

# 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

January 5, 2011

Alderman Gregory Holding  
Chairman, 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 Alderman Holding:

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 \$5,600.00 and is for design services for police counter renovations at the Safety Building.

Funding for these professional services is available in Account 990.210.5010, Safety Building-Update 911 Lighting.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Eeg", is written over the word "Sincerely,".

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

TME:das

The logo for Butterfield Rudie & Seitz is displayed in white serif font on a dark, textured rectangular background.

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

**Architecture  
Engineering  
Planning**

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December 17, 2010

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

**Re: Construction Document Design Services Proposal for  
Police Counter Renovations at the Safety Building**

Dear Mr. Eeg,

Per your request I am happy to provide you with this proposal for Architectural design services for renovations to the Police Counter area on the first floor of the Safety Building.

**Design Services**

We will design and prepare construction documents for the renovation of the counter area based on our onsite meeting on December 16, 2010 with Tom Christensen and Kathy Kasper.

We will expand and renovate the existing Police Counter area in order to create a more efficient and user friendly reception counter for both employees and visitors. We will also be relocating additional employees into this area, as the space allows, with a new furniture/cubical layout.

Based on the above, our fee includes Architectural Design, Structural Design and Engineering, and Electrical Design and Engineering, all complete and ready for bidding, permitting, and construction. We will provide construction cost estimates upon completion of the design development phase and completion of the final design.

We do not envision any Mechanical or Plumbing Design changes with this renovation; therefore, we do not have any Mechanical or Plumbing Design services in our proposal.

Our proposal does not include costs for reproductions for the bidding documents. At this point, not knowing how many bidders will be involved, it is not reasonable to estimate a cost for this.

During the construction phase of the project we will review submittals and shop drawings to verify compliance, respond to contractors questions regarding construction, review and approve pay requests and change orders, attend weekly job meetings, and make site visits to review construction activities.

Based on the above, we would like to propose a fee of **\$5,600.00 for our design services**. This fee covers any expenses we incur such as plan reproduction (except bid documents as noted above), photocopying, and UPS delivery during our proposed design work services.

I hope this proposal meets with your approval. Do not hesitate to call upon me if you have any questions or comments. Thank you for the opportunity to provide you with this proposal.

Sincerely,



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