complies with requirements and is acceptable.
 - Our goal is to use our recent experience with our other projects and City of Mequon as a building block to understanding how the City wants their meetings run. Making sure that the City is well informed as the project progresses and having an opportunity to provide direct input to the Contractor are important to the overall project success.
 - Chuck's current project in West Allis is very relevant here, as West Allis also required individual plumbing permits for their sewer lateral rehabilitation work. Chuck has developed a tracking database to ensure all of the appropriate permits are in place for each private property, and has turned into a liaison with the City inspection departments to ensure they are kept apprised as to when their site visits are necessary.
 3. For purposes of this RFP we will assume 2 meetings.

Task 2: Complete Reviews of Submittals, Shop Drawings, Requests for Information

1. Review Submittals and perform quality assurance and quality control reviews as outlined in the Project Manual; includes the review of plumbing permits that show proposed location of temporary access to lateral for testing and grouting. The submittals include the following:
 - Emergency Response Plan
 - Documentation of Required Qualifications of Personnel
 - Documentation of Grouting Safety Training for All Field Staff
 - Plumbing Permits
 - Notice to City of Work Schedule
 - Contractor Provided Equipment and Operating Procedures Material Listings
 - Product and Material Data from Grout Manufacturer
 - Haul Routes
 - Traffic Control Plan
 - Temporary Sewer Bypass Plan
2. Review and Approve Show Drawings
3. Prepare Response to Request for Information (RFI)
4. For Purposes of RFP assume review of two (2) requests for information. Quantities of drawing reviews and requests for information are unknown, but estimated for proposal purpose.

Project Approach (continued)

Task 3: Construction Inspection

1. Provide one (1) Inspector on-site for each crew during hours of operation. Inspector to verify contractor's work is being completed in accordance with construction documents.
 - We are equipped to provide NASSCO certified inspectors for every crew assigned to this project. We have additional inspection personnel beyond what is included in this proposal if the need arises.
2. Complete Daily Inspection Reports (Digital and Hardcopy Forms). Measure quantities of completed work and include on daily inspection and project events reports.
 - All of our field inspectors complete daily electronic reports using raSmith's COMPAS (construction observation management— project automated system). The City is familiar with these reports from our use of them on other projects. These reports are created to not only log daily activities of the contractor and project, but also to create a real-time summary of project quantities and as-built information.
 - Reports are completed on a daily basis and delivered to identified project stakeholders as the project progresses (daily) to keep everyone informed of how the project is progressing.
 - These daily records will also include information on other activities with: contract document review, inspection of erosion control and erosion control maintenance, equipment, storage and delivery of materials, and compliance with safety plans.
3. Review contract documents as necessary for Contractor to complete work.
4. Perform Routine Inspection on Erosion Control Checks/Maintenance.
 - All erosion control inspections will be recorded on the Daily Report.
5. Verify Equipment, storage and delivery of materials complies with contract specifications. Mark all defective materials and have the Contractor remove it in prompt manner. Record manufacturer, classification and type of material being used on the Daily Inspection and Project Events Reports.
6. Verify contractor implements Safety Plan on a daily basis per specifications.
7. Assume review of 65 days of Inspection for Sanitary Sewer Main work.
8. Provide daily digital construction inspection reports that include general project information, unit quantity tracking, and test reports for each Contractor pay request or monthly, whichever is less.
 - As noted earlier, our COMPAS reporting includes all of the above. The City has experienced this software on prior projects as well.

Task 4: Construction Administrative Services and Project Management

1. Provide Project Management for tasks 1 through 3.

Project Approach (continued)

- Our construction administrative efforts will oversee all aspect of tasks 1 through 3.
2. Prepare and Process Contractor Payment Requests, Recommend payment of invoice requests to the Deputy Director of Utilities.
 3. Coordinate and oversee field changes, provide construction management and recommend any necessary change orders to the Deputy Director of Utilities.
 - Similar to the work on other City of Mequon projects, these administrative services will include the review and recommendation of pay requests, coordination of field changes, preparation and recommendation of pay applications and change orders.
 - Our project management also includes mentoring and guidance for our field staff by our senior staff members, which includes Chuck Pape. We want to ensure that the City of Mequon receives a quality product while recognizing that our efforts also need to be cost and time efficient.
 4. Observe testing and verify reports are completed and delivered each day of work.
 5. Review CCTV exams (pre-work and post-work) to verify workmanship and condition of mainline sewer to confirm no materials or debris remains post-work.
 - The process of grouting leaves behind excess material. Understanding what is an acceptable post-work condition will be both important to the City and Contractor to avoid dispute.
 6. Prepare project punch list and coordinate completion of project close-out documents, including tracking list of plumbing permits.

Fee Schedule

Table 2: Inspection and Construction Services Fees for the Sewer Mainline Work

Task Description—Sewer Mainline Work (2598-21)	Fee
1A — Meetings (2) - Pre-con and 1 Monthly Meeting (4 hours) <i>Stamborski (4 hours @ \$170/hour), Pape (4 hours @ \$105/hour)</i>	\$1,100.00
2A — Review of Submittals and RFIs per Contract Document (8 hours) <i>Pape (8 hours @ \$105/hour)</i>	\$840
3A — Construction Inspection Services (65 days, 520 hours) 19,177 lineal feet of sewer mainline grouting @ 300 ft / day production <i>Pape (520 hours @ \$105/hour)</i>	\$54,600.00
4A — Construction Administrative Services (24 hours) <i>Stamborski (24 hours @ \$170/hour)</i>	\$4,080.00
Total Items 1A-4A (2598-21)	\$60,620.00

PROFESSIONAL SERVICES AGREEMENT BETWEEN CLIENT AND PROFESSIONAL

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between _____ ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

_____. ("Project").

Professional's services under this Agreement are generally identified as follows:

_____. ("Services").

Client and Professional further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the attached proposal. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 *Payment Procedures*

- A. *Invoices:* Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment due Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Client waives any and all claims against Professional for any such suspension.
- B. *Payment:* As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment*

- A. Client shall pay Professional for Services in the amount and manner provided in the attached proposal.
- B. *Additional Services:* Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 *Suspension and Termination*

- A. The obligation to continue performance under this Agreement may be suspended:
 - 1. *By Client:* Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
 - 2. *By Professional:* Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
 - b. By Professional:
 - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - c. By Client, for convenience, effective upon Professional's receipt of written notice from Client

- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
 - e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 - C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.
- 4.01 *Successors, Assigns, and Beneficiaries*
- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
 - B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
 - C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.
- 5.01 *General Considerations*
- A. *Standard of Care*

The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
 - B. *Design Without Construction Phase Services*

Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
 - C. *Opinions of Cost*

Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.
 - D. *Use of Documents*

All documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Professional of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:

 - 1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Professional, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Professional;

2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Professional, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Professional or to its officers, directors, members, partners, agents, employees, and consultants;
3. Client shall indemnify and hold harmless Professional and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Professional; and
4. Such limited license to Client shall not create any rights in third parties.

E. Liability

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$100,000 or the total compensation received by Professional under this Agreement, whichever is less.

F. Indemnification

To the fullest extent permitted by Laws and Regulations, Client shall indemnify and hold harmless Professional and Professional's officers, directors, employees, and Consultants from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of Professionals, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the Client or Client's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Client with respect to this Agreement or to the Project.

G. Dispute Resolution

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be the state of Wisconsin. Attorney fees will be borne by the non-prevailing party.

H. Governing Law

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

7.01 *Lien Notice*

- A. As required by the Wisconsin construction lien law, Professional hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Professional, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Professional agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien Professionals are duly paid.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Name: _____

Client: _____

Professional: _____

By: _____

By: _____

Print name: _____

Print name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

R.A. Smith, Inc.

16745 West Bluemound Road

Brookfield, WI 53005

Client's Phone: _____

Professional's Phone: _____

Client's Email: _____

Professional's Email: _____



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2913
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Sewer Utility District Commission

TO: Sewer Utility District Commission
FROM: Kevin Driscoll, Deputy Director of Utilities
DATE: December 3, 2021
SUBJECT: RESOLUTION 3908 A Resolution Awarding a Contract for the Rehabilitation of Seventy-One (71) Sanitary Sewer Manholes to National Power Rodding of Chicago, Illinois in the Amount of \$61,408

Background

The 2021 Sanitary Sewer budget adopted on October 27, 2020, included funding for work to rehabilitate gravity sewers, including routine manhole rehabilitation. Most of the work is a continuation of previous years' improvements to the City's sanitary sewers as structures age and deteriorate.

On November 9, 2021, bids for the rehabilitation of the sanitary sewer system were rejected because prices were over the budget. As a result, this work was separated into three different categories based on construction methods and equipment used in the field for: Sewer Mains, Sewer Manholes, and Building Sewer Laterals. Sewer Mains and Building Sewer Laterals are hereafter addressed in separate staff memos.

Analysis

The annual work to Rehabilitate Sanitary Sewer Manholes in Various Locations using grout is essential to addresses leaks and wet weather infiltration. Staff received pricing from four regional companies as summarized below:

Contractor	Cost
National Power Rodding	\$55,825
Expeditors	\$81,601
Visu-Sewer	\$125,250
Thul	\$356,450

The bid summary is shown in Exhibit A.

Fiscal Impact

Funding is available to rehabilitate seventy-one (71) Sanitary Sewer Manholes in various locations throughout the sanitary sewer service area in Mequon, plus a 10% contingency of \$5,583 in the gravity sewer account 610669-740001. The itemized unit prices are shown in Exhibit B.

Recommendation

A recommendation is forthcoming from the Sanitary Utility District Commission on December 14, 2021.

Attachments:

Exhibit A - Quote Summary Table (#3501-21) (PDF)

Exhibit B - Detailed Item Pricing (#3501-21) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3908

A Resolution Awarding a Contract for the Rehabilitation of Seventy-One (71) Sanitary Sewer Manholes to National Power Rodding of Chicago, Illinois in the Amount of \$61,408

RECITALS

- A. A number of capital improvement projects were identified as part of the FY2021 Sanitary Sewer Budget adopted by the Common Council on October 27, 2020.
- B. These projects are essential to the operation of the City's sanitary sewer system.
- C. The City of Mequon Department of Public Works Engineering Division has requested and received quotes for the rehabilitation of seventy-one (71) Sanitary Sewer Manholes in various locations throughout the City's Sanitary Sewer Service Area.
- D. Staff recommends that the annual work to Rehabilitate Sanitary Sewer Manholes in various locations be awarded to National Power Rodding at a total cost of \$61,408.
- E. The Capital Account 611610-740001 has sufficient balance to fund this project.
- F. The Sanitary Utility District Commission at its meeting on December 14, 2021.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

- 1. The Agreement for the Rehabilitation of 71 Sanitary Sewer Manholes in various locations, as let for bid, is approved and awarded to National Power Rodding of Chicago, Illinois, in an amount not to exceed \$61,408, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.
- 2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: John Wirth, Mayor

Date Approved: December 14, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 14, 2021.

Caroline Fochs, City Clerk



MEQUON SEWER
UTILITY

Exhibit A

PRICING RECEIVED FOR:

Rehabilitation of Sanitary Manholes, 3501-21

BID OPENING: 11/30/2021 3:00 PM
DATE TIME

Contractor	Insurance Cert	ADDENDUM No. 1	Base Items Total	Alternate Items Total
National Power Rodding	x	x	\$120,435.00	\$55,825.00
Expeditors	x	x	n/a	\$81,601.00
Visu-Sewer	x	x	\$187,730.00	\$125,250.00
Thul		x	\$356,450.00	n/a

Attachment: Exhibit A - Quote Summary Table (#3501-21) (RESOLUTION 3908 : Awarding a Contract to Rehabilitate Manholes)

Contract for Rehabilitation of Sanitary Manholes; Contract No. 3501-21

Base Bid - Sanitary Manholes Items				NPR		Expediters		Visu-Sewer		Thul	
Item No.	Item Description	Unit	Total	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
1	Manhole Grouting	Gallons	355	\$ 187	\$ 66,385	no bid	n/a	\$ 263	\$ 93,365	\$ 795	\$ 282,225
2	Manhole Grouting >5 gallons	Gallons	355	\$ 110	\$ 39,050	no bid	n/a	\$ 263	\$ 93,365	\$ 195	\$ 69,225
3	Traffic Control	LS	1	\$ 15,000	\$ 15,000	no bid	n/a	\$ 1,000	\$ 1,000	\$ 5,000	\$ 5,000
City of Mequon Items (Sanitary Manholes, items 1-3)					\$ 120,435		n/a		\$ 187,730		\$ 356,450

Alternate Bid - Sanitary Manholes Items				NPR		Expediters		Visu-Sewer		Visu-Sewer	
Item No.	Item Description	Unit	Total	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
4	Manhole Grouting	Gallons	355	\$ 100	\$ 35,500	\$ 155	\$ 55,025	\$ 175	\$ 62,125	no bid	n/a
5	Manhole Grouting >5 gallons	Gallons	355	\$ 15	\$ 5,325	\$ 65	\$ 23,075	\$ 175	\$ 62,125	no bid	n/a
6	Traffic Control	LS	1	\$ 15,000	\$ 15,000	\$ 3,500	\$ 3,500	\$ 1,000	\$ 1,000	no bid	n/a
City of Mequon Items (Sanitary Manholes, items 4-6)					\$ 55,825		\$ 81,600		\$ 125,250		n/a

Attachment: Exhibit B - Detailed Item Pricing (#3501-21) (RESOLUTION 3908 : Awarding a Contract to Rehabilitate Manholes)



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2913
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Sewer Utility District Commission

TO: Sewer Utility District Commission
FROM: Kevin Driscoll, Deputy Director of Utilities
DATE: December 14, 2021
SUBJECT: RESOLUTION 3905 A Resolution Awarding a Contract for the Preparation of Contract Documents Related to Sewer Lateral Work in the Riverland Drive and Riverdale Park Lift Station Areas to raSmith of Brookfield, Wisconsin in an Amount Not-to-Exceed \$65,000

Background

The 2021 Sanitary Sewer budget adopted on October 27, 2020, included work on sanitary building sewer laterals to reduce inflow and infiltration during wet weather events. Most of the work is a continuation of previous years' improvements on the portion of sanitary sewer building laterals that the City is responsible for as the pipes age and deteriorate.

On November 14, 2021, bids for rehabilitation of the sanitary sewer system were rejected because prices were over the budget. As a result, this work is being separated into three different categories based on construction methods and equipment used in the field for: Sewer Mains, Sewer Manholes, and Building Sewer Laterals.

- For Sewer Manhole Rehabilitation, previous bid prices in September for ranged from \$88,040 to \$106,500, where that revised bid amount in November was \$61,408 to grout leaks in 71 manholes, and is addressed in a separate memo.

- For Sewer Main Rehabilitation, previous bid prices in September ranged from \$444,070 to \$560,870, where that revised bid amount in November was \$343,655 to test and grout leaks in 19,177 feet sanitary sewer mains, as addressed in a separate memo.

- For Building Sewer Lateral Rehabilitation, previous bids in September ranged from \$1.5M to \$2.3M for work on 285 laterals. Staff requested proposals from Consultants to prepare revised contract documents exclusively for work on Sanitary Building Sewer Laterals. Three separate bid documents are anticipated, and based on the construction methods and equipment used in the field for 'sonde' locating, installation of clean-out access, and sewer lateral grouting.

Analysis

Based on the revised bid results for rehabilitation of manholes and sewer mains, staff anticipates that re-bidding the Building Sewer Lateral work could result is more favorable pricing due to separating work for respective Contractor specialties.

City staff requested proposals from five experienced consultants in Building Sewer Lateral work

with NASSCO certifications to revise the contract documents for re-bidding the project in spring 2022. Staff received two proposals. Fees are summarized in the table below and additional details in Exhibit A.

Firm	Hours	Total Cost
raSmith	650	\$65,000
Arcadis	1,250	\$195,000

The building sewer lateral work contracts are scheduled to be bid out next spring in three phases: 1) ‘sonde’ locating, 2) installation of clean-out access, and 3) sewer lateral grouting. Based on the City’s policy, the grouting work to stop leaks includes the areas under roadways and drainage swales adjacent to roadway shoulders, and it may also extend beyond the right-of-way with voluntary participation from the property owner.

Fiscal Impact

Previously, the City of Mequon established a Funding Agreement for reimbursement of expenses in the amount of \$888,000 with the Milwaukee Metropolitan Sewerage District (MMSD) to implement sewer lateral work that reduces infiltration into building sewer laterals. This funding agreement can be applied for payment application of this sewer lateral work, where the Sewer Utility will not incur any expense other than staff time.

The MMSD policy allows for an amendment to the funding agreement of up to 10% for professional services and that includes the preparation of contract documents for construction work. City staff indicated to the MMSD Program Manager of this pending request for an additional \$65,000 to become eligible for reimbursement, such that the revised funding agreement amount would equal \$953,000. In addition, the current balance eligible for reimbursement to Mequon remains at \$2,168,892, as MMSD did not allocate funds to any of the other 28 member municipalities for this program in 2021.

Recommendation

A recommendation is forthcoming from the Sewer Utility District Commission on December 14, 2021.

Attachments:

Exhibit A - raSmith Contract - 2022 Building Sewer Lateral Project Bid Documents (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3905

A Resolution Awarding a Contract for the Preparation of Contract Documents Related to Sewer Lateral Work in the Riverland Drive and Riverdale Park Lift Station Areas to raSmith of Brookfield, Wisconsin in an Amount Not-to-Exceed \$65,000

RECITALS

A. The City of Mequon has the ability for the Milwaukee Metropolitan Sewerage District (MMSD) to reimburse eligible expenses that reduce infiltration and inflow from entering sanitary sewer building laterals.

B. On May 14, 2019, Resolution 3619 authorized a contract that prioritized areas for Implementing Measures that Reduce Inflow and Infiltration from entering sanitary sewer building laterals.

C. On May 11, 2021, Resolution 3842 authorized staff to enter into a Funding Agreement with the Milwaukee Metropolitan Sewerage District.

D. On August 26, 2021, the City of Mequon established a Funding Agreement in the amount of \$888,000 with the Milwaukee Metropolitan Sewerage District (MMSD) to implement sewer lateral work that reduces infiltration and inflow into building sewer laterals in the Riverland Drive Lift Station “H” and Riverdale Park Lift Station “F” Areas.

E. On September 16, 2021, bids were advertised; however, on November 14, 2021, bids for rehabilitation of the sanitary sewer system, including sanitary manholes and sanitary mains and sanitary building sewer laterals, were rejected because the combined fees exceeded the project’s available budget.

F. On November 24, 2021, staff received proposals from consultants to prepare revised contract documents exclusively for work on Sanitary Building Sewer Laterals, based on the construction methods and equipment used in the field for ‘sonde’ locating, installation of clean-out access, and sewer lateral grouting.

G. City staff evaluated proposals to Prepare Revised Bid Documents for Sewer Lateral Work in the Riverland Drive Lift Station “H” and Riverdale Park Lift Station “F” Areas, and City staff recommends that a contract in the amount of \$65,000, that is reimbursable by MMSD, be awarded to raSmith of Brookfield, Wisconsin to prepare contract documents for this planned sewer lateral work.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The project to Prepare Revised Contract Documents for Sewer Lateral Work in the Riverland Drive Lift Station “H” and Riverdale Park Lift Station “F” Areas is awarded to raSmith of Brookfield, Wisconsin in an amount not-to-exceed \$65,000, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: John Wirth, Mayor

Date Approved: December 14, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 14, 2021.

Caroline Fochs, City Clerk

Cover Letter

16745 W. Bluemound Rd.
Brookfield, WI 53005-5938

November 24 2021

Mr. Kevin Driscoll, Deputy Director of Utilities
City of Mequon Public Works/Engineering
11333 N. Cedarburg Road 60W
Mequon, WI 53092-1930

RE: Proposal for Consultant Services to Prepare Bid Documents for the Rehabilitation of
Sanitary System Building Sewer Laterals as Three separate contracts
Contract #3566-21-X

Dear Mr. Driscoll:

raSmith appreciates the opportunity to provide the City of Mequon with our proposal to provide professional services for the project described in your request for proposal dated 11/3/2021.

Our scope is attached to provide consulting services and prepare multiple bid documents for the sequenced and concurrent rehabilitation of building sewer laterals, as separate contracts for Sonde locating, cleanout installation, and grouting.

I will lead our project team and offer the City of Mequon significant expertise in the design and construction of public and private sanitary sewer rehabilitation projects. I have over 20 years of design and construction-related experience using these rehabilitation methods, and have administered similar projects with other MMSD communities, and directly with the MMSD itself. I feel our experience working directly with the MMSD on the development of rehabilitation standards, private property design and construction should give the city confidence in our ability to successfully administer this project for them, and ability to meet the expectations of the MMSD as well.

I will lead a team of qualified professionals, all of who have prior experience on similar projects. Ben High will oversee all work on this project as the lead design Project Engineer. His experience on public and private sanitary sewer rehabilitation is invaluable, and his current efforts in the City of Mequon and related PPII design work for the MMSD as part of our ongoing contract make him the perfect choice to complete this work. Ben will be assisted, as and when necessary, by Tony Smith and Kate Jankowski, who also bring the necessary experience and certifications for this type of project work.

raSmith sincerely appreciates its ongoing professional relationship with the City of Mequon and looks forward to an opportunity to serve you on this project. Please do not hesitate to contact us with any questions regarding our proposal.

Sincerely,
raSmith



Chris M. Stamborski, P.E.
Assistant Director of Municipal Services

Project Approach

Introduction

The City of Mequon is seeking proposals from a select group of engineering consultants with NASSCO certifications to provide Consulting Services and Prepare Multiple Bid Documents for the sequenced and concurrent rehabilitation of Building Sewer Laterals, as separate contracts for Sonde Locating, Cleanout Installation, and Grouting. raSmith has assigned three project engineers to this project, and each has the relevant NASSCO certifications, experience on public and private property sanitary sewer rehabilitation, and prior experience working in the City of Mequon.

NASSCO certifications aside, we feel as though our past experience and reputation in the public, and especially private property, sewer rehabilitation world stands alone. Our staff has been at the forefront for private property sewer investigation, design and construction projects since the onset of the MMSD-related private property funding in 2011. Ben High, our lead Project Design Engineer, has played a role in just about every private property project that we've participated in, and had varying design and construction oversight roles for each project. More importantly, Ben is recognized by the MMSD as an expert in this field, and trusted to know the delivery expectations that are placed on these projects in order to received full funding.

Working alongside Ben would be Tony Smith and Kate Jankowski (when/if each are needed for this project). Each of them have been working on our existing Mequon flow monitoring and evaluation efforts, and are also part of our private property sanitary sewer team that serves both our internal clients and MMSD directly. Like Ben, each are known, and trusted, individuals to the MMSD, which is an important consideration with executing a project within an approved work plan.

The following is a summary of tasks as outlined in the proposal document:

Task 1—3: Consultant Services for Sewer Lateral Work (3 Contract Documents)

1. Consultant to prepare bid documents, including revisions to front end specifications, Division 0—Bidding Requirements and Contract Forms in addition to Division 1—General Requirements, plan figures and details, technical specification, measurement and payment coordinated with schedule of prices, and contractor qualifications for:
 - Contract #3566-21A: Lateral Inspection and Sonde Locating
 - Contract #3566-21B: Cleanout Installation
 - Contract #3566-21C: Sewer Lateral Grouting
2. Consultant to review with City recommendation on how many laterals need SONDE work to locate CLEANOUT for access to GROUTING.
 - Consultant to prepare an inventory table with Address, type of defect(s), location of defect(s), rehabilitation work required, existing clean-out information (distance from main, diameter, plumbing geometry, etc), clean-out required, sonde record.

Project Approach (continued)

3. Consultant to meet with City to agree on approach for Consultant locating proposed clean-out on private property.
4. Consultant to prepare bid documents, lead and document pre-bid meeting, attend bid openings, review bids for qualifications, and make recommendations to City regarding award.

General Requirements for Work

Project Schedule

- | | |
|-----------------------------------|----------------------|
| • SUDC Approval | December 14, 2021 |
| • Anticipated Notice to Proceed | December 15, 2021 |
| • Deliver DRAFT Bid Documents | January 10, 2022 |
| • Deliver Final Bid Documents | February 4, 2022 |
| • Advertise Bid Documents | February 8-10, 2022 |
| • Pre-Bid Meetings | February 15-17, 2022 |
| • Open Bid Documents | February 22-24, 2022 |
| • Award Bids | March 8, 2022 |
| • Approval to Construct | |
| • Lateral Inspection and Sounding | April 4, 2022 |
| • Cleanout Installation | May 20, 2022 |
| • Lateral Grouting | June 10, 2022 |

Consultant to obtain and review exam records for each respective property, as necessary. These are available on City's ONE DRIVE cloud access and hard copies are on file at City Hall.

Consultant to obtain and review the lateral map record for each respective property. These are available on City's ONE DRIVE cloud access and hard copies are on file at City Hall.

Meetings. Consultant shall plan and attend meetings with City of Mequon staff as needed to complete the work. Phone calls, in-person or virtual meetings are anticipated. Assume 3 review calls for each of the 3 contracts, that includes a Basis of Rehabilitation review call for laterals and bid evaluation calls.

Fee Schedule

Table 2: Consultant Bid Preparation Fees

Task	Task Description	Hours	Fee
1	Lateral Inspection and Sonde Locating	250	\$25,000
2	Cleanout Installation	150	\$15,000
3	Sewer Lateral Grouting	250	\$25,000
	Totals	650	\$65,000

PROFESSIONAL SERVICES AGREEMENT BETWEEN CLIENT AND PROFESSIONAL

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between _____ ("Client") and R.A. Smith, Inc. ("Professional").

Client's Project, of which Professional's services under this Agreement are a part, is generally identified as follows:

("Project").

Professional's services under this Agreement are generally identified as follows:

("Services").

Client and Professional further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Professional shall provide or furnish the Services solely for the benefit of Client as set forth in this Agreement and in the attached proposal. If authorized by Client, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above ("Additional Services").

2.01 *Payment Procedures*

- A. *Invoices:* Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of invoice date. If Client fails to make any payment due Professional for Services, Additional Services, and expenses within 30 days after receipt of Professional's invoice, then (1) the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Professional may, after giving seven days written notice to Client, suspend Services under this Agreement until Professional has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Client waives any and all claims against Professional for any such suspension.
- B. *Payment:* As compensation for Professional providing or furnishing Services and Additional Services, Client shall pay Professional as set forth in this agreement. If Client disputes an invoice, either as to amount or entitlement, then Client shall promptly advise Professional in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment*

- A. Client shall pay Professional for Services in the amount and manner provided in the attached proposal.
- B. *Additional Services:* Unless specified in the attached proposal, for Additional Services, Client shall pay Professional an amount equal to the cumulative hours charged in providing the Additional Services by each class of Professional's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Professional's consultants' charges, if any.

3.01 *Suspension and Termination*

- A. The obligation to continue performance under this Agreement may be suspended:
 - 1. *By Client:* Client may suspend the Project for up to 90 days upon seven days written notice to Professional.
 - 2. *By Professional:* Professional may, after giving seven days written notice to Client, suspend services under this Agreement if Client has failed to pay Professional for invoiced services and expenses, as set forth in this Agreement.
- B. The obligation to continue performance under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 14 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Professional for its services is a substantial failure to perform and a basis for termination.
 - b. By Professional:
 - 1) upon seven days written notice if Client demands that Professional furnish or perform services contrary to Professional's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Professional's Services are delayed for more than 90 days for reasons beyond Professional's control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - c. By Client, for convenience, effective upon Professional's receipt of written notice from Client

- d. Professional shall have no liability to Client on account of a termination for cause by Professional.
 - e. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under this section if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 - C. In the event of any termination under this section, Professional will be entitled to invoice Client and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Professional's consultants' charges, if any.
- 4.01 *Successors, Assigns, and Beneficiaries*
- A. Client and Professional are hereby bound and the successors, executors, administrators, and legal representatives of Client and Professional are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
 - B. Neither Client nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
 - C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or Professional to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and Professional and not for the benefit of any other party.
- 5.01 *General Considerations*
- A. *Standard of Care*

The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Professional. Subject to the foregoing standard of care, Professional and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
 - B. *Design Without Construction Phase Services*

Professional shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Professional have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Professional shall not be responsible for the acts or omissions of any Constructor. Professional neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
 - C. *Opinions of Cost*

Professional's opinions (if any) of probable construction cost are to be made on the basis of Professional's experience, qualifications, and general familiarity with the construction industry. However, because Professional has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Professional cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Professional. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate. Professional shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Professional or its consultants.
 - D. *Use of Documents*

All documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Professional of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:

 - 1. Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Professional, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Professional;

2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Professional, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Professional or to its officers, directors, members, partners, agents, employees, and consultants;
3. Client shall indemnify and hold harmless Professional and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Professional; and
4. Such limited license to Client shall not create any rights in third parties.

E. Liability

To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Professional and Professional's officers, directors, employees, and Consultants, to Client and anyone claiming by, through, or under Client for any and all injuries, claims, losses, expenses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project, Professional's or its Consultants services or this Agreement from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of Professional or Professional's officers, directors, employees, or Consultants shall not exceed the total amount of \$100,000 or the total compensation received by Professional under this Agreement, whichever is less.

F. Indemnification

To the fullest extent permitted by Laws and Regulations, Client shall indemnify and hold harmless Professional and Professional's officers, directors, employees, and Consultants from and against any and all claims, costs, losses and damages (including but not limited to all fees and charges of Professionals, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of the Client or Client's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Client with respect to this Agreement or to the Project.

G. Dispute Resolution

Client and Professional agree to negotiate each dispute between them in good faith during the 30 days after written notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law. The venue for all disputes shall be the state of Wisconsin. Attorney fees will be borne by the non-prevailing party.

H. Governing Law

This Agreement is to be governed by the law of the state of Wisconsin.

6.01 *Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Client and Professional and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. Nothing in this Agreement between Professional and Client shall create a contractual relationship between either Professional and Client and an outside third party.

7.01 *Lien Notice*

- A. As required by the Wisconsin construction lien law, Professional hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned Professional, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Professional agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien Professionals are duly paid.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Project Name: _____

Client: _____

Professional: _____

By: _____

By: _____

Print name: _____

Print name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

R.A. Smith, Inc.

16745 West Bluemound Road

Brookfield, WI 53005

Client's Phone: _____

Professional's Phone: _____

Client's Email: _____

Professional's Email: _____