

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. Comm. of Public Works/Operations

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

March 26, 2012

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

**RE: Professional Services -
Design Services for City Hall
Facilities Implementation Plan-Phase III
Contract 22-10 (K0-025)
Butterfield, Rudie & Seitz, consultant**

Dear Ald. Weidner:

Submitted for your review and approval is Amendment No. 4 on the subject contract. Amendment No. 4 is in the not-to-exceed amount of \$2,250.00 and is for additional coordination meetings due to the project being extended.

Funding for these professional services is available in Account 990.100.5010, City Hall- Facility Plan Implementation.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Eeg", is placed above the printed name of the sender.

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

TME:das

**Butterfield
Rudie
& Seitz**

Ryan M. Rudie, A.I.A.
Jason G. Frank

**Architecture
Engineering
Planning**

920 Goold Street
Racine, WI 53402
Tel (262) 634-5565
Fax (262) 634-5618
www.brs-architects.com

March 21, 2012

Mr. Thomas M. Eeg
City of Racine - Department of Public Works
730 Washington Avenue, Room 303
Racine, WI 53403

**Re: Request for Change Order #2 - Additional Design Fees
City Hall Facilities Plan Implementation – Phase III**

Dear Mr. Eeg,

We would like to request **additional design fees of \$2,250** for construction administrator work in excess of our original design proposal on the above-mentioned project. Please see below for a more detailed explanation of the additional design work performed.

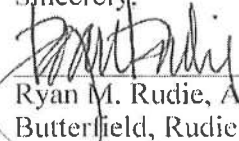
Additional Construction Administration Services

In our original design proposal we had scheduled 22 weekly meetings at 1.5 hours each (33 hours) for Construction Administration, this included coordination meetings, punch list, and miscellaneous meeting pertaining to the project. Due to several unforeseen circumstances, we have accumulated 44 weekly meetings for a total of 63 hours. We are requesting to be reimbursed for our additional time.

<u>Service</u>	<u>Hours</u>	<u>Rate</u>	<u>Fee</u>
Architectural Design	30 hrs	\$75	\$2,250

Do not hesitate to call upon me if you have any questions or comments.

Sincerely,



Ryan M. Rudie, AIA
Butterfield, Rudie & Seitz, Inc.