



September 25, 2020

Mr. Jonathan Evans, PE, Project Manager
City of Madison Engineering Division
Department of Public Works
City-County Building, Room 115
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703

Subject: Revised Proposal for Contract Amendment for Additional Services for the Rebid of the City of Madison Metro Transit Phase 2 Facility Improvement Project (previously known as HVAC Replacement)

Dear Mr. Evans:

Mead & Hunt, Inc. (Mead & Hunt) is submitting this revised proposal for an amendment to the contract for the above-referenced project for Architectural and Engineering services provided for the Rebid of the Madison Metro Phase 2 Facility Improvement Project (previously known as HVAC Replacement).

Project Understanding

The Rebid for the Phase 2 Facility Improvement Project was necessitated by the fact that only one qualified bid was received at the initial bid for the project, then known as the HVAC Replacement Project, during its bid period from November 7, 2019, through December 20, 2019. The City required the project to be rebid, with bid publication on January 9, 2020, and bids due February 6, 2020. Architectural and Engineering services activities for the Rebid process began December 27, 2019, with revised bid documents available January 9, 2020; these activities concluded on February 6, 2020.

During the Rebid process, Mead & Hunt reached out to vendors and contractors to gauge interest in the project and discuss items that could be clarified from the previous bid. The investment of time and commitment to this project resulted in a successful Rebid. Six contractors provided qualified bids for the project, and all bids were under the estimated probable cost of construction.

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This proposal also reflects the discussion of allowed services and activities, based on your email dated August 19, 2020, which outlined your thoughts concerning the original proposal dated, June 10, 2020.

Scope of Services

After receiving authorization to proceed, Mead & Hunt provided Architectural and Engineering services for the Rebid for the Facility Improvement Project. Services provided during the Rebid process are categorized into three areas of activities:

1. Logistical modification of documents to include new dates and times, new contract numbers, and a new project name. The date and name changes affected all the project bid documents, a total of 79 plan documents and 100 specifications.
2. Content modifications to the plan documents, incorporating the previous addendum items from the first bid and clarifications to the bid documents based on conversations with the project commissioning agent, manufacturers of the mechanical systems, and mechanical and general contractors.
3. Publishing of the revised bid documents, including Quality Control reviews and uploading to the City of Madison Share Point site; and answering contractor questions and creating an Addendum to the current documents during the bid period.

Design revision activities and content modifications accomplished by the A/E Team prior to the January 9, 2020, deadline for bid publication included the following:













- Held Team kick-off discussion on the Rebid.
- Archived electronic files from first bid.
- Updated Div-0 and Div-1 Specs; revised Div-0 Summary.
- Incorporated Addendum 1 drawings and specifications into the updated Rebid set.
- Revised for HV-17 (E) issue and omitting new unit, impacting all A, M, E and S disciplines.
- Added exhibits for the existing building fire protection documents and the existing zone 1 (Admin. Area) HVAC.
- Edited raceway specification 23 09 00 (RMT to EMT).
- Rechecked electrical motor schedule with HVAC Schedules.
- Sent PDFs to Jon Evans for the sheets from 1979 for Zone 1 for Retro Cx.
- Provided MG&E gas meter revisions, detail, and on-site survey of gas lines. Updated gas pipe sizing diagram. Provided detail on Sheet M-511.
- Added Ingenia as an approved manufacturer to all the equipment specs.
- Reviewed the previous CxP's comments and incorporated suggested revisions.

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- Provided minor updates to the specification sections that are listed below:

 221610_Add01.DOC	12/4/2019 2:56 PM	Microsoft Word 9...	62 KB
 230130.51_REV.DOC	1/2/2020 4:08 PM	Microsoft Word 9...	58 KB
 230529_REV.doc	12/26/2019 12:34 ...	Microsoft Word 9...	73 KB
 230900_REV.doc	1/7/2020 7:42 AM	Microsoft Word 9...	152 KB
 231123_REV.doc	1/7/2020 7:55 AM	Microsoft Word 9...	78 KB
 235100_REV.doc	1/7/2020 7:18 AM	Microsoft Word 9...	57 KB
 237200_Add01.doc	1/7/2020 7:31 AM	Microsoft Word 9...	106 KB
 237300_Add01.doc	1/7/2020 7:41 AM	Microsoft Word 9...	97 KB
 237423.16_Add01.doc	1/7/2020 7:33 AM	Microsoft Word 9...	103 KB
 237423.19_Add01.doc	1/7/2020 7:34 AM	Microsoft Word 9...	102 KB
 233416_REV.doc	1/7/2020 8:10 AM	Microsoft Word 9...	65 KB
 233113_REV.doc	1/7/2020 8:07 AM	Microsoft Word 9...	41 KB

Time expended, by position, for the design revision and content modification activities described above is as follows:

Position	Hours
Project Manager	10.50
Structural Engineer	4.50
Structural Technician	8.00
Mechanical Engineer	8.50
Mechanical Technician	18.00
Electrical Engineer	4.00
Electrical Technician	4.00
Revit Coordinator	2.50
Administrative Assistant	8.25
Total	68.25

Publishing and bid period activities included the following:

- Munis number and title blocks updates.
- New stamps and dates by all disciplines.
- QA/QC of printed Rebid documents.
- Document printing and assembly.
- Revit files exported to AutoCAD.
- Files posted and sent to City.
- RFI on fuel oil piping insulation specifications by Ahern.

200901_Madison Metro Transit Add Services HVAC_Revised Rebid proposal.docx

- Addendum 1 - Section 230900, page 21 item 3.3.P.3 created and published.

Time expended for the publishing, quality control, and bidding phase activities described above is as follows:

Task	Hours
Project management	13.50
Specification writing	1.00
Quality control and document coordination	12.00
Printing of check set documents	1.00
Share Point upload	1.00
Mechanical engineering	3.25
Construction administration	1.00
Administrative assistance	0.25
Total	33.00

Responsibilities of City of Madison

Our Scope of Services and Compensation are based on the City of Madison performing or providing the following:

- A designated Project Manager and a designated Construction Administrator with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Available data, drawings, and information related to the project.
- Protection of Mead & Hunt–supplied digital information or data, if any, from contamination, misuse, or changes.

Compensation

The City of Madison will pay Mead & Hunt on a lump-sum basis for the work described herein the amount of Fourteen Thousand Seven Hundred Six Dollars and Fifty Cents (\$14,706.50), as architectural and engineering fees for the work performed under this contract amendment.

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Authorization

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If acceptance is not received during this period, this proposal may be modified by Mead & Hunt.

We appreciate the opportunity to submit this proposal to the City of Madison.

Respectfully submitted,
MEAD & HUNT, INC.



Richard C. Lundeen AIA, LEED AP
Project Manager and Client Contact

Accepted CITY OF MADISON

by: _____
By: _____
Name: _____
Title: _____

*The above person is authorized to sign for Client
and bind the Client to the terms hereof.*

Date: _____

Approved MEAD & HUNT, INC.

by: _____
By: 
Name: Mary T Shaffer
Title: Vice President

Date September 25, 2020