

**RESOLUTION NO. 2022-15  
(3-15-2022)**

**A RESOLUTION BY THE ADMINISTRATION, PERSONNEL, POLICY AND  
LEGAL COMMITTEE OF THE VILLAGE OF STURTEVANT AUTHORIZING A  
TIME AND EXPENSE PROFESSIONAL SERVICES AGREEMENT WITH  
GRAEF ENGINEERING AND CONSULTING**

WHEREAS, Graef Engineering and Consulting submitted a Time and Expense Professional Services Agreement; and

WHEREAS, the Village is satisfied with the Proposal from Graef Engineering and Consulting; and

WHEREAS, at this time the Village would like to proceed with the Time and Expense Professional Services Agreement.

NOW THEREFORE, the Village Board of the Village of Sturtevant, Racine County, Wisconsin does hereby resolve:

1. That Graef Engineering and Consulting is authorized to proceed with a Time and Expense cost to be billed per project.
2. That the funds for said work shall be taken from the account which is applicable to the project.
3. That the Village President and Village Clerk are authorized to execute contracts, agreements or other documents necessary to carry out the intent of this resolution.

Adopted by the Village Board of the Village of Sturtevant, Racine County, Wisconsin, this 15th day of March 2022

Village of Sturtevant

By

  
Michael Rosenbaum, President

Attest

  
Cheryl Zamecnik, Village Clerk



The Avenue  
275 West Wisconsin Avenue, Suite 300  
Milwaukee, WI 53203  
414 / 259 1500  
414 / 259 0037 fax  
[www.graef-usa.com](http://www.graef-usa.com)

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February 3, 2022

Mike Rosenbaum  
Village President  
Village of Sturtevant  
2801 89th Street  
Sturtevant, WI 53177

**SUBJECT: Master Services Agreement**

Dear Mr. Rosenbaum:

We are pleased to provide you with this proposal for professional services to the Village of Sturtevant (Client). When accepted, this proposal will become the formal Agreement between Graef-USA Inc. (GRAEF) and Village of Sturtevant (Client).

This proposal is for a Master Services Agreement (Project). It is subject to GRAEF's Standard Terms and Conditions, a copy of which is attached and incorporated by reference.

It is our understanding that the nature of the Project is to provide ongoing planning and economic development services for the Village.

For this Project, GRAEF proposes to provide the following Basic Services when requested:

**Ongoing Planning & Economic Development Services**

- Report to the Village Administrator and Community Development Authority (CDA).
- Staff regularly scheduled Planning Commission and CDA meetings and conduct presentations.
- Prepare staff reports and due diligence documents for the Planning Commission and CDA.
- Promote the Village of Sturtevant in the marketplace and in development deals.
- Coordinate and pursue development opportunities with developers and businesses, obtaining feedback and insights from developers.
- Provide urban design and concept drawings to illustrate development opportunities.
- Understand, interpret, and update the Village's master plans, ordinances, CORP plans, comprehensive plans, and TID project plans.
- Work with staff to prepare reports on preliminary and final plats, site plans, developments, and development agreements.
- Analyze existing codes and policies and provide recommendations.
- Answer questions from, and make initial determinations for, applicants to the Planning Commission and CDA.
- Assist in preparing supporting materials for Board agendas as needed.
- Assist with TIF and other economic development decisions.
- Identify and apply for grants and other non-Village funding sources.
- Provide design and engineering review for development applications.
- Provide topographic survey, GIS services, design of utilities or site development, and wetland delineation.



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GRAEF will endeavor to perform the Basic Services per the following schedule.

- Time and materials on an ongoing basis.

It is our understanding that you will provide the following services, items and/or information as requested:

- 1) Coordinate with the CDA, Planning Commission, Board, and facilitate other meeting details and needs.
- 2) Carry out approvals for the scope, schedule, and fee for each specific project prior to authorizing work as communicated in writing or via email.
- 3) Provide GRAEF with applications made to the CDA or Planning Commission as they are received.
- 4) Review materials prepared by GRAEF on an ongoing basis.
- 5) Provide access to related Village digital files.
- 6) Share current copies of Village maps or plans.
- 7) Provide logistics and meeting locations for applicant discussions.
- 8) Prepare and process all notices required of the municipality.

For all Basic Services, Client agrees to compensate GRAEF per the attached hourly rates, plus reimbursable expenses. Reimbursable expenses include express mail and delivery charges, existing mapping purchase costs, plan reproduction and mileage. Rates may be updated annually. Mileage will be billed at the federal rate at the time incurred.

To accept this proposal, please sign and date below and return one copy to us. Upon receipt of an executed copy, GRAEF will commence work on the Project. We look forward to providing ongoing services to the Village of Sturtevant. Please call us at 414-259-1500 if you have any questions regarding this proposal.



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Sincerely,

Graef-USA Inc.

Accepted by:  
Village of Sturtevant

Jeremy Hinds, PE  
Senior Civil Engineer

\_\_\_\_\_  
(Signature)

Larry Witzling, Ph.D., AIA, ASLA  
Senior Urban Designer | Principal

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



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## Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS

These Standard Terms and Conditions are material terms of the Professional Services Agreement proposed on February 3, 2022 (Agreement) by and between Graef-USA Inc. (GRAEF) and Village of Sturtevant (Client):

**Standard of Care:** GRAEF shall exercise ordinary professional care in performing all services under this Agreement, without warranty or guarantee, expressed or implied.

**Client Responsibilities:** Client shall at all times procure and maintain financing adequate to timely pay for all costs of the PROJECT as incurred; shall timely furnish and provide those services, items and/or information defined in Agreement, as amended, and shall reasonably communicate with and reasonably cooperate with GRAEF in its performance of this Agreement. GRAEF shall be entitled to rely on the accuracy and completeness of any services, items and/or information furnished by Client. These terms are of the essence. Client shall indemnify, defend and hold GRAEF, its present or former officers, employees and subconsultant(s), fully harmless from any liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with errors, omissions or deficiencies in the services, items and/or information Client is obliged to furnish in respect of this Agreement.

**Limitation of Liability:** Client and GRAEF agree that GRAEF's liability for any direct, indirect, incidental or consequential economic losses or damages arising under or in connection with this agreement (including any attorney's fees or claims expenses) shall be limited to the sum of one hundred thousand dollars (\$100,000.00).

**Additional Services:** Client may request or it may become necessary for GRAEF or its subconsultant(s) to perform Additional Services in respect of this Agreement. Client shall pay for such Additional Services above and beyond charges for Basic Services set forth in this Agreement. GRAEF will notify Client in advance of GRAEF's intention to render Additional Services. Client's failure to instruct GRAEF not to perform the proposed Additional Service shall constitute Client's acceptance of such Additional Service and agreement to pay for such Additional Service in accordance with the Invoicing & Payment terms of this Agreement.

**Collection Costs:** Client shall pay all collection costs GRAEF incurs in order to collect amounts due from Client under this Agreement. Collection costs shall include, without limitation, reasonable attorney's fees and expenses, collection agency fees and expenses, court fees, collection bonds and reasonable GRAEF staff costs at standard billing rates for GRAEF's time spent in efforts to collect. Client's obligation to pay GRAEF's collection costs shall survive the term of this Agreement or the earlier termination by either party.

**Invoicing & Payment:** GRAEF may issue invoices for services rendered and expenses incurred at such times and with such frequency as GRAEF deems necessary or appropriate in GRAEF's discretion. All invoices are due and payable upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date. **Prompt and full payment of all periodic invoices or other billings issued by GRAEF pursuant to this Agreement is of the essence of this Agreement.** In the event that Client fails to promptly and fully pay any invoice as and when due, then, and in addition to any other remedies allowed by law, GRAEF, may, in its sole discretion, suspend performance of all services under this Agreement upon seven (7) calendar days' written notice to Client, and immediately invoice Client for all unbilled work-in-progress rendered and other expenses incurred. Upon GRAEF's receipt of full payment, in good funds and without offset, of all sums invoiced in connection with any such declaration of suspension, GRAEF shall resume services, **provided that** the time schedule and compensation under this Agreement shall be equitably adjusted in a manner acceptable to GRAEF to compensate GRAEF for the period of suspension plus any other reasonable and necessary time and expenses GRAEF suffers or incurs to resume services. No failure by GRAEF to exercise its right to suspend work and accelerate sums due shall in any way waive or abridge Client's obligations to GRAEF or GRAEF's rights to later suspend work and accelerate terms. Client agrees GRAEF shall incur no liability whatsoever to Client, or to any other person, for any loss, cost or expense arising from any such suspension by GRAEF, either directly or indirectly. In addition, simple interest shall accrue at the lower of 1.5% per month (18% per annum), or the maximum interest rate allowable by law, on any invoiced amounts remaining unpaid for more than 60 days from the date of the invoice. Payments made shall be allocated as follows: (1) first to unpaid collection costs; (2) second to unpaid accrued interest; and (3) last to unpaid principal of the oldest invoice.

**Latent Conditions:** Client acknowledges that subsurface or latent physical conditions at the site that differ materially from those indicated in the project documents, or unknown or unusual conditions that materially differ from those ordinarily encountered may exist. If such latent conditions require a change in the design or the construction phase services, GRAEF shall be entitled to a reasonable extension of time to evaluate such change(s) and their impact on the project and to prepare such additional design documents as may be necessary to address or respond to such latent conditions. Client shall pay GRAEF for all services rendered and reimbursable expenses incurred by GRAEF and its subconsultant(s), if any, to address, respond to or repair such latent conditions. Such services by GRAEF or its subconsultant(s) shall constitute Additional Services.



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## Graef-USA Inc.'s STANDARD TERMS AND CONDITIONS (continued)

**Insurance:** GRAEF shall procure and maintain liability insurance policies, including professional liability, commercial general liability, automobile liability, and workers' compensation insurance for the duration of this Agreement and shall, upon request, produce certificates evidencing the maintenance of such coverages. Should Client desire additional insurance, GRAEF shall endeavor reasonably to procure and maintain such additional insurance, but Client shall reimburse GRAEF for any additional premiums or other related costs that GRAEF incurs.

**Instruments of Service:** All original documents prepared for Client by GRAEF or GRAEF's independent professional associate(s) and subconsultant(s) pursuant to this Agreement (including calculations, computer files, drawings, specifications, or reports) are Instruments of Professional Service in respect of this Agreement. GRAEF shall retain an ownership and property interest therein whether or not the services that are the subject of this Agreement are completed. Unless otherwise confirmed by written Addenda to this Agreement, signed by duly authorized representatives of both Client and GRAEF, no Instrument of Professional Service in respect of this Agreement constitutes, or is intended to document or depict any "as-built" conditions of the completed Work. Client may make and retain copies for information and reference in connection with the use and occupancy of the completed project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the project, or otherwise. Any reuse without GRAEF's written consent shall be at Client's sole risk and responsibility, and without any liability to GRAEF, or to GRAEF's independent professional associate(s) and subconsultant(s). Further, Client shall indemnify, defend and hold GRAEF and GRAEF's independent professional associate(s) and subconsultant(s), fully harmless from all liability or loss, cost or expense (including attorney's fees and other claims expenses) in any way arising from or in connection with such unauthorized reuse.

**Contractor Submittals:** The scope of any review or other action taken by GRAEF or its subconsultant(s) in respect of any contractor submittal, such as shop drawings, shall be for the limited purpose of determining if the submission generally conforms with the overall intent of the design of the work that is the subject of this Agreement, but not for purposes of determining accuracy, completeness or other details such as dimensioning or quantities, or for substantiating instructions or performance of equipment or systems. GRAEF shall not be liable or responsible for any error, omission, defect or deficiency in any contractor submittal.

**Pricing Estimates:** Neither GRAEF nor Client has any control over the costs of labor, materials or equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, GRAEF cannot and does not warrant or represent that bids or negotiated prices will not vary from any projected or established budgetary constraints.

**Construction Observation:** Unless expressly stated in this Agreement, GRAEF shall have no responsibility for Construction Observation. If Construction Observation services are performed, GRAEF's visits to the construction site shall be for the purpose of becoming generally familiar with the progress and quality of the construction, and to determine if the construction is being performed in general accordance with the plans and specifications. GRAEF shall have no obligation to "inspect" the work of any contractor or subcontractor and shall have no control or right of control over and shall not be responsible for any construction means, methods, techniques, sequences, equipment or procedures (including, but not limited to, any erection procedures, temporary bracing or temporary conditions), or for safety precautions and programs in connection with the construction. Also, GRAEF shall have no obligation for any defects or deficiencies or other acts or omissions of any contractor(s) or subcontractor(s) or material supplier(s), or for the failure of any of them to carry out the construction in accordance with the contract documents, including the plans and specifications. GRAEF is not authorized to stop the construction or to take any other action relating to jobsite safety, which are solely the contractor's rights and responsibilities.

**Dispute Resolution:** GRAEF and Client shall endeavor to resolve all disputes first through direct negotiations between the parties' informed and authorized representatives, then through mediation. If mediation fails to fully resolve all disputes within 120 calendar days of the first written request for mediation, either party may pursue any remedy it deems appropriate to the circumstances.

**No Assignment:** This Agreement is not subject to assignment, transfer or hypothecation without the written consent of both parties expressly acknowledging such assignment, transfer or hypothecation.

**Governing Law:** This Agreement, as amended, and any disputes or controversies arising in connection with this Agreement shall be governed and resolved by the laws of the State of Wisconsin, without regard to said state's choice of law rules.

**Severance of Clauses:** In the event that any term, provision or condition of this Agreement is void or otherwise unenforceable under the law governing this Agreement, then such terms shall be stricken and the balance of this Agreement shall be interpreted and enforced as if such stricken terms never existed.

**Integrated Agreement:** The parties' final and entire agreement is expressed in the attached proposal letter and these Standard Terms and Conditions. All prior oral agreements or discussions, proposals and/or negotiations between the parties are merged into and superseded by this Agreement. No term of the parties' Agreement may be orally modified, amended or superseded.



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## PROFESSIONAL SERVICES 2021 FEE SCHEDULE

CLASSIFICATION	RATE
Senior Group Manager (P9)	\$ 230.00
Group Manager (P8)	\$ 215.00
Senior Professional (P7)	\$ 200.00
Professional (P6)	\$ 190.00
Professional (P5)	\$ 179.00
Professional (P4)	\$ 164.00
Professional (P3)	\$ 149.00
Professional (P2)	\$ 133.00
Professional (P1)	\$ 120.00
<b>TECHNICIAN/INSPECTOR</b>	
Senior Technician/Inspector (T6)	\$ 154.00
Senior Technician/Inspector (T5)	\$ 144.00
Senior Technician/Inspector (T4)	\$ 132.00
Technician/Inspector (T3)	\$ 119.00
Technician/Inspector (T2)	\$ 104.00
Technician/Inspector (T1)	\$ 83.00
Survey Crew - 1 Person	\$ 155.00
Survey Crew - 2 Person	\$ 225.00
Administrative	\$ 82.00

Automobile travel will be billed at the current federal rate of 56 cents per mile.

Survey vehicles will be billed at 75 cents per mile.

LIDAR scanner will be billed at \$150/hour.

Unmanned Aircraft System (UAS) will be billed at \$75/hour.

Expenses such as travel and supplies will be billed at actual cost.

Contracted services and consultants will be billed at cost plus 5 percent.