

Department of Health

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Public Health Administrator

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City of Racine, Wisconsin

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January 19, 2012

Honorable Mayor and Members of the Common Council
City of Racine
730 Washington Avenue
Racine, WI 53403

Dear Mayor and Council Members:

I request approval for the Mayor and City Clerk to enter into a contract agreement to retain Engberg-Anderson for architectural design services for a City Animal Control Facility. The services of an architect are required before a final decision can be made to purchase a building for this purpose.

The success of this facility centers around minimizing the amount of dollars required for annual maintenance / operations and to ensure properly designed building systems including mechanical, electrical, humidity, sanitary, and acoustic loads. In addition, maximizing the ease of cleaning, controlling the spread of communicable disease through careful planning of circulation, and minimizing staffing requirements.

The scope of work will be executed through the following phases: Pre-Design, Schematic Design, Design Development including interior design, Formatting of Construction Documents, Bidding / Negotiation, and Contract Administration.

Respectfully submitted,

Dottie-Kay Bowersox
Public Health Administrator