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MEMORANDUM

TO: Nick Russo, Public Works Director   
FROM: Scott Ketchmark, Utilities Superintendent   
SUBJECT: WSP Invoice S41106526  
DATE: October 16, 2024

The purpose of this memo is to provide background information on the final invoice for the El Mirage WRF expansion design project (attached invoice 6817220027). The City was erroneously notified that the project was complete and all invoices had been paid. This was in June of 2023 and the WSP employee who made the error was Andrea Kagie.

Ms. Kagie was released from employment with WSP after this project was completed and some time lapsed before WSP was able to send an actual final invoice to the City in January of 2024. The Public Works Department disputed this invoice and reached out to the project manager Jerry Bish about what the invoice covered. Mr. Bish's explanation is attached to this memo.

This payment of \$24,730.05 is the final payment for the WRF expansion design project and has been confirmed by WSP as such. Sufficient funds exist in the sewer fund to cover this expense.

Invoice



Remittance Address:  
WSP USA Environment & Infrastructure Inc.  
PO Box 74008618  
Chicago, IL 60674-8618

City of El Mirage  
P.O. Box 26  
El Mirage, AZ 85335

Invoice # : S41106526 ✓  
Invoice Date : 1/16/2024 ✓  
Project : 6817220027  
Contract Number : EM21-OCP01

Attention: Scott Ketchmark  
Re : El Mirage WRF Expansion

For Professional Services Rendered through: 12/29/2023

City Project No.: EM21-OCP01  
CIP 62107

|                                   |                    |
|-----------------------------------|--------------------|
| Total Project Fee Authorized      | 1,028,140.00       |
| Percent Complete as of 12/29/2023 | 99.27              |
| Fee Earned To Date                | 1,020,634.58       |
| Less Previous Billings            | 995,904.53         |
| <b>Current Billing Amount</b>     | 24,730.05          |
| <b>Amount Due this Invoice</b>    | <b>24,730.05</b> ✓ |

Outstanding Invoices for This Project

| Number    | Date       | Amount    | Balance   |
|-----------|------------|-----------|-----------|
| S41106526 | 01/16/2024 | 24,730.05 | 24,730.05 |

Project Manager : Bish, Jerry C  
Phone : 480-241-6622

Terms: Net thirty (30) days (unless otherwise negotiated).  
After thirty (30) days from invoice date a late charge of  
one and one-half percent (1.5%) per month, or the maximum  
rate allowed by law may be charged. Credit cards accepted.

Please quote invoice number with remittance.  
Direct all billing inquiries to [jerry.bish@wsp.com](mailto:jerry.bish@wsp.com).  
Please visit our website at <https://www.wsp.com>

U.S. Federal Tax ID # 91-1641772

PRINT NAME Nick Russo  
INT NR DATE 10/10/24  
PURPOSE/USE Final payment for WRF  
ACCT CODE 541-5-7581-311  
design project

## Nick Russo

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**From:** Bish, Jerry <jerry.bish@wsp.com>  
**Sent:** Wednesday, August 21, 2024 12:47 PM  
**To:** Nick Russo  
**Subject:** RE: El Mirage - Project #6817220027

**External Sender - From:** ("Bish, Jerry" <jerry.bish@wsp.com>)  
This message came from outside your organization.

Nick:

Thanks for the response. We will confirm that this is the final payment request for the El Mirage WRF expansion project and that all payments for services are satisfied with the S41196526 Invoice payment.

We have appreciated the opportunity to serve you and your community and look forward to provide engineering services to El Mirage on some future project.

Regards,



**Jerry C. Bish**  
Water / Wastewater Practice Leader  
PE, BCEE

M+ 1 520-260-8299

**From:** Nick Russo <nrusso@elmirageaz.gov>  
**Sent:** Wednesday, August 21, 2024 11:35 AM  
**To:** Bish, Jerry <jerry.bish@wsp.com>  
**Subject:** RE: El Mirage - Project #6817220027

Good Morning Jerry,  
Thank you for the clarification on this. I will work with our finance team to complete payment for this project.

Can you please send a final invoice for the project that includes all expenses to close it out? I currently have invoice S41196526 in the amount of \$24,730.05 and want to make sure that this is confirmed so I can close this thing out for good.

Thank you again.

Nick Russo – Public Works Director  
10355 N. 121<sup>st</sup> Avenue, El Mirage, AZ 85335  
P: 623-876-4235 | C: 623-512-0649 | E: [nrusso@elmirageaz.gov](mailto:nrusso@elmirageaz.gov)



**From:** Bish, Jerry <[jerry.bish@wsp.com](mailto:jerry.bish@wsp.com)>  
**Sent:** Wednesday, August 21, 2024 11:24 AM  
**To:** Nick Russo <[nrusso@elmirageaz.gov](mailto:nrusso@elmirageaz.gov)>  
**Subject:** RE: El Mirage - Project #6817220027

Nick:

Thanks for your email and sorry for the slow response. The engineering services contract for with El Mirage WRF Design Expansion was a lump sum project. As described to Adam Ford on April 17, 2024, the 100% design was completed in June but the final invoicing for WSP and our subcontractor's services were not invoiced until later. The final invoice included the 100% electrical and HVAC design engineering services, project close out cost, and document delivery after the June date. The final invoice included the items described below.

Expenses in the final invoice includes:

1. Majority of the invoice was for final electrical engineering services cost (subcontractor expense)
2. Final HVAC engineering services cost
3. Final QA/QC
4. Document Delivery
5. Project Closeout Management
6. Final Administrative Services

Since we did not provide permitting support and final bid document preparation in accordance with the contract, the cost of those services was not included in the final invoice.

Please advise if you have any questions or need any additional information.

Regards,



**Jerry C. Bish**  
Water / Wastewater Practice Leader  
PE, BCEE

M+ 1 520-260-8299

**From:** Nick Russo <[nrusso@elmirageaz.gov](mailto:nrusso@elmirageaz.gov)>  
**Sent:** Tuesday, August 13, 2024 12:06 PM  
**To:** Bish, Jerry <[jerry.bish@wsp.com](mailto:jerry.bish@wsp.com)>  
**Cc:** Scott Ketchmark <[sketchmark@elmirageaz.gov](mailto:sketchmark@elmirageaz.gov)>; Holly Lamothe <[hlamothe@elmirageaz.gov](mailto:hlamothe@elmirageaz.gov)>  
**Subject:** El Mirage - Project #6817220027  
**Importance:** High

Good Afternoon Mr. Bish,  
The City recently worked with WSP on completing the expansion design for our WRF (project 6817220027). We had received 100% project plans and communicated to our contact at WSP (Andrea Kagie) that the project was complete and made payment on a final invoice (S41105877). This was back in June of 2023.

I have since received an invoice (S41106526) from WSP for work on this project in the amount of \$24,730.05 that we were not aware of. In addition to the tardiness of this invoice, I do not understand what services this would be paying for as the project was completed per WSP staff and we had received 100% plans.

Can you please provide us with some clarity on this item so we can move forward? I appreciate your attention to this matter.

Thank you.

Nick Russo – Public Works Director  
10355 N. 121<sup>st</sup> Avenue, El Mirage, AZ 85335  
P: 623-876-4235 | C: 623-512-0649 | E: [nrusso@elmirageaz.gov](mailto:nrusso@elmirageaz.gov)



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