

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

October 8, 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. 2 on the subject contract. Amendment No. 2 is in the not-to-exceed amount of \$8,550.00 and is for additional electrical, HVAC and plumbing 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, appearing to read "Thomas M. Eeg", is written over a light blue circular stamp.

Thomas M. Eeg
Assistant Commissioner of Public Works/Operations

TME:das



ARC ARCHITECTURAL GROUP LLC

546 STATE STREET
RACINE, WISCONSIN 53402

FAX 262. 637. 6105
PHONE 262. 637. 6100

Date: September 20, 2012

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

Attn: Thomas Eeg PE, Assistant Commissioner / Operations

- Ref: 1) **Police Department Women's Locker Room**
Accepted ARC Quotation, dated June 01, 2012, for Architectural Design and Specification Services for Alterations & Improvement; for the Fixed Fee of \$ 3,800.
(attached)
- 2) **Safety Building Auditorium**
Accepted ARC Quotation, dated June 01, 2012, for Architectural Design and Specification Services for Alterations & Improvement; for the Fixed Fee of \$ 5,600.
(attached)

Re: **Request for authorization for additional Services** by Consulting Engineers for Electrical, Heating & Ventilating, and Plumbing systems modifications, **for additional fees, beyond the original scope** of the projects. (Original Quotations attached)

1) Police Department Women's Locker Room

Discussions with and Deputy Chief Mark Schulz and Kathy Kasper during the week of September 17 -21, developed into a request to modify the location(s) and number of the current showers within the Locker Room and possibly eliminate one toilet and also to eliminate the existing in-wall radiator unit, both to provide additional floor space for additional needed lockers; and the addition of a radiant heat ceiling panel. Design / plan development is near completion. Once a final decision is made by the RPD, design & specifications for modification of the Plumbing & Electrical systems will be required.

2) Safety Building Auditorium

Discussions with RPD Deputy Chief Mark Schulz, RFD Chief Steve Hansen, and other staff members September 17 -21, included requests and additional specifications for alterations & improvements to the Auditorium requiring modifications to the existing electrical system to provide requested capacity within the modified area for specific equipment, and to provide effective sound isolation & separation between the resulting 2 spaces, requiring specification of modification to the HVAC system above the ceiling. Design development is near completion. Once a final decision is made by the RPD and the RFD, design & specifications for modification of the HVAC and Electrical systems will be required.



To properly address these additional requirements, ARC proposes to engage the professional services of the two Consulting Engineering firms currently working on the City Hall Phase Four renovation project. Quotations attached.

REQUEST FOR ADDITIONAL COMPENSATION:

Police Department Women's Locker Room + \$ 2,350.00

ELECTRICAL	David Hanson & Associates	\$ 800.00
HVAC & PLUMBING	Southport Engineered Systems	1,250.00
Architectural integration	ARC	300.00

Safety Building Auditorium + \$ 6,200.00

ELECTRICAL	David Hanson & Associates	\$ 3,200.00
HVAC & PLUMBING	Southport Engineered Systems	2,250.00
Architectural integration	ARC	750.00

Accepted for the City of Racine:

signature

name / title

date

signature

name / title

date

signature

name / title

date

David L. Hanson & Associates, Inc.

6402 – 32nd Avenue Kenosha, WI 53142 Phone (262) 654-2010 Fax (262) 658-1127

September 18, 2012

Mr. Richard Christensen
ARC Architectural Group, LLC
546 State Street
Racine, WI 53402

RE: City of Racine – Safety Building - Female Locker Room

Dear Mr. Christensen:

We are pleased to provide an electrical engineering proposal for the remodeled female locker room in the Safety Building per today's walk thru and preliminary drawings.

INCLUDED:

Circuit design for receptacles (lockers, wall) and a new heater. Provide design for a sub panel if needed.

Emergency lighting design as required.

Provide new or relocate lighting if required.

Provide systems box and raceway design for a voice/data location.

Provide electrical demo drawing.

Site visit to verify existing electrical systems.

Provide one set of specifications in booklet form on 8-1/2" by 11" sheets.

Provide one set of drawings on vellum and/or PDF files.

Review shop drawings and cut sheets.

NOT INCLUDED:

Site inspection when construction is completed.

Electrical design for areas other than the female locker room.

Voice/data design.

Paging system design.

Security system design.

Fire alarm. Existing locker room does not have any fire alarm devices.

Electrical service redesign.

Reproduction costs for multiple drawings and/or specifications.

Floor plan (floor plan to be provided to us in AUTOCAD format).

Major changes due to floor plan revisions or other reasons.

TERMS:

30 Days.

PRICE:

Not to exceed eight hundred dollars (\$800.00). Price valid for thirty days.

Thank you for the opportunity to quote this project. If you have any questions, please call.

Sincerely,

David L. Hanson, P.E.

David L. Hanson & Associates, Inc.

6402 – 32nd Avenue Kenosha, WI 53142 Phone (262) 654-2010 Fax (262) 658-1127

September 18, 2012

Mr. Richard Christensen
ARC Architectural Group, LLC
546 State Street
Racine, WI 53402

RE: City of Racine – Safety Building - Auditorium

Dear Mr. Christensen:

We are pleased to provide an electrical engineering proposal for the remodeled auditorium area in the Safety Building per today's walk thru and preliminary plan.

INCLUDED:

Power distribution and circuit design for lighting, receptacles, HVAC, plumbing and other loads as required. A new panel will probably be required.
Lighting design and required controls including lighting control panels and/or occupancy sensors.
Emergency lighting design as required.
Lighting energy calculations.
Add any required fire alarm devices to the existing building fire alarm system (if the building has a fire alarm system).
Provide systems boxes and raceway design for voice/data locations.
Provide electrical demo drawings.
Site visits to verify existing electrical systems.
Provide one set of specifications in booklet form on 8-1/2" by 11" sheets.
Provide one set of drawings on vellum and/or PDF files.
Review shop drawings and cut sheets.
Site inspection when construction is completed.

NOT INCLUDED:

Site inspection when construction is completed.
Electrical design for areas other than the auditorium area.
Voice/data or TV systems design.
Paging or sound system design.
Security system design.
Electrical service redesign.
Reproduction costs for multiple drawings and/or specifications.
Floor plan (floor plan to be provided to us in AUTOCAD format).
Major changes due to floor plan revisions or other reasons.

TERMS:

30 Days.

PRICE:

Not to exceed three thousand two hundred dollars (\$3,200.00). Price valid for thirty days.

Thank you for the opportunity to quote this project. If you have any questions, please call.

Sincerely,

David L. Hanson, P.E.



Proposal for Racine Safety Building Auditorium and Female Locker Room Remodels

Mr. Richard Christensen
ARC Architectural Group
546 State Street
Racine, WI 53402

9-18-2012

Project description

The scope of this proposal is to provide HVAC engineering services for 2 separate remodels in the Safety Building for The City of Racine.

Systems and Services description

- Provide drawings and specifications for a remodeling the HVAC in the womens locker room.
 - Drafting of existing HVAC systems and verifying locations for remodel
 - Including adding a new heater(the locker room is on an exterior basement wall)
 - Analyzing the existing supply and exhaust airflow to verify ventilation
 - 1 site visit for existing conditions and 1 for a punch list

- Provide drawings and specifications for remodeling the HVAC in the existing auditorium
 - Drafting existing HVAC Systems and verifying locations for remodel
 - Performing HVAC loads for distribution of supply air to workout space and auditorium
 - Plans for new supply grilles(the existing light fixtures are used for supply not return)
 - Adding transfers for the separated spaces
 - Preparing drawing for submittal to city
 - 1 site visit for existing conditions and 1 for punch list

Total cost engineering services

- HVAC engineering for female locker room - **\$1250.00**
- HVAC engineering for remodeled auditorium - **\$2250.00**

Clarifications

- Include **\$400.00/site visit** for additional site visits
- Additional Engineering - \$125.00/hr

I hope this is the information you desire. If you have any questions, contact me at 262.654.6630.

Thank you

Timothy Pann P.E.

IF YOU WISH TO CONFIRM THIS PROPOSAL, PLEASE SIGN AND RETURN ONE COPY.

SIGN _____

DATE _____



ARC ARCHITECTURAL GROUP, LLC

546 STATE STREET
RACINE, WISCONSIN 53402

PHONE 262.637.6100

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 :

Richard Christensen

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 **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 :

Richard Christensen

Richard Christensen
Vice President
Wisconsin Architect No. 7062