



Date: November 18, 2015

To: Water Utility Board

From: Al Larson, PE, BCEE

**Re: Justification for Amendment #2 to the Mead and Hunt Architectural Services Contract**

**Project: Operations Center Rebuild – Paterson Street**

### Background

During the development of the final contract documents and the process of obtaining the required permits for the reconstruction of the Paterson Operations Center, Mead and Hunt Inc. incurred significant additional costs. Complications with redesign of portions of the building, permitting in reference to the green roof requirement, dealing with contaminated soils and unsuitable soils, a building expansion, and additional meetings all resulted in increased effort for Mead and Hunt. These costs are not authorized in the current scope of services and have not been approved by Madison Water Utility.

### Request to Increase Fee

Discussions on increasing compensation for the out of scope work started in May 2015 and culminated with a letter from Mead and Hunt on August 25, 2015 requesting an increase in fee of \$369,386 for work completed but not authorized. A copy of that request is attached for your information and use.

### Recommendation

We conducted an item by item evaluation of the August 25<sup>th</sup> request to determine what was additional work and what was included within the original scope of services. That review was summarized in a letter to Mead and Hunt on October 8, 2015 with the conclusion that there was \$126,902 of additional work that was not included in the approved scope of work. This work was completed by Mead and Hunt in an effort to meet project objectives, address employee comments and concerns, and to obtain the necessary permits for the project. This additional work has not been approved or authorized by Water Utility staff. However, following our investigation it is the recommendation of Water Utility staff to the Water Utility Board to increase the architectural services fee to Mead and Hunt by \$126,902 to compensate them for these additional services. A copy of our response to Mead and Hunt is attached for your information and use.

Mead and Hunt accepted that recommendation and revised their request to \$126,902. A copy of their response is also attached for your review and consideration.

Based on this review as stated in our letter of October 8, 2015, it is recognized that Mead and Hunt incurred additional costs of \$126,902 in the completion of the contract documents for the Paterson Street Operations Center project. These costs are judged to be outside of their contracted scope of services and it is our recommendation that Amendment #2 be executed to the current contract to compensate Mead and Hunt for this additional work. Amendment #2 will increase the total compensation to \$953,861 for the full project.



2440 Deming Way  
Middleton, Wisconsin 53562  
608-273-6380  
meadhunt.com

## ATTACHMENT "A"

### A/E/CONSULTANT REQUEST FOR ADDITIONAL SERVICES

August 25, 2015

Mr. Al Larson, PE BCEE  
Water Utility Principal Engineer  
Madison Water Utility  
119 East Olin Avenue  
Madison, WI 53713

Project Name: Paterson Street Operations Center  
Project Location: 110 S. Paterson Street, Madison WI  
Agency: Madison Water Utility

Dear Mr. Larson:

Mead & Hunt, Inc. is pleased to submit this request for additional services for the Maintenance Building project at the Paterson Street Operations Center in Madison, Wisconsin. This letter will serve to outline the additional scope of services and the basis for compensation.

### **Project Background**

The initial contract for services dated August 1, 2013 was based upon the Owner's intent to utilize the previously executed design documents as the basis for the project with minor adjustments to meet current codes. Work included project investigation and conceptual design services with fees in the amount of \$151,600.

During the project investigation and conceptual design phase, it was determined that the project needs had changed since the initial design was prepared. The changes identified included minor floor plan adjustments and were incorporated into the scope of work with adjustments to the professional design fees in Amendment 1. This amendment was submitted for review on August 29, 2014 and was fully executed on December 3, 2014. This amendment reduced the project investigation and conceptual design fees by \$45,000 and added complete A/E services in the amount of \$720,359 for the design, construction documents, bidding and construction of three packages - the Paterson Street Operations Center (Maintenance Building) - \$6.85M, the Materials Storage and Vehicle Maintenance Buildings - \$1.4M, and the SCADA room - \$100k. These projects were estimated at \$8.5M with professional fees of \$826,959 (9.73%) and were to be conducted simultaneously to increase efficiency and reduce professional design fees.

## **Additional Services**

After the initial adjustment was proposed in August 2014, the project scope continued to undergo change. While minor adjustments to a project are usual and customary in any creative process, the changes experienced on this project were outside of normal scope and constitute a valid request for additional services. These changes affected the team's ability to execute the project in a linear fashion slowing project progress and resulting in rework for both architectural and engineering disciplines. Additional scope includes:

1. At the time of the August 2014 adjustment to project fees, the elevations for the building had not been prepared. To meet new UDC requirements, significant changes to the façade were required which necessitated structural changes to lintels and roof structure.
2. November 6, 2014: Request to review and provide an estimate for a new construction solution in lieu of renovation.
3. January 8, 2015: Request to demolish existing 1,200sf Well Shop Chemical Storage and provide a 1,650sf addition to Well Shop Area. bridge crane at Well Shop.
4. January 15, 2015: Request to renovate second floor spaces identified to remain as-is for "future expansion" spaces. Area became offices.
5. January 27, 2015: Owner requested addition of a generator for emergency backup. Required additional effort to analyze loading and incorporate into project documents.
6. January 27, 2015: Site improvements were increased in scope to include fencing at entire perimeter.
7. February 9, 2015: Addition of paint booth to the project
8. February 9, 2015: Addition of complete equipment inventory. All equipment including bridge crane equipment and parallelogram lifts varied from previous project. All load capacities increased, modified structural requirements, installation solution and details. Work included intensive coordination with lubrication room beyond usual and customary.
9. February 19, 2015: Requirement for green roof added to the project. Requested investigation into providing an occupiable area at the roof with a shelter/canopy
10. February 25, 2015: Mead & Hunt added hazardous materials assessments and soil testing to the project to better define the soil conditions and contract requirements for the contract documents.
11. March 5, 2015: Further expansion of well shop area scope to include adjustments to well maintenance equipment, removal of existing mezzanine, addition of bridge crane, and addition of "clean" workshop.
12. April 14, 2015: Green roof removed from the project resulting in redesign. Addition of exterior drinking fountain to project.
13. April 14, 2015: Change in scope to include fuel transfer within the Maintenance Bay
14. April 14, 2015: Addition of extensive phasing was required to accommodate multiple occupant moves and ongoing occupation of the facility.
15. April 14, 2015: Variance to remove requirement for street trees and City zoning landscaping requirements at parking
16. May 20, 2015: UDC meeting mandating green roof be added back into the project resulting in redesign.

17. June 12 - July 10, 2015: Services beyond normal bidding requests for clarification including; review of 35 substitution requests, attendance at an additional pre-bid meeting, value engineering of metal panel system and storefront.

### **Compensation**

The work described under the Scope of Services has been performed by Mead & Hunt and our consultants and has resulted in the following additional effort:

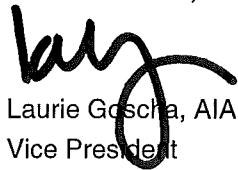
- Mead & Hunt: \$319,186
- Graef: \$16,500
- Ken Saiki Design: \$6,000
- SCS Engineers: 27,700
- Total: \$369,386

### **Mead & Hunt Project Contacts**

Thank you for your consideration of this request. We look forward to making this a successful project for the Madison Water Utility and all stakeholders.

Respectfully submitted,

MEAD & HUNT, Inc.



Laurie Goscha, AIA  
Vice President

	PM	QAQC	Admin	Accounting	Architectural	Civil	Mechanical	Electrical	Plumbing	Technology	SCS	Consultants	Ken Saiki Design		
	155	171	78		140	130	155	132	132	132		Graef			
At the time of the August 2014 adjustment to project fees, the elevations for the building had not been prepared. To November 6, 2014: Request to review and provide an estimate for a new construction solution in lieu of														\$ 3,500.00	\$ 3,500.00
January 8, 2015: Request to demolish existing 1,200sf Well Shop Chemical Storage and provide a 1,650sf	8				24										\$ 4,600.00
January 15, 2015: Request to renovate second floor spaces identified to remain as-is for "future expansion"	7				93		24	16.25	16						\$ 22,082.00
January 27, 2015: Owner requested addition of a generator for emergency backup. Required additional	4				120		36	53	34	12					\$ 36,068.00
January 27, 2015: Site improvements were increased in scope to include fencing at entire perimeter.	1	1	4		24			40							\$ 9,278.00
February 9, 2015: Addition of paint booth to the project	1	1			28	30								\$ 1,500.00	\$ 9,646.00
February 9, 2015: Addition of complete equipment inventory. All equipment including bridge crane equipment	2		4		42		12.75	16							\$ 10,590.25
February 19, 2015: Requirement for green roof added to the project. Requested investigation into providing an	4		8		164			8	16						\$ 27,372.00
February 25, 2015: Mead & Hunt added hazardous materials assessments and soil testing to the project to	12		4		92								\$ 5,000.00	\$ 3,500.00	\$ 23,552.00
March 5, 2015: Further expansion of well shop area scope to include adjustments to well maintenance	24	4			42	120						\$ 27,700.00			\$ 53,584.00
April 14, 2015: Green roof removed from the project resulting in redesign.	6	4			98		17	45	24	3.25					\$ 27,506.00
April 14, 2015: Change in scope to include fuel transfer within the Maintenance Bay -	15		2		54				16				\$ 3,000.00	\$ 1,500.00	\$ 16,653.00
April 14, 2015: Addition of extensive phasing was required to accommodate multiple occupant moves and	9				70		24	48	26				\$ 1,500.00		\$ 26,183.00
April 14, 2015: Variance to remove requirement for street trees and City zoning landscaping requirements at	15.75	2	4		162.75	40	16	16	8	24					\$ 39,896.25
May 20, 2015: UDC meeting mandating green roof be added back into the project resulting in redesign.	12		2		84	24							\$ 1,000.00		\$ 17,896.00
June 12 - July 10, 2015: Services beyond normal bidding requests for clarification including review of 35	11.5	2	2		62				30				\$ 2,000.00		\$ 16,920.50
Total	24.25	2			120		6.75	8	8						\$ 24,059.00
- Request for substitution - - Additional Pre-Bid -	148.5	16	30	0	1255.75	214	136.5	250.25	178	39.25	\$ 27,700.00	\$ 16,500.00	\$ 6,000.00	\$ 369,386.00	\$ 319,186.00

Includes Both Proj.  
Redo Model  
Phasing

10%  
12%  
950 → 1,140  
117      117  
833 - 1023  
\$ 782  
117  
9

\$ 306 - Design  
106 - Concept  
\$ 412  
\$ 421 - bill  
\$ 369

\$ 529  
\$ 898

SCS

11/18/13 – Project Pre-Design Exploration Begins

1/9/14 – Middleton Estimates for Bray Design – Total **\$6.3 million** – Ops building \$5 million

3/19/14 – First **Water Utility Board Meeting** – Five Options Presented (Bray Plan with revised Middleton Estimate documented at **\$7.1 million** – 3 phase project)

6/24/14 – **Water Utility Board Meeting** – Decision was made to move forward with the Bray Plan for the Operations Center (AI understood – new city requirements would modify the plan)

7/30/14 – M&H Revised Floor Plans first presented expanding the “Office” bay and moving around Locker & Lunch rooms in the new addition. Also AI decided to break the 3 projects into separate construction packages.

8/29/14 – Revised Cost Estimate given to AI with expanded scope Total 3 phase project \$8.5 million, and revised fees given to AI

9/9/14 – Final contract, with minor revisions, sent to AI and the City of Madison agreeing to 8/29/14 scope.

11/06/14 – Another review approving final direction to move forward with the expanded version. Also asked to explore a total new building cost.

Contracts formally signed early December 2014

12/22/14 – Kick off meeting for Ops Center

1/8/15 – AI directed for investigation of the Well Shop Addition

1/15/15 – AI directed to use the Second Floor Future Expansion Space as offices instead of building out in the existing building. This stemmed from Eric’s question of what load rating to provide on the Future Expansion Space: Offices at 100psf or Storage at 300psf. Since the existing building was already rated for Storage, utilize it for future possibilities and build the offices in the new area.

2/9/15 – Well Maintenance Scope discussed.

2/18/15 – Public Meeting at the Water Utility

2/19/15 – DAT Meeting – Green Roof dictated to be required of the project.

2/19/15 – Marquette Neighborhood Meeting

3/5/15 – First presentation of revised Well Maintenance equipment, removal of the mezzanine, adding bridge crane and Clean Workshop Space.

3/10/15 – **Water Utility Board Meeting** - Revised 3 phase project Estimate of **\$10.6 million**, with the Ops Center at \$7.5 million + Green Elements at \$500,000 (including Green Roof) = \$8 million project. The board expressed disappointment in increased cost. Scope increases discussed. Material Storage/Vehicle Storage put on hold until 2017 budget year, to allow Ops to continue.

3/17/15 – DD Review Set

4/14/15 – City of Madison Staff Meeting – Green Roof not required.

4/17/15 – 50% CD Set

5/01/15 – Middleton Estimate Presented documenting **\$8.36 million**

5/12/15 – Revised Middleton Estimate documenting **\$8 million**

5/14/15 – *Public Service Commission*  
~~SBC~~ Submittal Documenting Final Estimate at \$8 million

5/20/15 – UDC Meeting – No approval will be granted without a Green Roof.

6/12/15 – Bid Set Delivery

7/10/15 – Bid Opening

7/28/15 – Water Utility Board Meeting – Ops Center revealed to be **\$9.5 million** with Green Roof and Equipment



# Madison Water Utility

www.madisonwater.org • 119 East Olin Avenue • Madison, WI 53713-1431 • TEL 608-266-4651 • FAX 608.266.4426

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October 8, 2015

Ms. Laurie Goscha, AIA  
Mead and Hunt  
2440 Deming Way  
Middleton, WI 53562

Re: Paterson Street Operations Center  
Design Services Contract  
**Request for Fee Amendment #2**

Dear Ms. Goscha:

We are writing in response to your letter of August 25, 2015 which included your request for an amendment to your Professional Services Agreement in the amount of \$369,386 for the Paterson Street Project. Your letter was a follow up to your letters of May 18, 2015 and May 29, 2015 in which you informed us of what you considered to be additional scope of services that have been added to the project. In all three cases we met and discussed each letter in detail and I appreciate that opportunity. After the review of the first two letters, we requested additional detail and supporting documentation and we understand that the August 25, 2015 letter provides that requested additional detail and supporting documentation.

We have reviewed your request in detail and are ready and willing to recommend to the Water Utility Board an increase of \$126,902 in your fee for professional design services for the Ops Center Project. We need to remind you that approval of your request for additional compensation lies fully with the Water Utility Board and they may or may not accept our recommendation.

Your request is based on 17 distinct items that are detailed in your letter and attachments. The table attached to this letter provides our justification for acceptance or rejection of each of these items. We feel that much of your request is included in your current scope and we cannot justify additional compensation for tasks we consider to be in the current scope of services. Mead and Hunt proposed and established that scope of services and budget and has full control on how you approach completion of each and every task.

We appreciate the opportunity to discuss all of these items. We appreciate all the work Mead and Hunt has accomplished and the high quality project that has been developed and is currently under



Ms. Laurie Goscha, AIA  
Mead and Hunt  
Request for Fee Amendment #2  
October 8, 2015  
Page 2 of 2

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construction. We look forward to the completion of a successful project and the completion of the other phases of the project.

I'm sure you have questions about our analysis and may wish to discuss the presentation to the Water Utility Board. Please call me at 608-266-4653 with any questions.

Sincerely,

**MADISON WATER UTILITY**



Alan L. Larson, PE, BCEE  
Principal Engineer - Water

Madison Water Utility						Thursday, October 08, 2015	
Operations Center Rebuild							
Mead and Hunt Contract							
Request for additional compensation - August 25, 2015							
	Description	Requested Fee	Hours	Average Cost/hr	Comments	Justification	ADD
1	When the request for the fee amendment for final design was developed in August 2014, the elevations for the building had not been prepared. To meet new UDC requirements, significant changes to the façade were required which necessitated structural changes to lintels and roof structure.	\$ 3,500			All Graef	Argument is not valid. M&H had all the conceptual drawings and there had been several discussions with City staff regarding requirements during the 1st phase of the work. Structural work may have been too far ahead of the architectural work.	\$ -
2	November 6, 2014: Request to review and provide an estimate for a new construction solution in lieu of renovation.	\$ 4,600	32.00	143.75	Primarily architectural time	Legitimate question from MWU as the project cost estimate continued to rise. Trying to force the remodel of the existing building may have been driving costs higher. A simple square footage estimate of new versus remodel was provided with minimal effort and the idea was not pursued further. There was no need to spend 32 hrs looking into this issue.	\$ -
3	January 8, 2015: Request to demolish existing 1,200 sf well shop chemical storage space and provide a 1,650 sf addition to well shop area. Added a bridge crane to the well shop.	\$ 22,082	156.25	141.32	Primarily architectural time	This is added scope. Employee feedback on the condition of the Acid Room structure indicated that remodeling the area may not be a good idea for the long term. Additional employee feedback on maintenance space and shop requirements also made expansion of the area a significant benefit to the well maintenance area. It was decided to move to a 2 story shop area with a bridge crane.	\$ 22,082
4	January 15, 2015: Request to renovate second floor spaces identified to remain as-is for "future expansion" spaces. Area became offices.	\$ 36,068	259.00	139.26	Primarily architectural time	Question was raised by M&H about the new 2nd floor structural capacity for storage space. The structure would have to be designed for big loads if used for storage space. Decision was made to use the new space for office and existing space for storage and workshop thus eliminating the structural issue. Office space on the second floor was in the original scope of services. This reconfiguration would require some rework on conceptual layouts. 100 hrs of the request is appropriate.	\$ 13,926
5	January 27, 2015: Owner requested addition of a generator for emergency backup. Required additional effort to analyze loading and incorporate into project documents.	\$ 9,278	70.00	132.54	Primarily electrical	Generator was discussed early in the project. It is common knowledge that a generator exists in the existing building. The generator was always part of the project and is not considered additional scope.	\$ -
6	January 27, 2015: Site improvements were increased in scope to include fencing of entire perimeter.	\$ 9,646	60.00	135.77	Includes \$1,500 of Graef time	Fencing the entire site was always in the site plan for the project. A full fence was included the 2006 scope so this is not something that was unexpected.	\$ -
7	February 9, 2015: Addition of paint booth to the project.	\$ 10,590	76.75	137.98		This was added at Utility request and is a free standing structure. Some research by M & H was needed to find an appropriate unit. Cost seems excessive for the equipment included. Selection of the paint booth and providing electrical and ventilation would be justified. 40 hours seems to be justified.	\$ 5,519
8	February 9, 2015: Addition of complete equipment inventory. All equipment including bridge crane equipment and parallelogram lifts varied from previous project. All load capacities increased, modified structural requirements, installation solution and details. Work included intensive coordination with lubrication room beyond usual and customary.	\$ 27,372	200.00	136.86		This work is to be expected for a project of this type and should be covered in the original scope of services for the project. Not justified.	\$ -
9	February 19, 2015: Requirement for green roof added to the project. Requested investigation into providing an occupiable area on the roof with a shelter/canopy.	\$ 23,552	108.00	139.37	Includes \$5,000 of Graef time & \$3,500 of Ken Saiki time	A green roof was discussed early on during conceptual development. Landscaping is a part of the project that needed to be satisfied to obtain the necessary permits. Meetings with City Planning staff during conceptual design indicated that a green roof may be required. When it appeared that it could not be avoided the Utility asked could it become a benefit? A simple evaluation of requirements to make it useable space would have been sufficient. No structural analysis was asked for or necessary. Consider 40 hours for analysis to determine the viability of making it usable space.	\$ 5,575

Madison Water Utility						Thursday, October 08, 2015	
Operations Center Rebuild							
Mead and Hunt Contract							
Request for additional compensation - August 25, 2015							
	Description	Requested Fee	Hours	Average Cost/hr	Comments	Justification	ADD
10	February 25, 2015: Mead & Hunt added hazardous materials assessments and soil testing to the project to better define the soil conditions and contract requirements for the contract documents.	\$ 53,584	190.00	136.23	Includes \$27,700 for SCS	This is additional scope agreed by the Utility due to existing conditions. The report by SCS also covers both the Ops Center and the VSB. Proposed M & H costs are excessive. Consider 40 hours for M & H coordination and preparation of specifications.	\$ 33,149
11	March 5, 2015: Further expansion of well shop area scope to include adjustments to well maintenance equipment, removal of existing mezzanine, addition of bridge crane, and addition of clean workshop.	\$ 27,506	197.25	139.45		Well maintenance area rebuild was added at Utility request and is noted in #3 above. This area was not in original scope of services. Removal of the mezzanine, addition of the bridge crane and layout of equipment plus the addition of a clean workshop is included in this item. The bridge crane is mentioned in #3 above and should not be considered twice. Consider 160 hours of M&H time	\$ 22,312
12	April 14, 2015: Green roof removed from the project resulting in redesign. Addition of exterior drinking fountain to project.	\$ 16,653	87.00	139.69	Includes \$3,000 for Graef and \$1,500 for Ken Saiki	Drinking fountain was requested by the Utility in the initial design and was included in the original 2006 scope. Green roof was removed by the City. Deduct 30 hours for drinking fountain.	\$ 12,462
13	April 14, 2015: Change in scope to account for code requirements to allow fuel transfer within the maintenance bay.	\$ 26,183	177.00	139.45	Includes \$1,500 of Graef time	The probability of fuel transfer is a reasonable expectation for this facility. No justification for additional fee.	\$ -
14	April 14, 2015: Addition of extensive phasing was required to accommodate multiple occupant moves and ongoing occupation of the facility.	\$ 39,896	288.50	138.29		Keeping the Utility fully operational throughout construction was discussed from the very beginning of the project. It was anticipated that phasing of the project would be required and was considered during conceptual design development. No justification for additional fee.	\$ -
15	April 14, 2015: Variance to remove requirement for street trees and City Zoning landscaping requirements in the parking lot.	\$ 17,896	122.00	138.49	Includes \$1,000 of Ken Saiki time	Landscaping is a requirement for project approval and was included in the original scope of services. Taking the parking area landscaping out of the project should actually result in a fee savings.	\$ -
16	May 20, 2015: UDC meeting mandating green roof be added back into the project resulting in redesign.	\$ 16,921	107.50	138.80	Includes \$2,000 of Graef time	UDC requirements should have been well understood by M & H. The possibility of the requirement of the green roof for approval should have been investigated. Consider splitting the cost 50/50.	\$ 8,460
17	June 12 to July 10, 2015: Services beyond normal bidding requests for clarification including the review of 35 requests for substitution and an additional Pre-Bid meeting	\$ 24,059	169.00	142.36	Original fee for bidding services is \$13,000	The 2nd Pre-Bid meeting was necessary to provide adequate opportunity to bidders to see the site and ask questions. The specs are controlled by M & H and therefore the substitution requests can be controlled by M & H. Fully evaluating 35 different requests at a cost of more than double the original fee estimate is unreasonable. Consider 24 hours for the additional meeting.	\$ 3,417
<b>Totals</b>		<b>\$ 369,386</b>	<b>2,300.25</b>	<b>138.73</b>			<b>\$ 126,902</b>
			57.51	Weeks one person full time		Equivalent Hours	914.8
						Weeks one person full time	22.9
<b>Subconsultant additional costs</b>							
	SCS	\$ 27,700					
	Graef	\$ 16,500					
	Ken Saiki	\$ 6,000					
	Total Subconsultants	<b>\$ 50,200</b>					
	Mead and Hunt	\$ 319,186					

Madison Water Utility						Thursday, October 08, 2015	
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Request for additional compensation - August 25, 2015							
	Description	Requested Fee	Hours	Average Cost/hr	Comments	Justification	ADD
1	When the request for the fee amendment for final design was developed in August 2014, the elevations for the building had not been prepared. To meet new UDC requirements, significant changes to the façade were required which necessitated structural changes to lintels and roof structure.	\$ 3,500			All Graef	Argument is not valid. M&H had all the conceptual drawings and there had been several discussions with City staff regarding requirements during the 1st phase of the work. Structural work may have been too far ahead of the architectural work.	\$ -
2	November 6, 2014: Request to review and provide an estimate for a new construction solution in lieu of renovation.	\$ 4,600	32.00	143.75	Primarily architectural time	Legitimate question from MWU as the project cost estimate continued to rise. Trying to force the remodel of the existing building may have been driving costs higher. A simple square footage estimate of new versus remodel was provided with minimal effort and the idea was not pursued further. There was no need to spend 32 hrs looking into this issue.	\$ -
3	January 8, 2015: Request to demolish existing 1,200 sf well shop chemical storage space and provide a 1,650 sf addition to well shop area. Added a bridge crane to the well shop.	\$ 22,082	156.25	141.32	Primarily architectural time	This is added scope. Employee feedback on the condition of the Acid Room structure indicated that remodeling the area may not be a good idea for the long term. Additional employee feedback on maintenance space and shop requirements also made expansion of the area a significant benefit to the well maintenance area. It was decided to move to a 2 story shop area with a bridge crane.	\$ 22,082
4	January 15, 2015: Request to renovate second floor spaces identified to remain as-is for "future expansion" spaces. Area became offices.	\$ 36,068	259.00	139.26	Primarily architectural time	Question was raised by M&H about the new 2nd floor structural capacity for storage space. The structure would have to be designed for big loads if used for storage space. Decision was made to use the new space for office and existing space for storage and workshop thus eliminating the structural issue. Office space on the second floor was in the original scope of services. This reconfiguration would require some rework on conceptual layouts. 100 hrs of the request is appropriate.	\$ 13,926
5	January 27, 2015: Owner requested addition of a generator for emergency backup. Required additional effort to analyze loading and incorporate into project documents.	\$ 9,278	70.00	132.54	Primarily electrical	Generator was discussed early in the project. It is common knowledge that a generator exists in the existing building. The generator was always part of the project and is not considered additional scope.	\$ -
6	January 27, 2015: Site improvements were increased in scope to include fencing of entire perimeter.	\$ 9,646	60.00	135.77	Includes \$1,500 of Graef time	Fencing the entire site was always in the site plan for the project. A full fence was included the 2006 scope so this is not something that was unexpected.	\$ -
7	February 9, 2015: Addition of paint booth to the project.	\$ 10,590	76.75	137.98		This was added at Utility request and is a free standing structure. Some research by M & H was needed to find an appropriate unit. Cost seems excessive for the equipment included. Selection of the paint booth and providing electrical and ventilation would be justified. 40 hours seems to be justified.	\$ 5,519
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9	February 19, 2015: Requirement for green roof added to the project. Requested investigation into providing an occupiable area on the roof with a shelter/canopy.	\$ 23,552	108.00	139.37	Includes \$5,000 of Graef time & \$3,500 of Ken Saiki time	A green roof was discussed early on during conceptual development. Landscaping is a part of the project that needed to be satisfied to obtain the necessary permits. Meetings with City Planning staff during conceptual design indicated that a green roof may be required. When it appeared that it could not be avoided the Utility asked could it become a benefit? A simple evaluation of requirements to make it useable space would have been sufficient. No structural analysis was asked for or necessary. Consider 40 hours for analysis to determine the viability of making it usable space.	\$ 5,575

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10	February 25, 2015: Mead & Hunt added hazardous materials assessments and soil testing to the project to better define the soil conditions and contract requirements for the contract documents.	\$ 53,584	190.00	136.23	Includes \$27,700 for SCS	This is additional scope agreed by the Utility due to existing conditions. The report by SCS also covers both the Ops Center and the VSB. Proposed M & H costs are excessive. Consider 40 hours for M & H coordination and preparation of specifications.	\$ 33,149
11	March 5, 2015: Further expansion of well shop area scope to include adjustments to well maintenance equipment, removal of existing mezzanine, addition of bridge crane, and addition of clean workshop.	\$ 27,506	197.25	139.45		Well maintenance area rebuild was added at Utility request and is noted in #3 above. This area was not in original scope of services. Removal of the mezzanine, addition of the bridge crane and layout of equipment plus the addition of a clean workshop is included in this item. The bridge crane is mentioned in #3 above and should not be considered twice. Consider 160 hours of M&H time	\$ 22,312
12	April 14, 2015: Green roof removed from the project resulting in redesign. Addition of exterior drinking fountain to project.	\$ 16,653	87.00	139.69	Includes \$3,000 for Graef and \$1,500 for Ken Saiki	Drinking fountain was requested by the Utility in the initial design and was included in the original 2006 scope. Green roof was removed by the City. Deduct 30 hours for drinking fountain.	\$ 12,462
13	April 14, 2015: Change in scope to account for code requirements to allow fuel transfer within the maintenance bay.	\$ 26,183	177.00	139.45	Includes \$1,500 of Graef time	The probability of fuel transfer is a reasonable expectation for this facility. No justification for additional fee.	\$ -
14	April 14, 2015: Addition of extensive phasing was required to accommodate multiple occupant moves and ongoing occupation of the facility.	\$ 39,896	288.50	138.29		Keeping the Utility fully operational throughout construction was discussed from the very beginning of the project. It was anticipated that phasing of the project would be required and was considered during conceptual design development. No justification for additional fee.	\$ -
15	April 14, 2015: Variance to remove requirement for street trees and City Zoning landscaping requirements in the parking lot.	\$ 17,896	122.00	138.49	Includes \$1,000 of Ken Saiki time	Landscaping is a requirement for project approval and was included in the original scope of services. Taking the parking area landscaping out of the project should actually result in a fee savings.	\$ -
16	May 20, 2015: UDC meeting mandating green roof be added back into the project resulting in redesign.	\$ 16,921	107.50	138.80	Includes \$2,000 of Graef time	UDC requirements should have been well understood by M & H. The possibility of the requirement of the green roof for approval should have been investigated. Consider splitting the cost 50/50.	\$ 8,460
17	June 12 to July 10, 2015: Services beyond normal bidding requests for clarification including the review of 35 requests for substitution and an additional Pre-Bid meeting	\$ 24,059	169.00	142.36	Original fee for bidding services is \$13,000	The 2nd Pre-Bid meeting was necessary to provide adequate opportunity to bidders to see the site and ask questions. The specs are controlled by M & H and therefore the substitution requests can be controlled by M & H. Fully evaluating 35 different requests at a cost of more than double the original fee estimate is unreasonable. Consider 24 hours for the additional meeting.	\$ 3,417
<b>Totals</b>		<b>\$ 369,386</b>	<b>2,300.25</b>	<b>138.73</b>			<b>\$ 126,902</b>
			57.51	Weeks one person full time	Equivalent Hours		914.8
					Weeks one person full time		22.9
<b>Subconsultant additional costs</b>							
	SCS	\$ 27,700					
	Graef	\$ 16,500					
	Ken Saiki	\$ 6,000					
	Total Subconsultants	<b>\$ 50,200</b>					
	Mead and Hunt	\$ 319,186					



2440 Deming Way  
Middleton, Wisconsin 53562  
608-273-6380  
meadhunt.com

## ATTACHMENT "A"

### A/E/CONSULTANT REQUEST FOR ADDITIONAL SERVICES

November 11, 2015

Mr. Al Larson, PE BCEE  
Water Utility Principal Engineer  
Madison Water Utility  
119 East Olin Avenue  
Madison, WI 53713

Project Name: Paterson Street Operations Center  
Project Location: 110 S. Paterson Street, Madison WI  
Agency: Madison Water Utility

Dear Mr. Larson:

Mead & Hunt, Inc. is pleased to submit this request for additional services for the Maintenance Building project at the Paterson Street Operations Center in Madison, Wisconsin. This letter will serve to outline the additional scope of services and the basis for compensation.

### **Project Background**

The initial contract for services dated August 1, 2013 was based upon the Owner's intent to utilize the previously executed design documents as the basis for the project with minor adjustments to meet current codes. Work included project investigation and conceptual design services with fees in the amount of \$151,600.

During the project investigation and conceptual design phase, it was determined that the project needs had changed since the initial design was prepared. The changes identified included minor floor plan adjustments and were incorporated into the scope of work with adjustments to the professional design fees in Amendment 1. This amendment was submitted for review on August 29, 2014 and was fully executed on December 3, 2014. This amendment reduced the project investigation and conceptual design fees by \$45,000 and added complete A/E services in the amount of \$720,359 for the design, construction documents, bidding, and construction of three packages - the Paterson Street Operations Center (Maintenance Building) - \$6.85M, the Materials Storage and Vehicle Maintenance Buildings - \$1.4M, and the SCADA room - \$100k. These projects were estimated at \$8.5M with professional fees of \$826,959 (9.73%) and were to be conducted simultaneously to increase efficiency and reduce professional design fees.

### **Additional Services**

After the initial adjustment was proposed in August 2014, the project scope continued to undergo change. While minor adjustments to a project are usual and customary in any creative process, the changes

experienced on this project were outside of normal scope and constitute a valid request for additional services. These changes affected the team's ability to execute the project in a linear fashion slowing project progress and resulting in rework for both architectural and engineering disciplines. Additional scope includes:

1. January 8, 2015: Request to demolish existing 1,200sf Well Shop Chemical Storage and provide a 1,650sf addition to Well Shop Area. Employee feedback on the condition of the Acid Room structure indicated that remodeling the area may not be a good idea for the long term. In addition, expansion of the area was seen as a significant benefit to the operation of the well maintenance area. Work includes addition of a bridge crane at the Well Shop. Request: \$22,082
2. January 15, 2015: Request to renovate second floor spaces identified to remain as-is for "future expansion" spaces. Area became offices, requiring redesign effort for all disciplines. Request: \$13,926
3. February 9, 2015: Addition of paint booth to the project by Utility. Addition required research, specification, and provision for electrical and mechanical infrastructure. Request : \$5,519
4. February 19, 2015: Utility requested investigation into providing an occupiable area at the roof with a shelter/canopy requiring additional design effort. Request: \$5,575
5. February 25, 2015: Mead & Hunt added hazardous materials assessments and soil testing to the project to better define the soil conditions and contract requirements for the contract documents. Scope was agreed to by the Utility due to existing conditions. Request: \$33,149
6. March 5, 2015: Further expansion of well shop area scope was added at Utility request to include adjustments to well maintenance equipment, removal of existing mezzanine, and addition of "clean" workshop. Request \$22,312
7. April 14, 2015: Green roof removed from the project resulting in redesign. Request: \$12,462
8. May 20, 2015: UDC meeting mandating green roof be added back into the project resulting in redesign. Request: \$8,460
9. June 12 - July 10, 2015: Services beyond normal bidding including; review of substitution requests to support competitive bidding and attendance at an additional pre-bid meeting. Request: \$3,417

## **Compensation**

The work described under the Scope of Services has been performed by Mead & Hunt and our consultants and has resulted in the following additional effort:

- Mead & Hunt: \$82,702
- Graef: \$15,000
- Ken Saiki Design: \$1,500
- SCS Engineers: \$27,700
- Total: \$126,902

City of Madison  
November 11, 2015  
Page 3

Thank you for your consideration of this request. We look forward to making this a successful project for the Madison Water Utility and all stakeholders.

Respectfully submitted,

MEAD & HUNT, Inc.

A handwritten signature in black ink, appearing to read "Laurie Goscha". The signature is stylized and overlaps with the printed name below it.

Laurie Goscha, AIA  
Vice President



11/11/2015

ATTACHMENT "B"  
**Mead & Hunt**

Big Blue/PatersonStreet OPS/Olin SCADA Room

**Project Overview**

**Summary of Mead & Hunt Project Detail Report**

\*Constr. Admin Amount thru SEPTEMBER 2016.

MH Project # 3235300-131385.01

CLASSIFICATION	Schematic/Design Dev.		Constructon Docs		BIDDING PHASE		CONST ADMIN PHASE	
	HOURS	AMOUNT	HOURS	AMOUNT	HOURS	AMOUNT	HOURS	AMOUNT*
SCADA Room		\$ 7,650.00		\$ 17,250.00		\$ 3,000.00		\$ 6,250.00
Material & Vehicle Storage		\$ 54,287.00		\$ 87,234.00		\$ 11,000.00		\$ 65,551.00
Paterson Street Ops Center		\$ 98,637.00		\$ 268,519.00		\$ 16,417.00		\$ 117,066.00
<b><u>SUBTOTAL</u></b>		<b>\$ 160,574.00</b>		<b>\$ 373,003.00</b>		<b>\$ 30,417.00</b>		<b>\$ 188,867.00</b>

**ADDITIONAL SERVICES**

SOCIAL MEDIA	\$1,000
SURVEY	\$3,300
RAINWATER RECOVERY	\$31,500
PV DESIGN	\$16,500
GRAPHIC PRESENTATION	\$5,000
AGENCY REVIEW FEES	\$5,400
MIDDLETON COST CONSULT	\$4,000
SOIL SAMPLING	\$27,700
<b><u>SUBTOTAL</u></b>	<b>\$94,400</b>

<b><u>TOTAL DESIGN &amp; CONSTRUCTION SERVICES - With Amendment No. 1 &amp; 2</u></b>	<b>\$ 847,261.00</b>
<b><u>Original Contract for Project Investigation and Conceptual Design Phase</u></b>	\$ 151,600.00
<b><u>Original Contract Funds Not Used</u></b>	\$ (45,000.00)
<b><u>Amended Total Fee</u></b>	<b>\$ 953,861.00</b>