

**RESOLUTION NO. 2023-22
(4-18-2023)**

**RESOLUTION BY THE PUBLIC WORKS AND CAPITAL IMPROVEMENTS &
STORM & WASTEWATER COMMITTEE OF THE VILLAGE OF STURTEVANT
AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH RA SMITH
TO PROVIDE SERVICES FOR BIDDING DOCUMENTS RELATED TO THE
NORTH PARK IMPROVEMENTS.**

WHEREAS, RA Smith submitted a Proposal for Professional Services for the Bidding Documents related to the North Park Improvements; and

WHEREAS, RA Smith will provide services for bidding documents related to the North Park Improvements.

WHEREAS, the Village is satisfied with the Proposal from RA Smith; and

WHEREAS, at this time the Village would like to proceed with the Proposal for RA Smith to provide Services for Bidding Documents related to the North Park Improvements,

NOW THEREFORE, the Public Works and Capital Improvements & Storm & Wastewater of the Village of Sturtevant, Racine County, Wisconsin does hereby resolve:

1. That RA Smith is authorized to proceed with the Project at a cost not to exceed \$35,700.00
2. That the funds for said work shall be taken from account 225-58200-690 – American Rescue Funds or 215-55300-290.
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 18th day of April 2023

Village of Sturtevant

By 
Michael Rosenbaum, President

Attest 
Cheryl Zamecnik, Village Clerk



CREATIVITY BEYOND ENGINEERING

R.A. Smith, Inc.
16745 W. Bluemound Road
Brookfield, WI 53005-5938
(262) 781-1000 | rasmith.com

March 30, 2023

Mr. Jack Feiner
Public Works Manager
Village of Sturtevant
2801 Eighty-Ninth Street
Sturtevant, WI 53177
feinerj@sturtevant-wi.gov

Re: Proposal for Village of Sturtevant 2023 North Park Improvements
raSmith Opportunity No.: 1220400

Dear Jack:

Thank you for allowing raSmith to provide you with a proposal for professional services. We are excited for the opportunity to work with the Village of Sturtevant on the 2023 North Park Improvements Project. raSmith has the project management skills, relevant experience, and staff availability to deliver a successful project. Our team will review all aspects of your project, discuss your specific needs, and collaborate with you throughout the duration of your project. The contents of this proposal letter spell out the Project Understanding, Project Schedule, Scope of Services to be provided, the Professional Fees, and the Client Responsibilities/Assumptions under which this proposal is being made.

Project Understanding

The Village has requested raSmith to provide services for bidding documents related to the North Park improvements. Concept plans and conceptual opinions of costs were provided to the Village in August 2022, and given the work involved with the improvements, the project will be publicly bid. The North Park improvements concept plans are below shown. Changes to the concept plan taken into design will include: Removal of the existing volleyball court; expanding the basketball court to a full size court (new surface proposed); and fill in the existing depression on the north side of the park where an ice rink use to be constructed, but is no longer part of the park plan.




NORTH

CONCEPTUAL PLAN
NORTH PARK
STURTEVANT WI




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Project Schedule

We will proceed after the agreement is signed with the intent of completing the field survey after the winter snow is gone (April 2023), with design proceeding thereafter. The public bidding timeframe will be coordinated between the Village and raSmith, and is assumed to be either late 2023 (November/December) or early January 2024 with construction anticipated early in the 2024 construction season.

Scope of Services

- A. **Survey Services:** Provide topographic and utility survey (based on Digger's Hotline) for North Park. The topography limits will go to the centerline of the adjacent public streets and/or GIS property line based on SEWRPC-published Wisconsin State Plane Coordinates, South Zone, NAD 83 and National Geodetic Vertical Datum of 1988 elevations. No title report or plat of survey will be attained or created as both are not anticipated.
- B. **Construction Documents:** Complete the following in close coordination with the Village Staff based on the previously submitted park master plan:
- Layout of various spaces and amenities.
 - Prepare brick paving details.
 - Prepare planting plan for "sundial" area at North Park.
 - Provide planting plans for North Park, including details and schedules.
 - Prepare all necessary removal and grading plans and details for the proposed sidewalks and routes through and to the various amenities within North Park.
 - Provide draft plans, opinion of costs (opinion of costs will not include playground equipment), and project bidding specifications for Village review prior to providing final bid documents. Plans to include: Title Sheet, Notes Sheets, Removal Sheets, Layout Sheets, Grading Sheets, Planting Sheets and Schedules, and Details Sheets.
 - Final bid documents including plans, opinion of costs and specifications for North Park.
- C. **Permitting:** If applicable and will determine through the design process, apply for and attain a WPDES General Permit for Construction Site Storm Water Runoff through the WDNR (NOI permit). No other permits are anticipated currently.
- D. **Coordination:** In conjunction with Village Staff complete the following:
- Coordinate with the Village at public or private meetings, assumed three (3) meetings, as needed.
 - The Village will coordinate with potential vendors for the park amenities for the proposed three (3) play equipment areas and picnic tables as well as bag toss and horseshoe pits for North Park; however, raSmith will work with the Village to confirm spacing of the proposed components.



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E. **Bidding Services:** raSmith will coordinate the legal advertisement of the project in the local legal publication. The plans and specifications will be posted on the raSmith website using QuestCDN. We will answer any questions during the bidding process and provide an award recommendation and bid summary once the bids have been opened. We will attend the bid opening and prepare an award recommendation. raSmith plans to utilize an electronic bidding process similar to the other recent projects raSmith has bid for the Village.

F. **Post-Bid Activities:**

- Provide and release all necessary digital files for use by the Village and/or their Contractor in construction project staking layout.
- Answer and address design questions during construction as relayed from the Contractor through the Village. We have assumed 16 hours for addressing construction questions.
- Construction management or construction survey services are not currently part of the project scope and can be incorporated as an amendment or extra service at a later time if determined required by the Village.

Professional Fees

The above services will be provided for on an hourly time-and-expense basis with a cost not to exceed of **\$35,700.00.**

Services will be billed each month based on the work completed. All usual and customary expenses such as printing, delivery, permit fees and postage are not included in the above fee and will be billed at cost as a reimbursable expense.

This proposal does not include any services beyond those described in the above scope of services. raSmith offers an array of supplemental services that are available at your request. Please refer to Attachment A for a complete list of our services.

Client Responsibilities/Assumptions

- A. The terms and conditions set forth herein are valid for 90 days from the date of this proposal and are conditioned upon our completion of all design and bidding services being completed by September 22, 2023.
- B. The hourly rates shown on the Professional Fees Rate Schedule are subject to change on an annual basis.
- C. The Client shall provide any existing data relevant to the proposed project including, but not limited to, electronic AutoCAD base files of Survey, any original Design or As-Built Plans, and/or GIS electronic data. Verification of information provided by others is not a part of the Scope of Services; therefore, any problems arising out of the use of such information shall not be the responsibility of raSmith.
- D. All pricing assumes a "no snow" condition at the time of survey.
- E. Private utility locating if required, including but not limited to electric, sanitary, water and storm facilities, is not included with the current Scope.



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- F. There are two (2) areas within the Conceptual Plans which are excluded from the current scope of services: North Park Open Air Pavilion including electrical, concrete and restoration and North Park existing Pavilion restoration and bathroom rework.
- G. After work has commenced, any revisions requested by the Client, or necessitated by conditions beyond our control, will be considered extra work requiring additional compensation.

If you would like to authorize raSmith to proceed with your project, please sign the attached Professional Services Agreement and forward a signed copy of the entire Agreement to our office. Once received, we will execute and return a copy for your records. If there are any questions concerning the above or the terms as presented, please contact me.

Thank you again for your consideration of raSmith to work on your project.

Sincerely,
raSmith

A handwritten signature in black ink, appearing to read 'Jason M. Feucht'.

Jason M. Feucht, P.E.
Senior Project Manager

Enclosures: Professional Services Agreement - Contract
Corporate Overview - Attachment A
Rate Schedule - 2023

:H:\1220400\Contract\parts\EP 1220400 Feiner_North Park only230330.docx



**PROFESSIONAL SERVICES AGREEMENT
BETWEEN CLIENT AND PROFESSIONAL**

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between Village of Sturtevant ("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:

2023 North Park Improvements ("Project").

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

as specified within the Project Understanding and Scope of Services in the attached Proposal Letter ("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: 2023 North Park Improvements

Client: Village of Sturtevant

Professional: R.A. Smith, Inc.

By: _____

By: _____

Print name: Jack Feiner

Print name: Jason Feucht, P.E.

Title: Public Works Manager

Title: Senior Project Manager

Date Signed: _____

Date Signed: _____

Address for Client's receipt of notices:

Address for Professional's receipt of notices:

Village of Sturtevant

R.A. Smith, Inc.

2801 Eight-Ninth Street

16745 West Bluemound Road

Sturtevant, WI 53177

Brookfield, WI 53005

Client's Phone: (262) 886-7202

Professional's Phone: (262) 317-3356

Client's Email: feinerj@sturtevant-wi.gov

Professional's Email: jason.feucht@rasmith.com

Corporate Overview

raSmith is a multi-disciplinary consulting firm comprising civil engineers, structural engineers, traffic engineers, land surveyors, development managers, landscape architects and ecologists. Our services are focused on our public and private sector clients' needs in design and construction including land development, site planning and design, structural engineering, municipal engineering, transportation and traffic, surveying, construction services and geographic information systems (GIS). We work on projects nationwide from our seven locations. Richard A. Smith, M.S., P.E., chairman, founded raSmith in 1978. Richard A. Smith Jr., P.E., (Ricky) leads the firm as president. The firm currently employs a staff of 215.



Our Services

- [Cold-Formed Steel Engineering](#)
- [Construction Inspection/Management](#)
- [Development Management](#)
- [Ecological](#)
- [GIS \(Geographic Information Systems\)](#)
- [Grant Writing](#)
- [Hydrographic Surveying](#)
- [Land Development](#)
- [Land Surveying](#)

- [Landscape Architecture](#)
- [LiDAR \(3D Laser Scanning\)](#)
- [Municipal Engineering](#)
- [Structural Engineering](#)
- [Traffic Engineering](#)
- [Transportation Engineering](#)
- [UAS \(Unmanned Aircraft Systems\)](#)
- [Water Resources](#)

Locations

Wisconsin:

- Brookfield
- Appleton
- Cedarburg
- Madison
- Milwaukee

Illinois:

- Naperville

California:

- Irvine



R.A. Smith, Inc.
 16745 W. Bluemound Road
 Brookfield, WI 53005-5938
 (262) 781-1000 | rasmith.com

**PROFESSIONAL FEES RATE SCHEDULE
 GENERAL 2023 RATES**

ENGINEERING SERVICES	2023 PER HOUR
Senior Project Manager.....	\$188
Senior Project Engineer.....	\$171
Project Engineer.....	\$163
Civil Engineer.....	\$114 - \$153
Engineering Technician.....	\$ 83 - \$147
Landscape Architect.....	\$158 - \$184
Landscape Technician.....	\$129
Ecologist.....	\$130 - \$158
SURVEYING SERVICES	
Senior Project Manager.....	\$169
2-Member Field Crew GPS/Robotics.....	\$228
Field Person GPS/Robotics.....	\$158
Project Surveyor.....	\$130
Survey Technician.....	\$ 95 - \$127
IT & ADMINISTRATIVE SERVICES	
Project Technician.....	\$ 93