

Department of Public Works

City Hall
730 Washington Ave.
Racine, WI 53403
262.636.9121 - Public Works
262.636.9191 - Engineering



Mark H. Yehlen, P.E.
Commissioner of Public Works

Thomas M. Eeg, P.E.
Asst. Commissioner of Public Works/Operations

John C. Rooney, P.E.
Asst. Commissioner of Public Works/City Engineer

June 12, 2012

Ald. Sandy Weidner
Chairwoman, Public Works
and Services Committee
Racine, Wisconsin

**RE: Professional Services – Police Department Office Improvements
Contract 9-12 (K2-009)
ARC Architectural Group, consultant**

Dear Ald. Weidner:

Submitted for your review and approval is Amendment No. 1 on the subject contract. Amendment No. 1 is in the not-to-exceed amount of \$9,400.00 and is for adding design and specification services for improvements to the auditorium and women's locker room.

Funding for these professional services is available in Account 991.210.5040, Safety Building – Building Updates.

Sincerely,

A handwritten signature in blue ink that reads "Thomas M. Eeg".

Thomas M. Eeg
Assistant Commissioner of Public Works/Operations

TME:das



QUOTATION

Date: June 01, 2012

Client: City of Department of Public Works
730 Washington Avenue
Racine, Wisconsin 53403

Contact: Thomas Eeg PE, Assistant Commissioner 636-9123

Project: Architectural and Engineering Design & Specification Services for a
Alterations and improvements to the **SAFETY BUILDING AUDITORIUM**

Project Summary:

- The existing large Auditorium will be divided into 2 smaller rooms by the construction of a (gypsum board on steel stud) wall. The front portion of the new room will continue its current auditorium functions. The rear portion of the room will be adapted for use as a work-out and training room.
- The existing ceiling grid, acoustical panels, and lighting fixtures will be removed; and replaced with new grid, panels, & lighting fixtures similar to those currently being installed in the on-going ceiling & lighting improvement project in the Police Department areas of the Safety Building.
- The existing HVAC distribution & return ductwork system will be adapted to properly service the revised room configuration.
- Various equipment, fixtures, finishes, and accessories will be specified & installed for improved training work-outs and presentations.
- 3 additional rooms in adjacent areas will receive new ceilings and lighting fixtures of same type as those currently being installed in the on-going ceiling & lighting improvement project in the Police Department areas of the Safety Building.

Components of these Services will include:

- Discussions as needed for the Architect to understand the Client's intentions, requirements, & budget, and for the Architect to clearly communicate the proposed design to the Client.
- Verify existing conditions & constraints impacting the proposed design.
- Meetings as needed with designated Fire Department and Police Department staff representatives as needed
- Verify and comply with: applicable requirements of the Wisconsin Commercial Building Code, and other applicable construction codes & design standards; and ordinances & requirements of the City of Racine impacting the design
- Preliminary & Design Development Drawings and discussions as needed to reach approval by City reviewing agents for use in the revised room configuration.
- Adaptation of the previously published Project Manual Electrical Specifications Section for use in the revised scope project.
- Specification direction for Sub-Contractor Design-Build adaptation of the existing HVAC system
- Pre-bid discussions with City-invited potential contractors.
- Assistance in evaluation of quotations submitted by bidding contractors, if requested.
- Review of Shop Drawings to be submitted by Contractors, Material Suppliers, & Vendors selected by the City for the Work.
- Four (4) site Visits by the Architect during the Period of Construction.
- Normal Construction Administration Services by the Architect during the period of construction.



06-01- 2012
Racine Safety Building Auditorium

Items Beyond the Scope of this Proposal:

- Electrical Engineering Sub-Consultant Services (no requirement anticipated)
- Mechanical Engineering Sub-Consultant Services (no requirement anticipated)
- Survey of and specifications for Remediation of hazardous substances.
- Reimbursable Expenses for final Construction Documents
- Plan review and submittal fees.

Work by the Architect will begin, per the Client's approval, within 2 weeks of acceptance of this Proposal. Architectural Design is expected to be complete within 3 weeks thereafter, pending Client's availability for reviews, direction, & approval.

Compensation for these Services by the Architect shall be paid as a **FIXED FEE of \$ 5,600.00.**

Payment for these Professional Services is requested in the following manner:

- A Retainer of \$1,800 to be invoiced, and paid per standard City procedures, upon initiation of Services;
- Progress Payments to be invoiced & paid at no more than 30 day intervals.
- Payment of the balance due for Services, plus any Reimbursable Expenses upon satisfactory completion of Services.

For ARC Architectural Group, LLC :

Ριχηαρδ Χηριστενσεν

Richard Christensen
Vice President
Wisconsin Architect No. 7062



QUOTATION

Date: June 01, 2012

Client: City of Department of Public Works
730 Washington Avenue
Racine, Wisconsin 53403

Contact: Thomas Eeg PE, Assistant Commissioner 636-9123

Project: Architectural and Engineering Design & Specification Services for a
Alterations and improvements to the **Police Department Women's Locker Room.**

Project Summary:

- The existing lockers, countertop, & accessories will be removed
- New lockers, of size & type specified by the Police Department representative will be installed, providing locker space for additional female officers.
- Countertop(s) and mirror(s) will be installed
- The flooring and wall finishes & colors will be refurbished.
- Consideration of options for improvements to the ceiling and lighting.
- Additional improvements to be requested by the Police Department representative.

Components of these Services will include:

- Discussions as needed for the Architect to understand the Client's intentions, requirements, & budget, and for the Architect to clearly communicate the proposed design to the Client.
- Verify existing conditions & constraints impacting the proposed design.
- Meetings as needed with designated Police Department staff representatives as needed
- Verify and comply with: applicable requirements of the Wisconsin Commercial Building Code, and other applicable construction codes & design standards; and ordinances & requirements of the City of Racine impacting the design
- Preliminary & Design Development Drawings and discussions as needed to reach approval by City reviewing agents for use in the revised room configuration.
- Pre-bid discussions with City-invited potential contractors.
- Assistance in evaluation of quotations submitted by bidding contractors, if requested.
- Review of Shop Drawings to be submitted by Contractors, Material Suppliers, & Vendors selected by the City for the Work.
- Four (3) site Visits by the Architect during the Period of Construction.
- Normal Construction Administration Services by the Architect during the period of construction.



06-01- 2012
Racine Safety Building Police Department Female Officers' Locker Room

Items Beyond the Scope of this Proposal:

- Changes to the Electrical system (no requirement anticipated)
- Changes to the Mechanical system (no requirement anticipated)
- Survey of and specifications for Remediation of hazardous substances.
- Reimbursable Expenses for final Construction Documents
- Plan review and submittal fees.

Work by the Architect will begin, per the Client's approval, within 2 weeks of acceptance of this Proposal. Architectural Design is expected to be complete within 3 weeks thereafter, pending Client's availability for reviews, direction, & approval.

Compensation for these Services by the Architect shall be paid as a **FIXED FEE of \$ 3,800.00.**

Payment for these Professional Services is requested in the following manner:

- A Retainer of \$1,200 to be invoiced, and paid per standard City procedures, upon initiation of Services;
- Progress Payments to be invoiced & paid at no more than 30 day intervals.
- Payment of the balance due for Services, plus any Reimbursable Expenses upon satisfactory completion of Services.

For ARC Architectural Group, LLC :

Ριχηαρδ Χηριστενσεν

Richard Christensen
Vice President
Wisconsin Architect No. 7062