



Department of Public Works – Engineering Division

MEMO

TO: Municipal Services Committee

FROM: Chad Weyenberg, Project Engineer

DATE: June 9, 2016

RE: Notification of Award of Contract for 2016-2020 Movable Bridge Inspections to Collins Engineers, Inc., in an amount not to exceed \$80,000.

The State of Wisconsin requires that the City inspect, record and report to the State on the condition of its movable bridges every year. The Department of Public Works requested proposals from four qualified Wisconsin consulting firms. The City received two qualified proposals from AECOM Technical Services, Inc. and Collins Engineers, Inc. The Collins Engineers, Inc. proposal was just under \$10,000 less than the AECOM Technical Services, Inc. proposal.

Collins Engineers, Inc. demonstrated the related experience and personnel necessary to complete the required tasks. In addition, they also demonstrated a good project understanding and approach. Collins Engineers' team leader, Steven Miller, P.E., recently served as the City's consultant bridge engineer for the state mandated dive inspections. He provides an excellent service and a detailed understanding of the City's bridges.

Therefore, staff recommends award of the 2016-2020 Movable Bridge Inspection Services Contract to Collins Engineers, Inc. in an amount not to exceed \$80,000.00

COLLINS ENGINEERS, INC.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered on the _____ day of _____ 2016 by and between the City of Appleton, WI hereinafter called "CLIENT," and COLLINS ENGINEERS, INC., hereinafter called "COLLINS," is as follows:

The CLIENT engages COLLINS to perform professional services for a project known and described as: Moveable **Bridge Inspections in the City of Appleton (Unit BB-16)**, hereinafter called the "PROJECT." The CLIENT and COLLINS, for mutual consideration hereinafter set forth, agree as follows:

- A. COLLINS agrees to provide and perform certain professional services for CLIENT upon the PROJECT. The Scope of Services and the period during which services are to be provided are specified in **Exhibit A** to this Agreement, which is made a part hereof.
- B. The CLIENT's responsibilities shall be as set forth in **Exhibit A** to this Agreement.
- C. The CLIENT agrees to pay COLLINS as compensation for its services as set forth in **Exhibit B**.

The Standard General Terms and Conditions and the Exhibits constitute the full and complete Agreement between the parties and may be changed, amended, added to, suspended, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistencies between the Standard General Terms and Conditions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, the Standard General Terms and Conditions shall govern.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions, and provisions stated, both above and included in the STANDARD GENERAL TERMS AND CONDITIONS and EXHIBITS, which are made a part hereof, the day and year above written. Upon execution of this Agreement by CLIENT, COLLINS will proceed with the services in accordance with the provisions of this Agreement.

COLLINS ENGINEERS, INC. (COLLINS)
2149 Velp Avenue, Suite 203
Howard, WI 54303

CITY OF APPLETON, WI (CLIENT)
100 North Appleton Street
Appleton, WI 54911

Steven J. Miller, PE *Steven J. Miller*
By

By

Regional Manager
Title

Title

May 31st, 2016
Date

Date

EXHIBIT B
COMPENSATION

CLIENT agrees to compensate COLLINS as follows:

LUMP SUM

CLIENT shall pay COLLINS for Services set forth in EXHIBIT A, a Lump Sum amount of \$76,020.50.

The Lump Sum includes compensation for all COLLINS' services included in EXHIBIT A and incorporates COLLINS' labor, overhead, profit, Reimbursable Expenses and COLLINS' outside services, if any.

The portion of the Lump Sum amount billed for COLLINS' services will be based upon COLLINS' estimate of the proportion of the overall services actually completed during the billing period to the total Lump Sum.