

CITY OF HORICON

404 EAST LAKE STREET
HORICON WI 53032

MEETING NOTICE

DATE ISSUED: November 13, 2018

BY: Susan Hady

PERSONNEL & FINANCE COMMITTEE

ATTENDEES:

Susan Hady	Donald Miller	Forrest Frami	Kristen Jacobson
Dave Magnussen	Joseph Adamson	Alexandra Harvancik	Jim Bandsma
Carole Baker	Jim Wegner	C: Mayor Grigg	

DATE: Thursday, November 15, 2018

TIME: 6:00 p.m.

LOCATION: City Hall, Activity Room A

LEADER: Susan Hady, Chairperson

AGENDA:

1. Call to Order.
2. Roll Call.
3. Strand Associates, Inc Contract Amendment – WWTP Improvements
4. October 2018 Payables.
5. Set Next Meeting Date.
6. Non-Action Discussion.
7. Adjourn.

IF UNABLE TO ATTEND, PLEASE NOTIFY: Kristen Jacobson

PHONE: 485-3500

DATE POSTED: 11/13/2018

TIME POSTED: 3:30 p.m.



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

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(F) 608-251-8655

November 13, 2018

City of Horicon
404 East Lake Street
Horicon, WI 53032

Attention: Mr. David Magnussen, Supervisor of Public Works and Utilities

Re: Amendment No. 1 to the May 22, 2018, Agreement for General Services
Wastewater Treatment Plant Improvements and Permit Assistance

This is Amendment No. 1 to the referenced Agreement.

Under **Scope of Services**, ADD the following:

- “7. Provide bidding-related services for oxidation ditch cleaning and phosphorus improvements consisting of one construction contract. These services will only be provided if the WDNR provides written approval of the plan for the oxidation ditch cleaning. These services will include the following.
 - a. Distribute Bidding Documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com. Submit Advertisement to Bid to OWNER for publishing.
 - b. Answer prospective bidder questions throughout bidding.
 - c. Prepare addenda, if required, to clarify Bidding Documents.
 - d. Tabulate and analyze bid results and assist OWNER in the award of the Construction Contract.
8. Provide contract administration services including the following:
 - a. Attend preconstruction meeting via teleconference.
 - b. Review and reply to contractor’s requests for information.
 - c. Review contractor’s monthly schedule for up to four months.
 - d. Review contractor’s monthly pay requests for up to four months.
 - e. Review contractor’s shop drawing submittals and manufacturer’s operations and maintenance manual.

