

**RESOLUTION TO
ENTER INTO THE
SUPPLEMENTAL LETTER AGREEMENT FOR PROFESSIONAL
SERVICES BETWEEN THE CITY OF WATERTOWN AND SHORT
ELLIOTT HENDRICKSON INC.**

**SPONSOR: MAYOR EMILY MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the Watertown Fire Department submitted a Request for Proposal to locate an architect that could provide services to the Fire Department for the designing of a new Fire Station; and,

WHEREAS, in response to the Request for Proposal the Fire Department received four proposals which a Selection Committee of the City reviewed and requested two of the four firms that submitted proposals complete an interview; and,

WHEREAS, based on the interviews conducted the Fire Department and Selection Committee recommend Short Elliott Hendrickson Inc. ("SEH") be chosen to design a new Fire Station for the City of Watertown based on it having submitted the lowest cost proposal at \$547,580.00 (Five Hundred Forty-Seven Thousand Five Hundred Eighty and 00/100 Dollars) and based on the abilities and experience of SEH in the proposal and interview phase of the process; and,

WHEREAS, the Finance Committee approved awarding the agreement to SEH on February 13, 2023 and SEH has submitted the attached Supplemental Letter Agreement dated 2/13/2023 for professional services for the design and construction administration of the new Watertown Fire Station facility between the City of Watertown and Short Elliott Hendrickson Inc.; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the proper City Officials be and are hereby authorized to enter into an agreement with SEH for professional services regarding the design of a new Fire Station for an amount not to exceed \$547,580.00 (Five Hundred Forty-Seven Thousand Five Hundred Eighty and 00/100 Dollars) after the City Attorney negotiates any modifications to the specific wording to meet with the City Attorney's approval regarding the form of the agreement. Attached is a Supplemental Letter Agreement dated 2/13/2023, which is the proposed terms of agreement provided by SEH.

BE IT FURTHER RESOLVED, that the City Attorney will provide a status update to the Finance Committee providing the Committee a copy of the Final Agreement after it has been signed by SEH and the Mayor.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED February 20, 2023

CITY CLERK

APPROVED February 20, 2023

MAYOR