

# 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

March 8, 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. 3 on the subject contract. Amendment No. 3 is in the not-to-exceed amount of \$6,025.00 and is for additional design services for the Health Department, restrooms and communication conduits.

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 name Thomas M. Eeg.

Thomas M. Eeg  
Interim Commissioner of Public Works

TME:das



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

February 4, 2011

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

### Re: Request for Change Order #1 - Additional Design Fees City Hall Facilities Plan Implementation – Phase III

Dear Mr. Eeg,

We would like to request **additional design fees of \$6,025** for work completed on the above-mentioned project. Please see below for a more detailed explanation of the additional design work performed.

#### Environmental Health & Nursing Layouts – \$1,650

Included with this project's Request for Proposal there were preliminary floor plan layouts, when we prepared our design proposal we budgeted time for a maximum of four meetings and sketches to finalize the layout of these areas. I've been doing this job for 20 years and found that in almost every case we can design a building layout that the owner will approve after 3 or 4 sketches, so we felt comfortable in this case. After the sixth meeting we verbally made note of these proceedings.

Due to several changes and additional offices, cubicles, etc. being added by the departments, we attended eight design meetings and in-turn prepared eight layout sketches. We have kept track of our time for meetings and layout sketches 5 through 8, see details below:

Service	Hours	Rate	Fee
Architectural Design	22 hrs	\$75	\$1,650

#### Changes to Toilet Rooms and Alternate Numbering – \$3,975

After the final layout was approved we proceed with architectural, mechanical and electrical design per the layout and several alternate bid items. Per a meeting on October 13, 2010 changes were made to the finishes and fixtures in the toilet rooms and all of the alternate items were either moved into the base bid or renumbered. We kept track of our time to make these changes, see details below:

Service	Hours	Rate	Fee
Architectural Design	11 hrs	\$75	\$825
HVAC Design	16 hrs	\$125	\$2000
Plumbing Design	6 hrs	\$125	\$750
Electrical Design	4 hrs	\$100	\$400
			\$3,975

# Butterfield Rudie & Seitz

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

**Architecture  
Engineering  
Planning**

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## Added Communication Conduits – \$475

We added large communication conduit to the design for future communication lines. We kept track of our time to make these changes, see details below:

Service	Hours	Rate	Fee
Architectural Design	1 hrs	\$75	\$75
Electrical Design	4 hrs	\$100	\$400
			\$475

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

Sincerely,



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