

# Potter Lawson

## Additional Services Authorization

15 Ellis Potter Court  
P O. Box 44964  
Madison, WI 53744-4964  
608/274-2741  
Fax/274-3674

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**Number:** 01 (Attachment 2)  
**Date:** September 14, 2006  
**Project Name:** City-County Building Tenant Improvements  
**Project No:** 2006.15.01  
**Owner:** City of Madison

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### Description of Additional Services:

Provide additional services for architectural and engineering design, space planning, plans, and specifications, preparation of bid documents, assistance in the bid process and construction administration for the design and construction of tenant improvement remodels in the City-County Building (CCB) and the Madison Municipal Building (MMB).

The additional tenant improvement remodel areas represented as Project Phase II shall include offices and reception spaces for CCB Police Storage on garage level, CCB Comptroller Offices on 4<sup>th</sup> floor, CCB Health Offices on 5<sup>th</sup> floor, MMB Traffic Engineering Offices on 1<sup>st</sup> Floor, MMB Dept. of Planning & Development Offices on 2<sup>nd</sup> floor, MMB Housing Unit Offices on 1<sup>st</sup> floor, MMB Conference LL-110/LL-120 on lower level, MMB Dept. of Planning & Development Offices on 3rd floor, and space planning only for MMB Dept. of Planning & Development Offices on lower level.

Professional design services shall include architectural, HVAC, plumbing, electrical engineering, and fire protection. Professional design services shall not include structural engineering, acoustical design studies, or other unrelated services

Reference to attached 1-page concept phasing schedule, 9-page space program plans, and 6-page proposal worksheet.

These additional services will be provided for a lump sum fee of \$99,905.00 (Ninety-nine-thousand-nine-hundred-five & 00/100), including all customary project related reimbursable expenses.

The Architect is hereby authorized to provide the Additional Services as described herein. The Architect will be compensated for Additional Services as provided for in the Owner/Architect Agreement. All other Terms and Conditions of the Owner/ Architect Agreement dated August 11, 2006 are applicable to this Additional Service Authorization.

Note: Please sign and return one copy to Potter Lawson, Inc.

Architect Acceptance

Owner Authorization

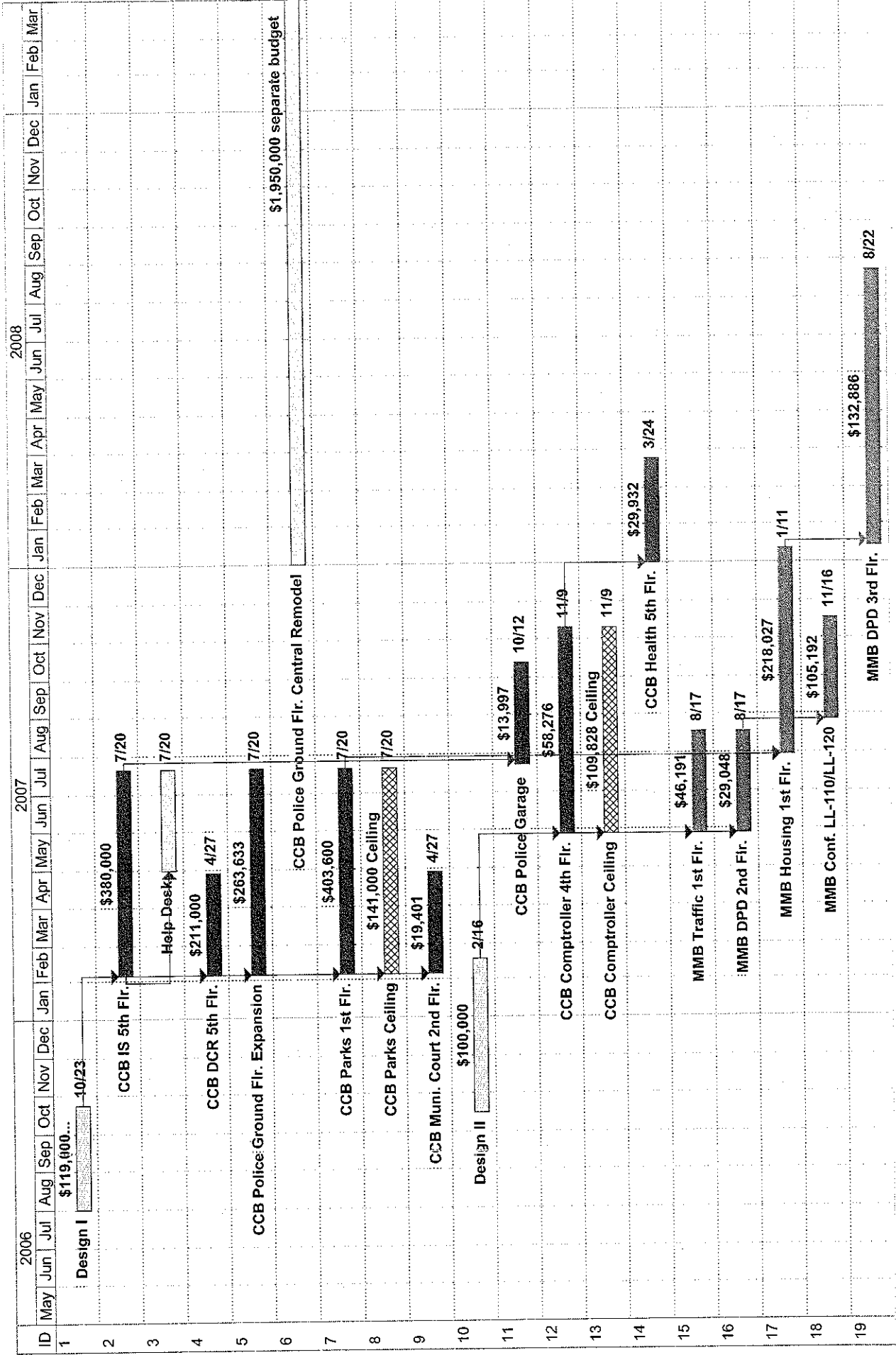
Architect: \_\_\_\_\_

Owner: by approved amendment No. 1

Date: \_\_\_\_\_

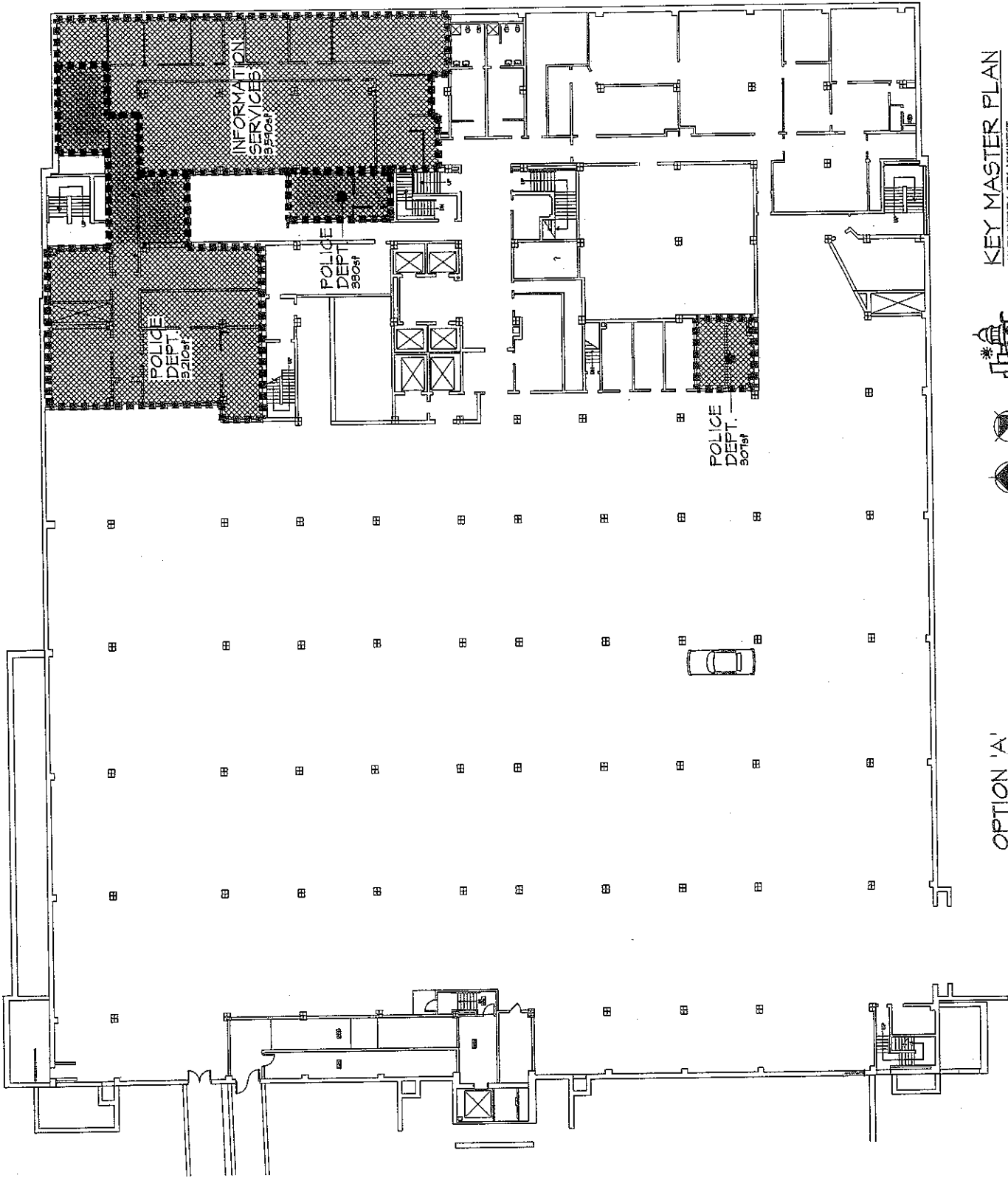
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# Concept Phasing Schedule CCB/MMB Space Planning

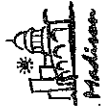


Prepared by: James Whitney, City Architect  
cc: Jeanne Hoffman, Dean Brasser

Fri 9/15/06



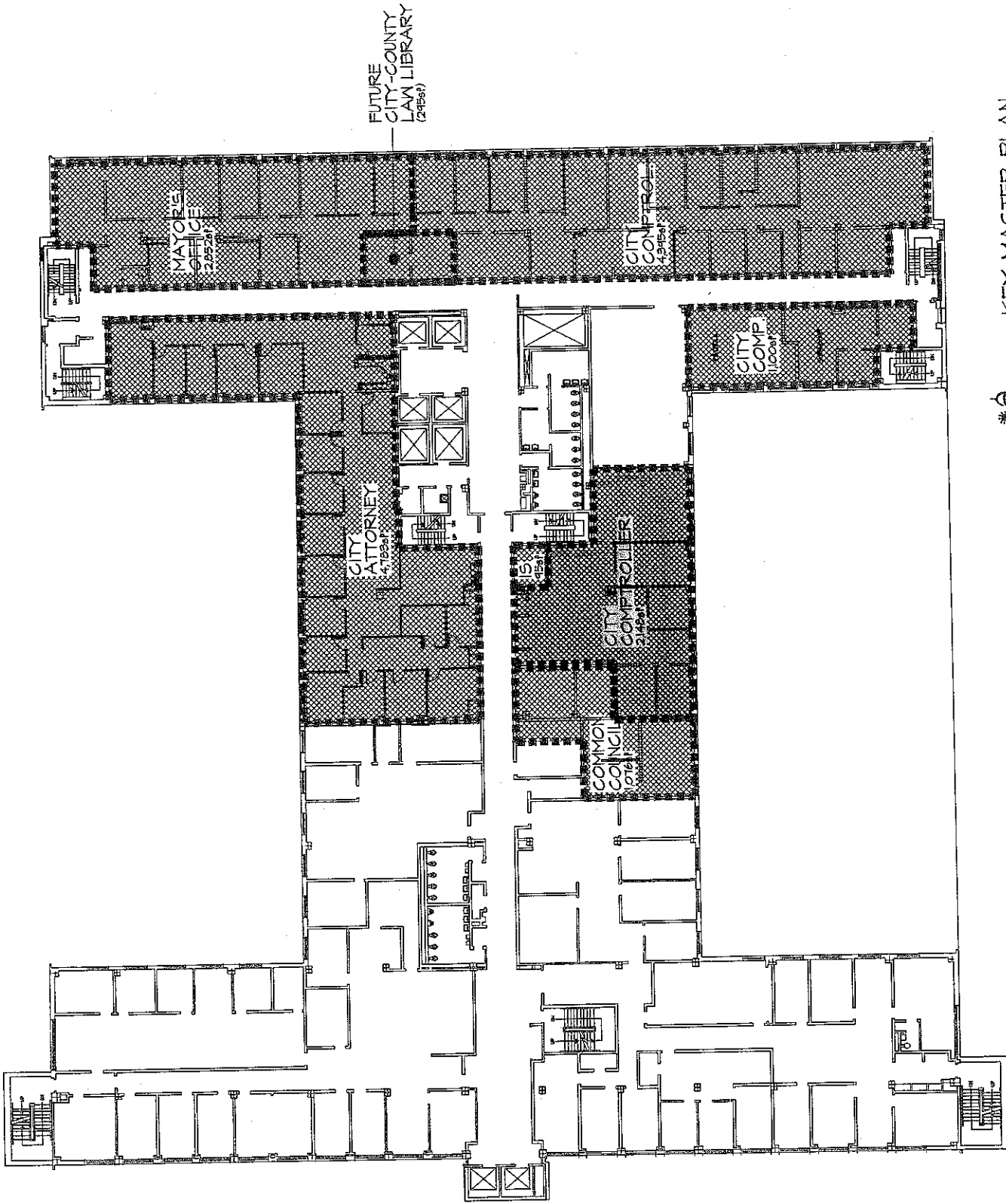
KEY MASTER PLAN  
 JAMES HARTNET, CITY ARCHITECT



OPTION 'A'  
 GARAGE FLOOR PLAN  
 CITY-COUNTY BUILDING

1/8" = 1'-0"  
 NOVEMBER 1, 2008



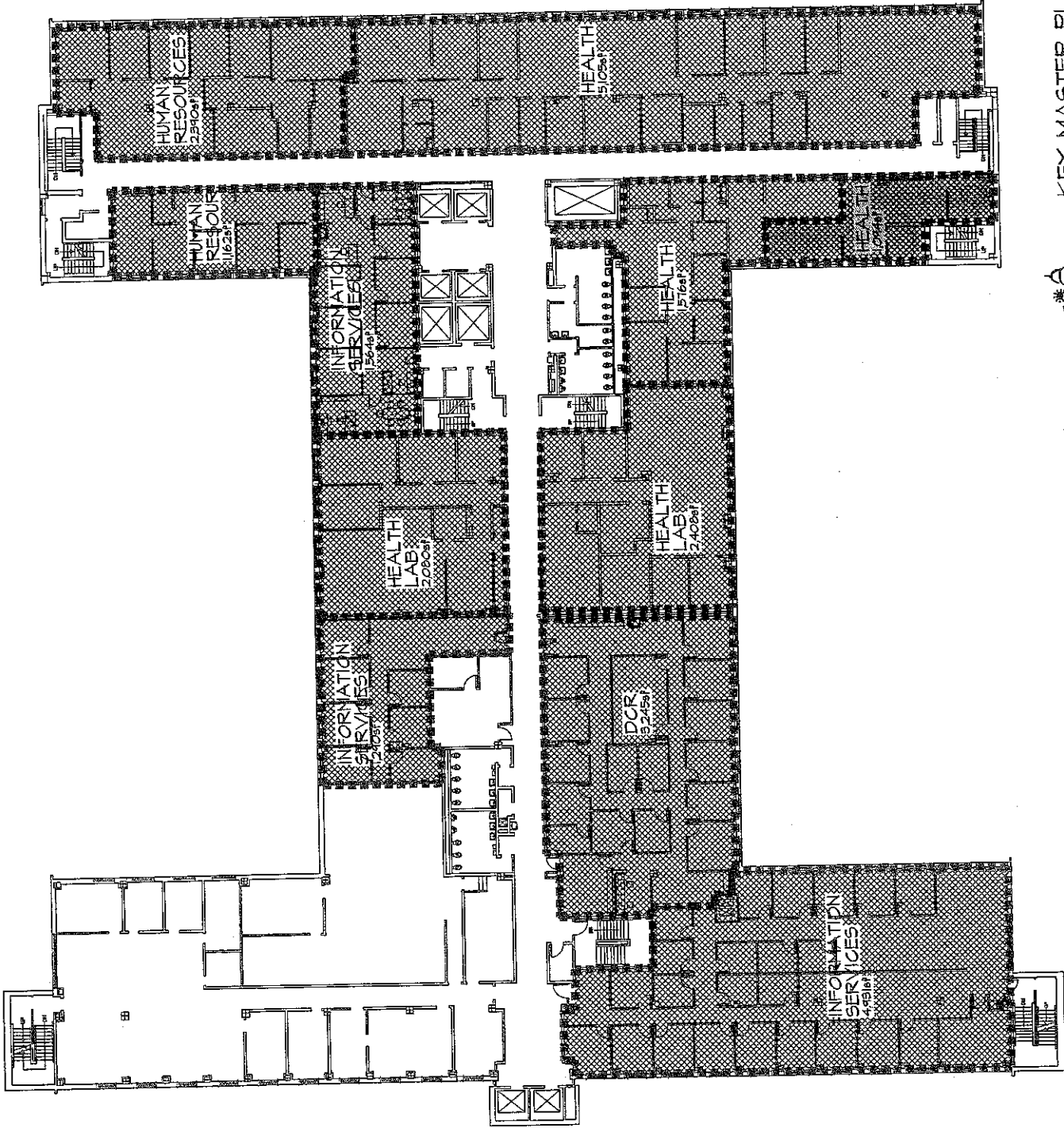


KEY MASTER PLAN  
 JAMES WHITNEY, CITY ARCHITECT



OPTION 'C'  
 FOURTH FLOOR PLAN  
 CITY-COUNTY BUILDING  
 100' x 140'  
 JANUARY 8, 2006

BY: JEL  
 CHECKED: JEL  
 DATE: 1/8/06



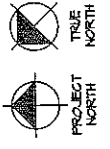
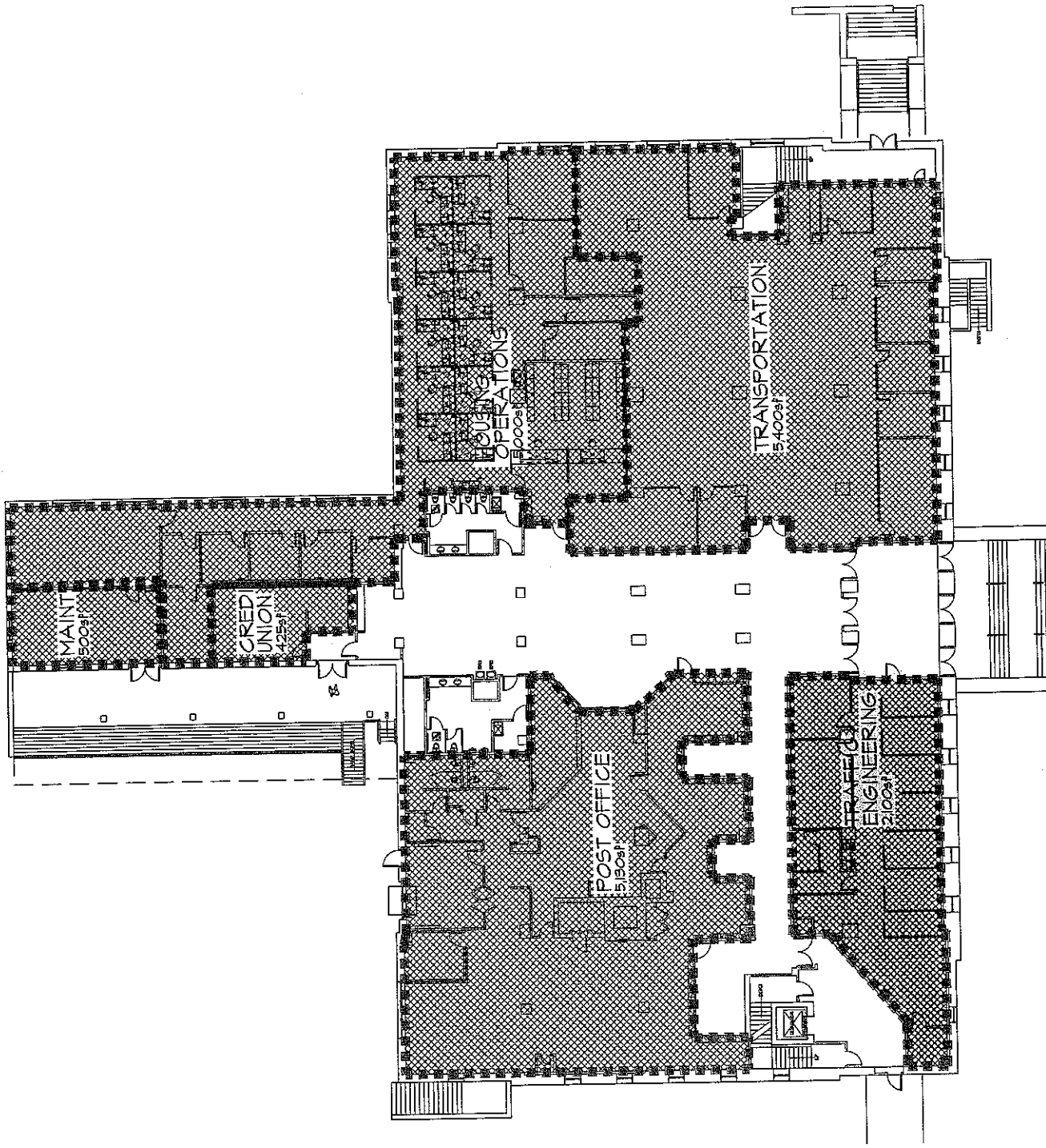
KEY MASTER PLAN  
 JAMES MURPHY, CITY ARCHITECT



OPTION 'D'  
 FIFTH FLOOR PLAN  
 CITY-COUNTY BUILDING

1/8" = 1'-0"  
 JANUARY 9, 2006

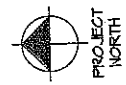
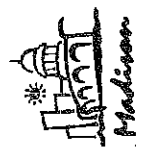
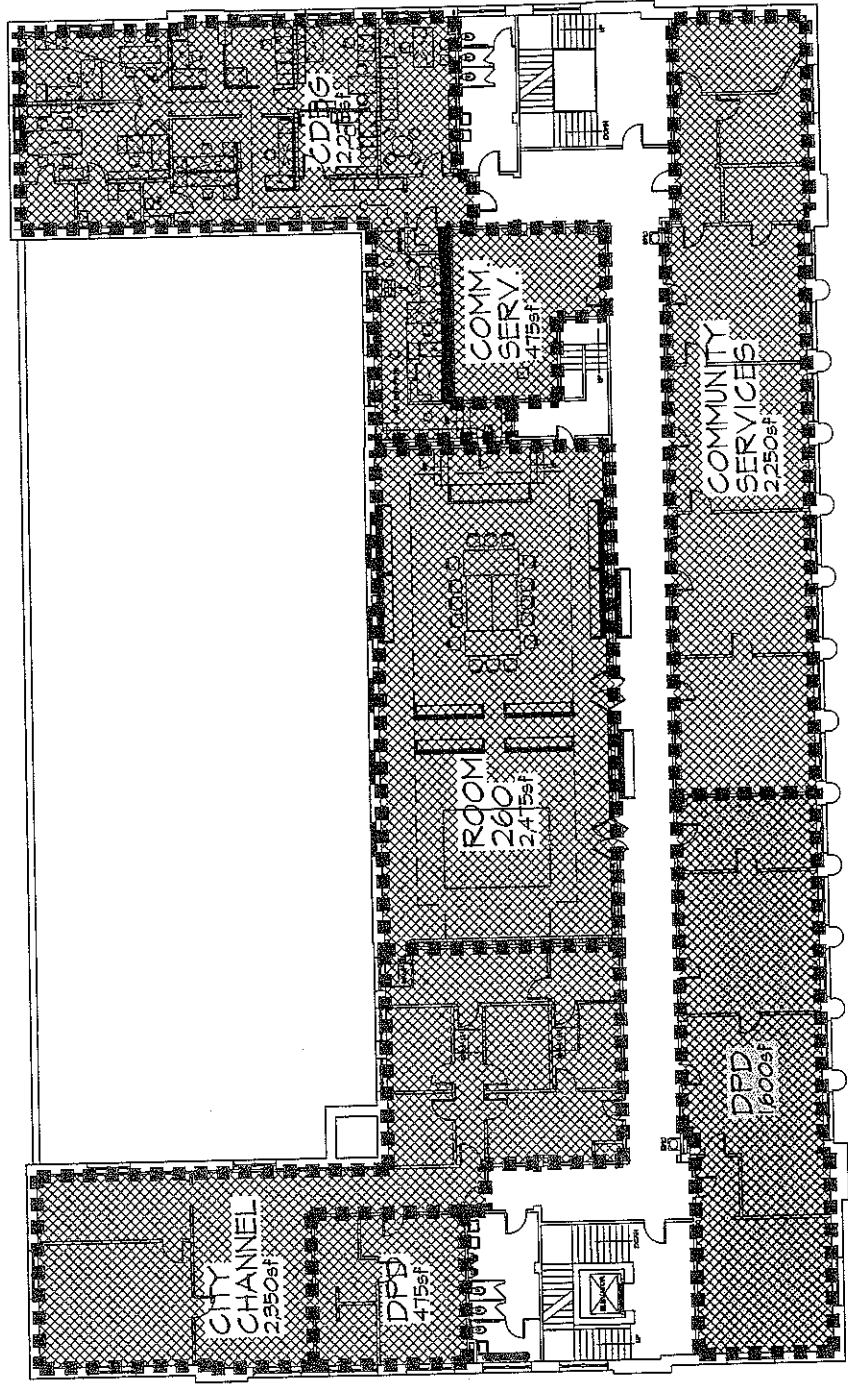




OPTION 'A' CONCEPT  
 FIRST FLOOR PLAN  
 MADISON MUNICIPAL BUILDING

1/16" = 1'-0"  
 JANUARY 9, 2006

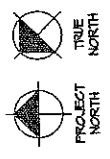
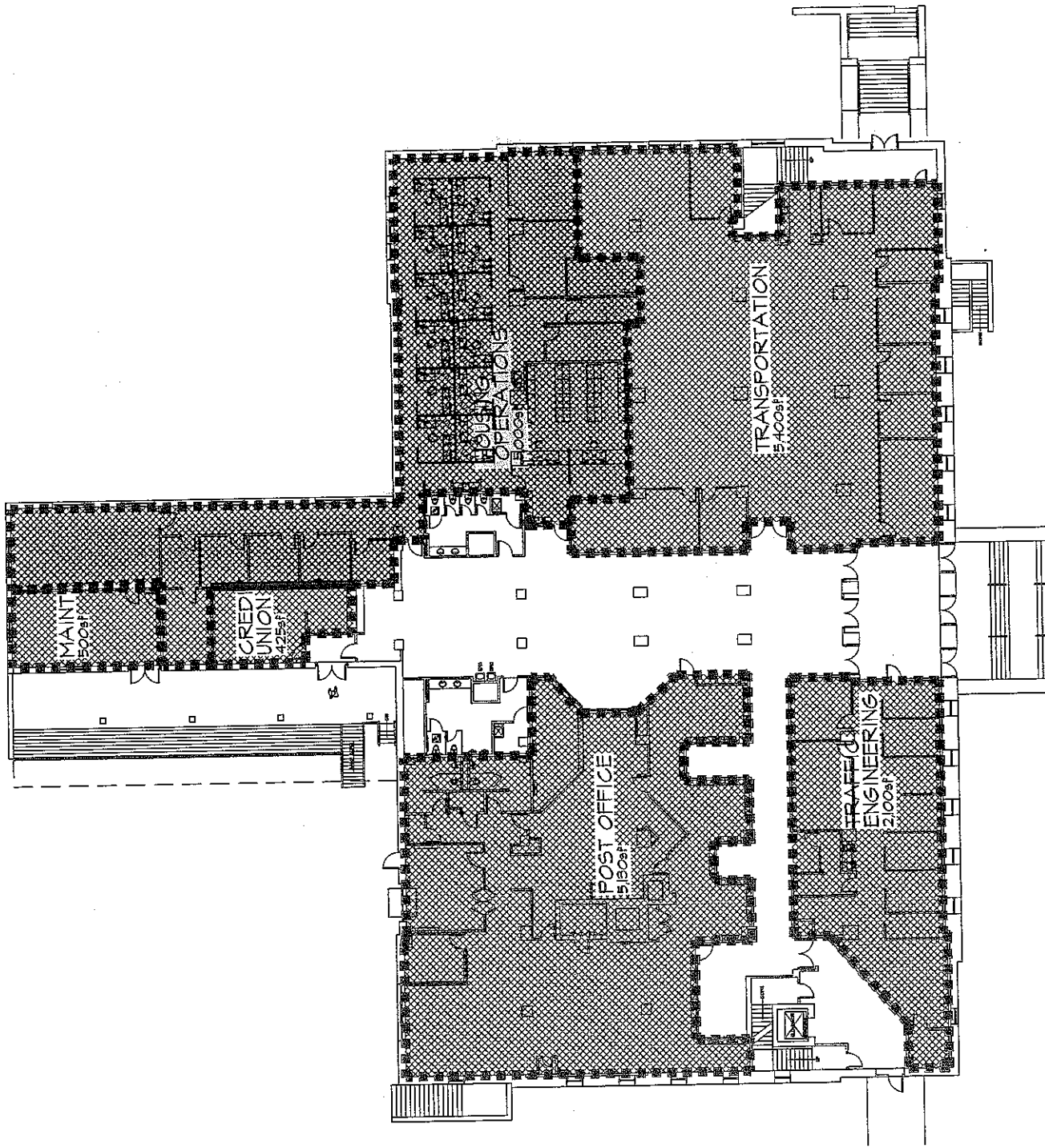
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 BR: [Signature]



OPTION 'A' CONCEPT  
 SECOND FLOOR PLAN  
 MADISON MUNICIPAL BUILDING

1/16" = 1'-0"  
 NOVEMBER 1, 2005

8/11 8/11  
 10/11

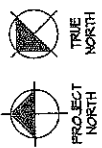
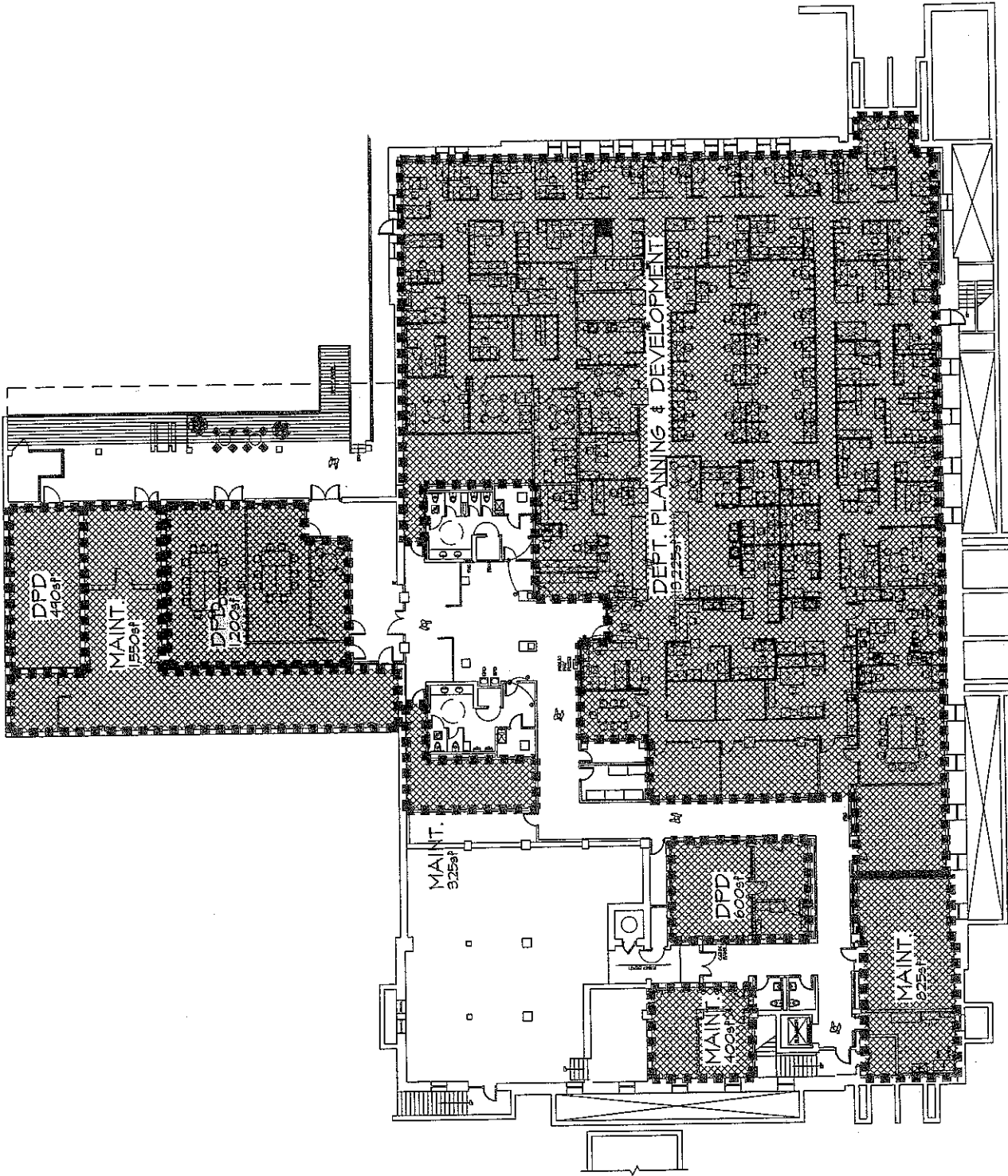


OPTION 'A' CONCEPT  
 FIRST FLOOR PLAN  
 MADISON MUNICIPAL BUILDING

1/6/11, 1:50"  
 JANUARY 5, 2006

SHEET NO. 1611

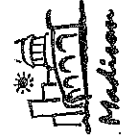
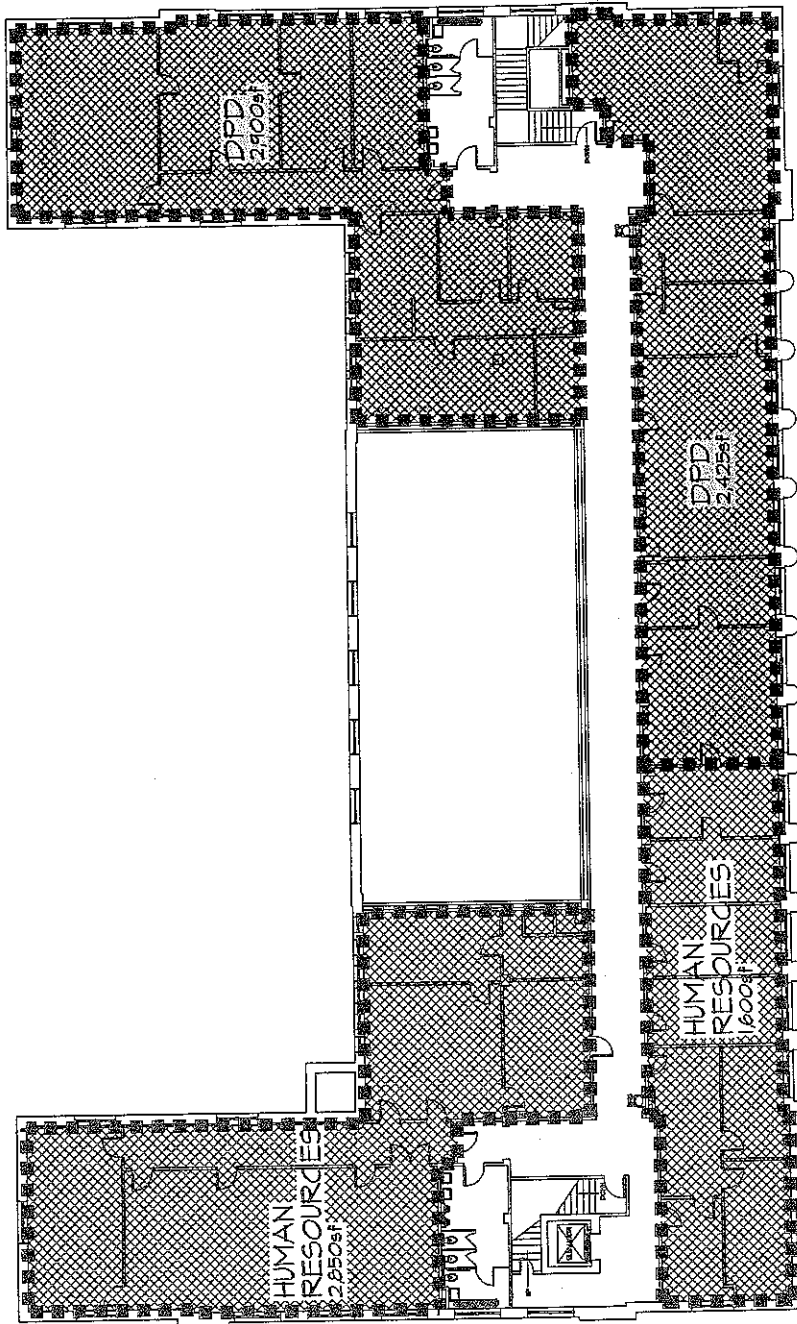




OPTION 'A' CONCEPT  
 LOWER LEVEL PLAN  
 MADISON MUNICIPAL BUILDING

1/8" = 1'-0"  
 NOVEMBER 1, 2005

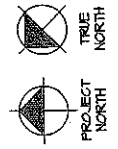
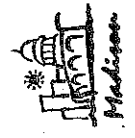
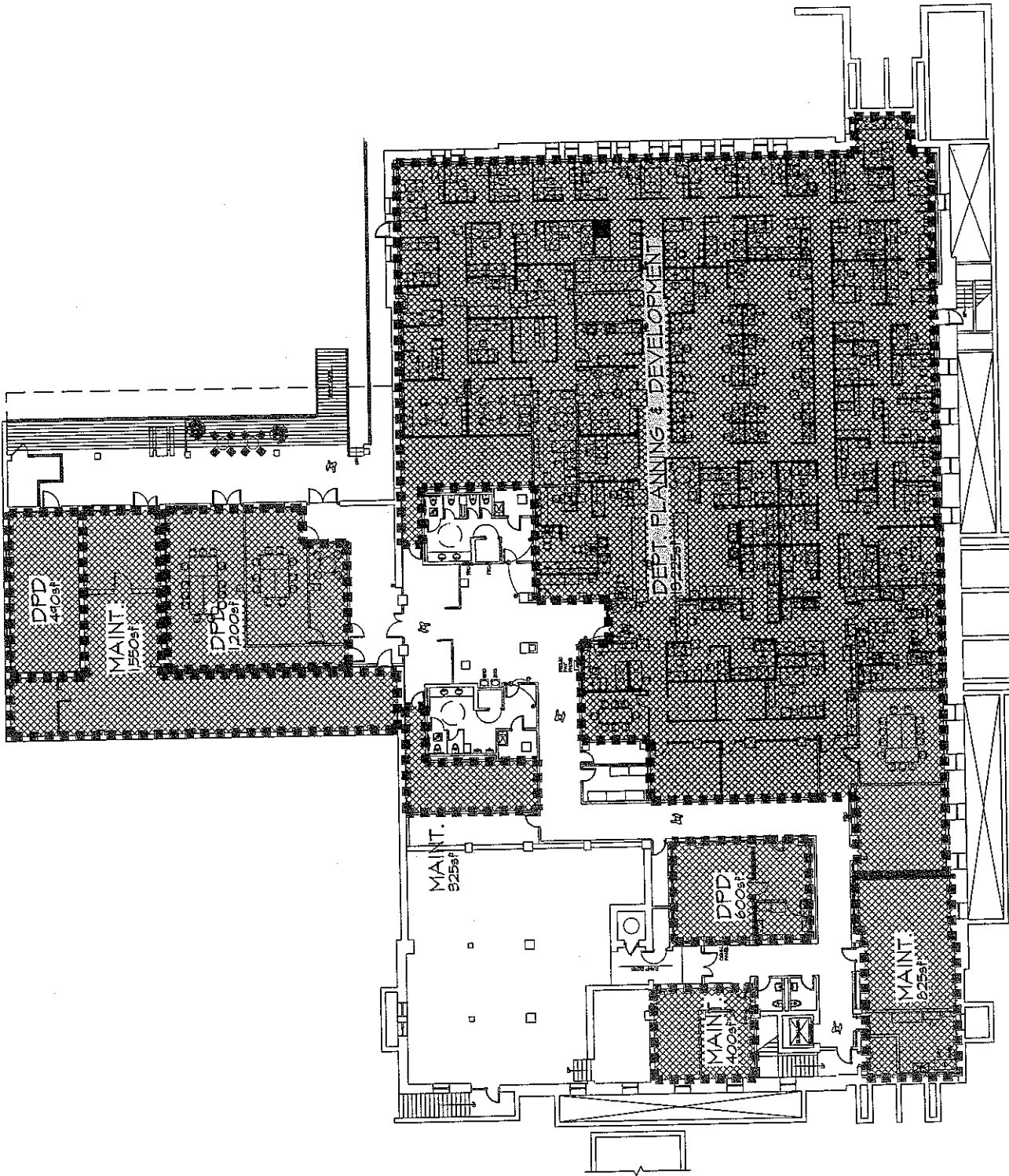
DRG. 021  
 1/01



OPTION 'A' CONCEPT  
 THIRD FLOOR PLAN  
 MADISON MUNICIPAL BUILDING

1/8" = 1'-0"  
 NOVEMBER 1, 2005





OPTION 'A' CONCEPT  
 LOWER LEVEL PLAN  
 MADISON MUNICIPAL BUILDING

1/16" = 1'-0"  
 NOVEMBER 1, 2005

811 811  
 1611

	Est. Hours	Rate	Est Cost
<b>DESIGN PHASE</b>			
<b>Police Department (CCB Garage Level)</b>			
<i>[No carpentry, electrical, hvac, plumbing and fp]</i>			
Meeting No. 1 Kick-off			
KA	2	95	\$190
Interiors	2	70	\$140
Site visit to review existing space			
KA	1	95	\$95
Interiors	1	70	\$70
Develop Preliminary Floor Plan Concept/Layout			
KA	1	95	\$95
Interiors	1	70	\$70
Arch Drafter	2	60	\$120
Meeting No. 2 Design Approval Meeting			
KA	2	95	\$190
Interiors	2	70	\$140
<b>Comptroller (CCB Fourth Floor)</b>			
<i>[New ceiling, lights, hvac duct replacement, hvac grilles and fp in 2,148 sf]</i>			
<i>[Limited new electrical outlets, no plumbing]</i>			
Meeting No. 1 Kick-off			
KA	2	95	\$190
Interiors	2	70	\$140
Site visit to review existing space			
KA	3	95	\$285
Interiors	3	70	\$210
Develop Preliminary Floor Plan Concept/Layout			
KA	1	95	\$95
Interiors	5	70	\$350
Arch Drafter	4	60	\$240
Meeting No. 2 Design Review Meeting			
KA	0	95	\$0
Interiors	2	70	\$140
Refine the Floor Plan Concept/Layout			
KA	1	95	\$95
Interiors	4	70	\$280
Arch Drafter	2	60	\$120
Meeting No. 3 Design Review Meeting			
KA	0	95	\$0
Interiors	2	70	\$140
Finalize Floor Plan Layout			
KA	1	95	\$95
Interiors	4	70	\$280
Arch Drafter	4	60	\$240
Meeting No. 4 Design Approval Meeting			
KA	2	95	\$190
Interiors	2	70	\$140
Electrical			
Elec. Eng.	10	110	\$1,100
Drafting	6	60	\$360

**Health (CCB Fifth Floor)**

*[No carpentry, electrical, hvac, plumbing and fp]*

Meeting No. 1 Kick-off

KA	2	95	\$190
Interiors	2	70	\$140

Site visit to review existing space

KA	2	95	\$190
Interiors	2	70	\$140

Develop Preliminary Floor Plan Concept/Layout

KA	1	95	\$95
Interiors	2	70	\$140
Arch Drafter	2	60	\$120

Meeting No. 2 Design Review Meeting

KA	0	95	\$0
Interiors	2	70	\$140

Finalize Floor Plan Layout

KA	1	95	\$95
Interiors	2	70	\$140
Arch Drafter	4	60	\$240

Meeting No. 3 Design Approval Meeting

KA	2	95	\$190
Interiors	2	70	\$140

**Traffic Department (MMB First Floor - new space)**

*[No carpentry, electrical, hvac, plumbing and fp]*

*[No space planning in the existing transportation office is assumed, existing furniture to remain]*

Meeting No. 1 Kick-off

KA	2	95	\$190
Interiors	2	70	\$140

Site visit to review existing space

KA	2	95	\$190
Interiors	2	70	\$140

Develop Preliminary Floor Plan Concept/Layout

KA	1	95	\$95
Interiors	4	70	\$280
Arch Drafter	4	60	\$240

Meeting No. 2 Design Review Meeting

KA	0	95	\$0
Interiors	3	70	\$210

Finalize Floor Plan Layout

KA	2	95	\$190
Interiors	5	70	\$350
Arch Drafter	5	60	\$300

Meeting No. 3 Design Approval Meeting

KA	2	95	\$190
Interiors	2	70	\$140

**Housing (MMB First Floor)**

*[Some new ceiling, lighting, hvac and fp; no plumbing]*

Meeting No. 1 Kick-off

KA	2	95	\$190
Interiors	2	70	\$140

Site visit to review existing space

KA	2	95	\$190
Interiors	2	70	\$140

Develop Preliminary Floor Plan Concept/Layout

KA	1	95	\$95
Interiors	5	70	\$350
Arch Drafter	4	60	\$240

Meeting No. 2 Design Review Meeting

KA	0	95	\$0
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Interiors	2	70	\$140
Finalize Floor Plan Layout			
KA	0	95	\$0
Interiors	4	70	\$280
Arch Drafter	2	60	\$120
Meeting No. 3 Design Approval Meeting			
KA	2	95	\$190
Interiors	2	70	\$140
Electrical			
Elec. Eng.	10	110	\$1,100
Drafting	6	60	\$360

**DPD (MMB Ground Floor Space Planning, LL110/LL120, Second Floor & Third Floor)**

*[Lower Level LL110/LL120; new ceilings, lighting, hvac, fp; no plumbing]*

*[Lower Level Existing DPD Space Planning only, existing furniture to remain, no construction work]*

*[2nd Floor; no carpentry, electrical, hvac, plumbing and fp]*

*[3rd Floor; no carpentry, electrical, hvac, plumbing and fp]*

Meeting No. 1 Kick-off

KA	3	95	\$285
Interiors	3	70	\$210
EL	3	130	\$390

Site visit to review existing spaces

KA	4	95	\$380
Interiors	4	70	\$280

Develop Preliminary Floor Plan Concept/Layout

KA	2	95	\$190
Interiors	18	70	\$1,260
Arch Drafter	4	60	\$240

Meeting No. 2 Design Review Meeting

KA	3	95	\$285
Interiors	3	70	\$210

Refine the Floor Plan Concept/Layout

KA	2	95	\$190
Interiors	12	70	\$840
Arch Drafter	4		\$0

Meeting No. 3 Design Review Meeting \$0

KA	0	95	\$0
Interiors	3	70	\$210

Refine the Floor Plan Concept/Layout

KA	2	95	\$190
Interiors	8	70	\$560
Arch Drafter	4	60	\$240

Meeting No. 4 Design Review Meeting

KA	0	95	\$0
Interiors	2	70	\$140

Refine the Floor Plan Concept/Layout

KA	1	95	\$95
Interiors	8	70	\$560
Arch Drafter	4	60	\$240

Meeting No. 5 Design Review Meeting

KA	0	95	\$0
Interiors	2	70	\$140

Finalize Floor Plan Layout

KA	1	95	\$95
Interiors	8	70	\$560
Arch Drafter	4	60	\$240

Meeting No. 6 Design Approval Meeting

KA	2	95	\$190
Interiors	2	70	\$140

Meeting No. 7 Meeting with Mayor's Office

EL	2		\$0
KA	2	95	\$190
Interiors	2	70	\$140

Project Management

KA	30	95	\$2,850
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Project Oversight

EL	6	130	\$780
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Specifications

KA	10	95	\$950
Interiors	8	70	\$560
Spec	30	75	\$2,250

Cost Estimate (one total)

Estimator	24	90	\$2,160
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Electrical

Elec. Eng.	25	110	\$2,750
Drafting	15	60	\$900

HVAC (for all appropriate areas)

JDR	57		\$4,220
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Plumbing

JDR			\$0
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Fire Protection (FP) (for all appropriate areas)

JDR			\$0
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Review Meetings with Jim

KA	12	95	\$1,140
Interiors	12	70	\$840

**DESIGN PHASE SUBTOTAL \$42,180**

**CONSTRUCTION DOCUMENTS PHASE***[Assuming preparation of one bid package which includes CCB & MMB Remodeling]*

Project Management			
KA	20	95	\$1,900
Project Oversight			
EL	3	130	\$390
Document Preparation			
KA	20	95	\$1,900
Interiors	20	70	\$1,400
Arch Drafter	40	60	\$2,400
Document Assembly			
KA	8	95	\$760
Specifications			
KA	10	95	\$950
Interiors	8	70	\$560
Spec	30	75	\$2,250
Cost Estimate of Alternates Requested by City Architect			
Estimator	16	90	\$1,440
Electrical			
Elec. Eng.	50	110	\$5,500
Drafting	30	60	\$1,800
HVAC			
JDR	34		\$2,500
Plumbing			
JDR			\$0
Fire Protection (FP)			
JDR			\$1,000
Review Meetings with City Architect			
KA	5	95	\$475
Interiors	5	70	\$350

**CONSTRUCTION DOCUMENTS PHASE SUBTOTAL \$25,575****BIDDING & NEGOTIATION PHASE***[Assuming one single prime bid that includes CCB & MMB remodeling]*

Project Management			
KA	5	95	\$475
Respond to questions			
KA	12	95	\$1,140
Interiors	12	70	\$840
Spec	0	75	\$0
Preparation of Addenda			
KA	7	95	\$665
Interiors	3	70	\$210
Arch Drafter	8	60	\$480
Spec	8	75	\$600
Electrical			
Elec. Eng.	1	110	\$110
HVAC			
JDR	2		\$180
Plumbing			
JDR			\$0
Fire Protection (FP)			
JDR			\$0

**BIDDING & NEGOTIATION PHASE SUBTOTAL \$4,700**



**CONSTRUCTION PHASE**

[Assuming a 15 month construction duration as outlined in the schedule]  
 [Assuming one architectural site visit every 3 weeks during the first 7.5 months of construction]  
 [Assuming 3 architectural site visits during the last 7.5 months of construction]  
 [Assuming 5 electrical site visits during the construction period]  
 [Assuming 4 hvac site visits during the construction period]  
 [Assuming 0 plumbing site visits during the construction period]

Project Management			
KA	40	95	\$3,800
Project Oversight			
EL	3	130	\$390
Shop Drawing Reviews			
KA	20	95	\$1,900
Interiors	12	70	\$840
Spec	8		\$0
Pay Request Reviews			
KA	10	95	\$950
Estimator	10	90	\$900
Jobsite visits			
KA	40	95	\$3,800
Interiors	20	70	\$1,400
Document Jobsite visits (13 total architectural visits assumed)			
KA	20	95	\$1,900
Interiors	10	70	\$700
Respond to questions			
KA	10	95	\$950
Interiors	12	70	\$840
Preparation of Construction Bulletins			
KA	10	95	\$950
Interiors	8	70	\$560
Arch Drafter	8	60	\$480
Spec	8	75	\$600
Electrical			
Elec. Eng.	26	110	\$2,860
HVAC			
JDR	14		\$1,980
Plumbing			
JDR			\$0
Fire Protection (FP)			
JDR			\$0
Review Meetings with City Architect			
KA	10	95	\$950
Interiors	10	70	\$700

**CONSTRUCTION PHASE SUBTOTAL \$27,450**

**TOTAL A/E Fees \$99,905**

**Assumptions:**

- 1 One electrical site visit to the project to review all areas of remodeling
- 2 Tele/Data equipment and cabling by Owner. Electrical Contractor will provide conduit/back box rough-in.
- 3 The existing power distribution equipment is in good condition and has sufficient capacity.
- 4 A/V equipment selection, design and cabling by Owner. Electrical Contractor will provide conduit/back box rough-in.
- 5 No record drawings
- 6 No pre-testing of hvac systems (approximate cost to add \$1 000)
- 7 No life-cycle costing
- 8 Fees for City or State reviews not included
- 9 Fees do not include planning, design or construction documents for a "One-Stop Shop"