

# Department of Public Works

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



Richard M. Jones, P.E.  
Commissioner of Public Works

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

John C. Rooney, P.E.  
Asst. Comm. of Public Works/Engineering

July 6, 2009

Alderman Gregory Holding  
Chairman, Public Works  
and Services Committee  
Racine, Wisconsin

**RE: Professional Services – Window Replacement Design  
For City Hall Annex  
Contract 3-09 (K9-003)  
ARC Architectural Group, LLC, consultant**

Dear Alderman Holding:

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 \$1,900.00 and is to analyze the presence of asbestos in the window materials and to design replacements for the entrance doors and windows.

Funding for these professional services is available in Account 989.200.5020, Annex-Stairwell Windows.

Sincerely,

Thomas M. Eeg  
Asst. Comm. of Public Works/Operations

TME:das