

**City of Oconomowoc**  
**“Special” Utility Committee Meeting Minutes – January 5, 2010**

**Alderman Antonneau** called the meeting to order at 7:18 PM.

**Members Present:** Aldermen Antonneau, Larsen and Nold

**Staff Present:** Mayor Sullivan, Gard, Beguhn, Gallo, Kitsembel, Duffy, Frye, Lamp, Maurer, Steinbach and Coenen

**Others present:** Ald. Miller, Morgan, Cochrane, Kohlenberg and Schmitter and Atty. Chapman

**2. Consider/Recommend West Wisconsin Avenue Utilities Project #1001 – Construction Management Engineering Services**

Steinbach reported that the construction contract for this project totaling \$1.3M was approved in 2009 and is scheduled to begin in February 2010. To provide the necessary project management and on-site inspection for the City’s sanitary sewer and water mains, we requested proposals from engineering firms. The amount of inspection time covered by this RFP was estimated to the extent possible in the RFP documents. Five proposals were received and staff recommends the low proposal from The Sigma Group. The proposal is broken down between administrative tasks and construction site inspection tasks. To assure the estimates will not be exceeded without warrant, The Sigma Group agreed to, in writing, not to exceed their estimated total for the administrative tasks by more than 10%. The total cost for this work should not exceed \$70,870. The Sigma Group has provided engineering services for similar projects and submitted a list of their most recent projects and references.

The Committee asked what types of issues would cause going over the estimates. Steinbach stated weather and underground issues. Additionally, the project is expected to be substantially complete by the second week in May and there is a possibility that the cost could be less.

Motion by Larsen to recommend The Sigma Group for Construction Management Engineering Services on the W. Wisconsin Avenue Utilities Project #1001 in the amount not to exceed \$70,870; second by Nold. Motion carried 3-0.

Motion by Antonneau to adjourn the “Special” Utility Committee meeting; second by Nold. Motion carried 3-0. The meeting adjourned at 7:24 PM.

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Diane Coenen, City Clerk