



730 Washington Ave. • Room 304 • Racine, WI 53403 • 262-636-9166 • Fax: 262-636-9545

April 28, 2008

Mayor Gary Becker  
Members of the Common Council  
730 Washington Avenue  
Racine, WI. 53403

Dear Mayor Becker and Members of the Common Council:

I would like to meet with the Transit and Parking Commission to discuss an amendment to the professional services agreement between the City of Racine and Architectural Associates, LTD. Changes to the design and construction management of the Belle Urban System administrative Offices have increased the agreement by \$19,800. Funds are available in Federal capital grants to offset 80% of the additional cost.

Please refer this report to the Transit and Parking Commission for their review and discussion.

Sincerely,

*Michael J. Glasheen*

Michael J. Glasheen, P.E.  
Transit Planner

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April 23, 2008

**TO: MR. MIKE GLASHEEN, P.E.**  
**City of Racine Transit Planner, Belle Urban System, 730 Washington Ave, Room 304, Racine WI 53403**

**FR: JOHN C. MURPHY AIA and CHARLES J. SAUTNER ASLA**

**RE: ADDITIONAL A&E SERVICES AGREEMENT**  
**City of Racine Belle Urban System, Administration and Maintenance Building Expansion & Remodeling**  
**Architect's Project No: 05-1519**

**CC: TOM EEG, City of Racine, Public Works Department**

**Additional Services...Action Required for Written Consent:**

- a. Additional Construction Administration Phase Services: Per your direction AALtd is now requested to provide more extensive Construction Administration Phase services and Owner's Representative services that were not originally included in our scope of services.
- 1) Material Testing and Inspection Services: This was recently requested, but upon review of previous direction, we discovered this was authorized and included in the May 8, 2007 summary of Additional Services.
  - 2) Additional Construction Administration Phase Services and Project Representation beyond Basic Services: The initial scope of services was limited at the City's direction to minimize this phase of service since the City would be providing much of this work. It is now understood that, due to Mike Glasheen's retirement, considerable more services will be required such as: Provide processing of payment requests to the City; verifying the work that has been done; assuring that Limited Waivers of Construction Liens are submitted and complete; Compliance with Prevailing Wage rates forms are completed and included; and that the request was on the detailed estimate forms as required by the City. Mike Glasheen is to provide AALtd a copy of the Payment Request form. Additionally, AALtd services will include more on-site visits for our firm and our engineers, more communications and reports with City representatives, additional communications and consultations with the contractor and sub-contractors, and for project close-out site visits and reports.  
Estimated additional fees: 34 wks at 2.5 ave. hours/week for above = 85 hrs at \$100 = \$ 8,500  
Estimated allowance for additional reimbursable expenses: 500
- b. The revised contract amount is then adjusted to be as follows below: Fees & Reimbursement Expenses Estimate
- |  |                 |
|--|-----------------|
| 1) Initial Agreement for Fees and Reimbursable Expenses  | \$ 59,400       |
| 2) Additional services and fees of January 26, 2007  | \$ 4,500        |
| 3) Revised Total Contract Amount without further authorization   | \$ 63,900       |
| 4) Additional services for Conditional Use Process & Construction Inspection<br>(\$1,800 plus \$4,500 for a total of allowance up to \$6,300) April 27, 2007 | \$ 6,300        |
| 5) Revised Total Contract Amount with verbal authorization through January 18, 2008  | \$ 70,200       |
| 6) Additional CA and Owner's Representative Services requested per April 23, 2008 above  | \$ 9,000        |
| 7) <b>Updated total Contract Amount, not to exceed w/o further authorization</b>   | <b>\$79,200</b> |
- c. Per our initial owner-architect agreement of April 21, 2006, Item No. 2 states:  
"... No additional services or reimbursable expenses shall be included under this Agreement without prior written consent of City." Therefore, please have an authorized City representative sign this authorization and return a copy to our firm.

**City of Racine Written Consent for Additional Services per above description:**

*(Please return a signed copy to AALtd and maintain one signed copy for City records and contract changes.)*

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*Authorized City of Racine Name, Title, Signature & Date:*