



## Memorandum

To: Board of Public Works  
From: Andrea Trane  
CC: Bernie Lenz  
Date: September 2, 2021  
Re: **21-1274 - Approval of Agreement for Professional Services with Short Elliott Hendrickson Inc. and allocation of funds for initial funding of contract.**

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Dear Board of Public Works colleagues,

I am requesting approval of initial funding for the Phase II design contract with Short Elliott Hendrickson (SEH) in the amount of \$100,000 from the Sewer Utility operating budget, account 630-6306310-520050.

The contract includes design and bidding services for the next important phase of River Point District, which includes storm water design, landscape architecture design, street, sanitary sewer, water main, street lighting and traffic signal design, as well as permit applications and bidding services for these items. The total amount of this 7-month contract is \$488,800. The initial \$100,000 to be approved would begin this design process with the full amount of funding to be allocated through the Common Council in October which will reimburse the Sewer Utility operating budget.

ANDREA TRANE, DIRECTOR OF PLANNING, DEVELOPMENT AND ASSESSMENT  
TIM ACKLIN, AICP, PLANNING ADMINISTRATOR  
LEWIS KUHLMAN, AICP, ENVIRONMENTAL PLANNER  
JACK ZABROWSKI, ASSOCIATE PLANNER  
ERIN DUFFER, PLANNING & DEVELOPMENT ASSISTANT

VACANT, COMMUNITY DEVELOPMENT ADMINISTRATOR  
DAWN REINHART, NEIGHBORHOOD HOUSING DEVELOPMENT ASSOCIATE  
TARA FITZGERALD, PROGRAM COORDINATOR  
KEVIN CLEMENTS, HOUSING SPECIALIST  
KEVIN CONROY, HOUSING REHABILITATION SPECIALIST