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December 9, 2018

Stephen Bellairs  
Meyer, Scherer, & Rockcastle, Ltd.  
710 South 2<sup>nd</sup> Street, 8<sup>th</sup> Floor  
Minneapolis, MN 55401

Re: Agreement Amendment No. 2  
Olbrich Botanical Gardens Expansion – Phase I  
Vierbicher Project #160322

Dear Mr. Bellairs:

We propose to amend our current agreement (dated April 18, 2017) for engineering consulting services for the Olbrich Botanical Gardens Expansion – Phase I project to include the additional services requested. The following services will be provided as part of the Construction Document phase:

**I. SCOPE OF SERVICES:**

**A. Meetings:** Due to the project's unique stormwater management constraints, additional meetings with the City and project team have been required. The current agreement includes one conference call and one in person meeting for the CD phase. The following meetings have been attended:

1. Hardscape Webex 2/26/18
2. Stormwater Webex with City 3/12/18
3. Olbrich Weekly Call 3/20/18
4. Stormwater Webex with City 3/22/18
5. Olbrich Weekly Call 4/17/18
6. Olbrich Weekly Call 4/25/18
7. Olbrich Weekly Call 5/1/18

The fee for the additional out of scope meetings will not be charged.

**B. Design Coordination and Stormwater Management Design:** The current agreement does not account for stormwater management as required by the City ordinance. Under the proposed amendment, the following services will be provided:

1. Stormwater management design and updated stormwater report based on the entire parcel
2. Basin estimate for City budgeting
3. Pervious pavement underdrain design coordination

4. Civil plans have been revised to reflect architectural and landscape updates received via AutoCAD files on the following dates:

- a. 3/26/18
- b. 4/20/18
- c. 5/1/18

The estimated fee for this work is \$4,200.

**C. ULO Construction Administration:** Unforeseen site conditions brought to attention by field utility line openings (ULO’s) have required additional design work to date. The contractor identified five locations where measured existing storm sewer elevations varied from the site survey. This item includes the necessary design, revisions to shop drawings, and construction bulletin to accommodate the ULO measurements. Additional shop drawing reviews and RFI responses relating to the ULO measurements are also included.

The estimated fee for this work is \$1,900

**D. Lift Station Construction Administration:** The scope of CA#1 did not include construction administration relating to the project lift station. Issues with the contractor’s suppliers and shop drawings having resulted in the use of Consultant’s time to ensure the lift station is built per plan. This item includes all coordination, shop drawing reviews and RFI responses relating to the lift station design.

The estimated fee for this work is \$1,100

**II. SCHEDULE:**

Consultant is prepared to begin work upon receiving authorization to proceed.

**III. AGREEMENT STATUS:**

In accordance with the Fee Breakdown shown below, Consultant shall complete the above Scope of Services for Contract Amendment No. 2 for a Time/Expense Estimated Fee of \$7,200. This fee will be added to the Construction Document phase.

By accepting this Amendment, the new Total Contract Fee will increase to an estimated amount of \$58,070.

Task	Base Fee	CA#1	CA#2	Total Contract
<b>Preliminary Design</b>	\$12,840	N/A	N/A	\$12,840
<b>Schematic Design</b>	\$3,030	N/A	N/A	\$3,030
<b>Design Development</b>	\$7,900	\$3,550	N/A	\$11,450
<b>Construction Documents</b>	\$8,800	\$11,150	\$4,200	\$24,150
<b>Bidding</b>	\$1,300	N/A	N/A	\$1,300
<b>Construction Administration</b>	\$2,300	N/A	\$3,000	\$5,300
Fee Totals:	<b>\$36,170</b>	<b>\$14,700</b>	<b>\$7,200</b>	<b>\$58,070</b>

All other terms and conditions of the original agreement remain in effect.

December 9, 2018

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If the agreement amendment is acceptable, please sign below and return one executed copy to our Madison office.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Schreiner". The signature is fluid and cursive, with a large initial "M" and a long horizontal stroke at the end.

Matthew W. Schreiner, PE, LEED-AP  
Engineering Manager

Stephen Bellairs, AIA, LEED AP, Senior Associate

Authorization to Proceed: \_\_\_\_\_

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

## MEMORANDUM

MSR

Architecture  
Interiors and  
Urban Design

Date: 1/9/2019  
Project Name: **City of Madison: Olbrich Botanical Gardens Expansion**  
Project No: 2017016.00

To: Randy Wiesner – City of Madison.  
From: Stephen Bellairs  
Cc: Traci Lesneski, Doug Franzwa – MSR.

Re: **Design Contract 8717 – Amendment #2: Additional Design Services.**  
Initial Letter dated Nov 26, 2018.

Dear Randy,

At a recent site visit you expressed the need for additional design services for converting the existing men's room at the 2<sup>nd</sup> floor of the 1970s building to a comfort room. We discussed this further by phone on Wednesday Nov 14, 2018.

This was followed by a request on Dec 18, 2018, and a proposal request email dated Dec 20, 2018, for a proposal related to an audit and upgrade, as necessary, of all existing egress doors in the existing building, beyond those which are being addressed as part of the current scope of construction work.

### Restroom Conversion:

For the restroom conversion, following our experience in creating successful and multi-functional comfort rooms, the scope of work is summarized as follows:

- Remove all plumbing fixtures except the sink (a critical element for a comfort room).
- Cap pipes and drains behind gyp walls and floor.
- Remove exhaust fan cover and cap behind gyp ceiling.
- Leave unit heater as is, but repaint.
- Select and specify new finishes: carpet, wall base, paint for walls (after tile removal), ceiling patch and paint.
- New lighting: we recommend the wall-mounted direct/indirect light as specified for the offices at MMB, on dimmer.
- Select and specify comfortable lounge chair and side table, possibly included as part of LC furniture package. We should include a duplex outlet next to the chair.
- Signage design: we presume the women's room adjacent would be changed to a unisex restroom; new Comfort Room sign; arrow indicating Eastern direction inside the Comfort Room.

Our fee proposal includes Lauren Gardner's time, Chris Wingate's time for the CA aspects (a Construction Bulletin and on-site review during current progress site visits) and a small amount of Stephen Bellairs' time for general internal supervision. Those MSR fees come to \$1,850. We do not anticipate reimbursable expenses for this effort.

We understand, based on our email exchange that City Engineering will provide any engineering input for work related to plumbing and HVAC work in the room.

### Existing Doors Audit and Code Upgrades:

The attached code plan sheet G05 I from the current construction set is marked up indicating the location of all existing doors on egress pathways requiring auditing. There are (24) door openings in total, and we anticipate the following time needed for this effort:

Item	Description	Staff	Rate	Hours	Total
1	Field time for inventory and analysis.	SB	\$182.00	2	\$ 364.00
		CW	\$104.50	2	\$ 209.00
2	Preparing excel worksheet indicating adjustments needed for each opening to meet code, including a column for cost per opening, to be completed by the GC (Joe Daniels Construction).	SB	\$182.00	3	\$ 546.00
		CW	\$104.50	8	\$ 836.00
3	Review with City and OBG to determine any additional technology requirements for each door, and finalizing worksheet following this input (24 door openings).	SB	\$182.00	2	\$ 364.00
		CW	\$104.50	4	\$ 418.00
4	Prepare Draft Construction Bulletin for Daniels to price.	CW	\$104.50	12	\$1,254.00
	Door Hardware sets and QM review (24 door openings).	SB	\$182.00	6	\$1,092.00
5	Prepare final Construction Bulletin to form part of the current contract documents associated with an agreed change order amount for JDC to execute on site during the current construction schedule.	CW	\$104.50	6	\$ 627.00
	QM review	SB	\$182.00	1	\$ 182.00
6	Construction Administration: door hardware submittal review	CW	\$104.50	4	\$ 418.00
	SUB-TOTAL FOR DOOR UPGRADE WORK			46	\$6,310.00
	SUB-TOTAL FOR RESTROOM CONVERSION WORK	LG	-	-	\$ 1,850.00
	GRAND TOTAL				<b>\$8,160.00</b>

Since this work is all being executed during the current CA Phase, we have not split the effort up into design time and CA time, but we can do this if requested. We understand this scope will be added to Joe Daniels Construction's current scope of work on site.

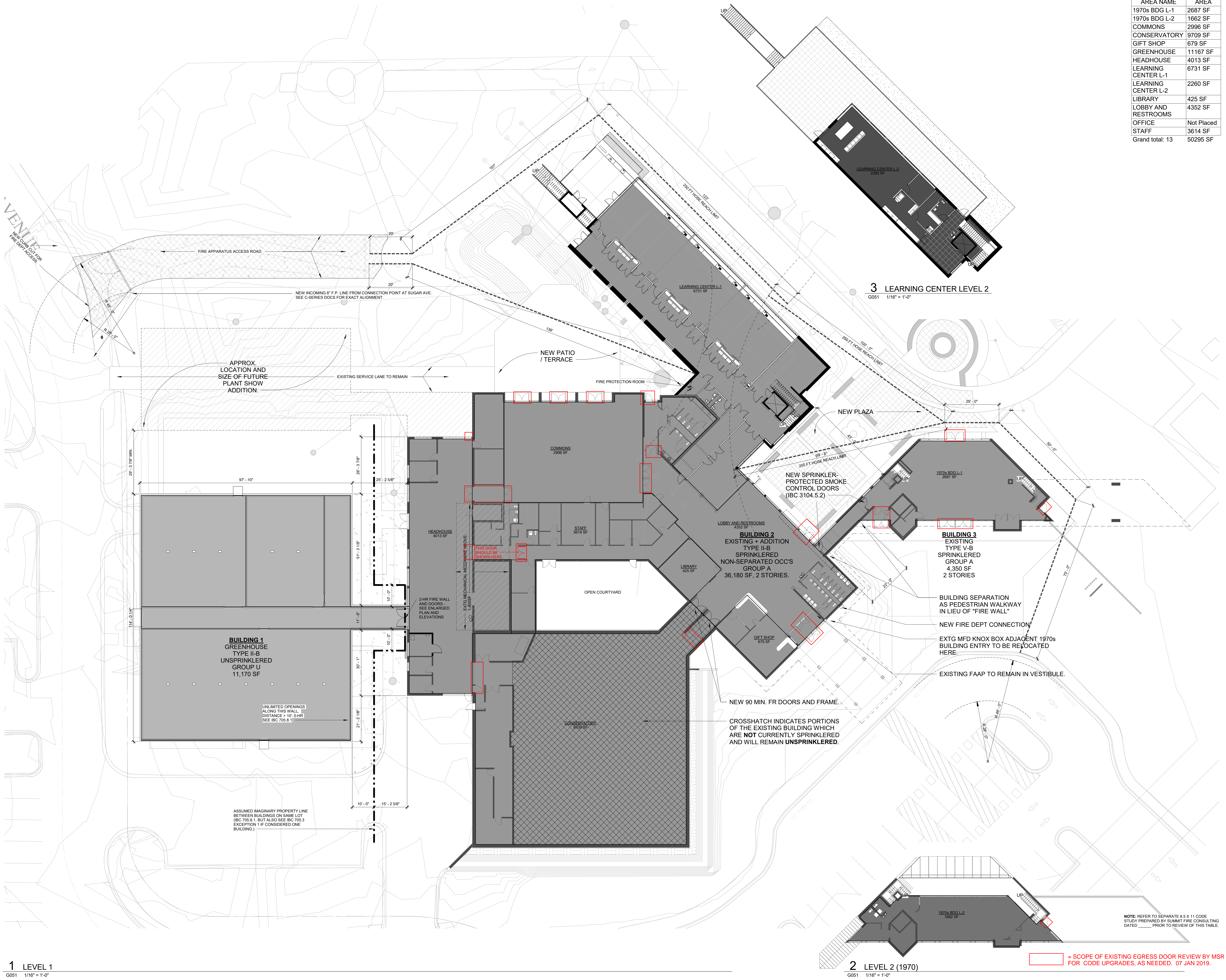
We are open to discuss any of the above, so feel free to email or call if needed.

Sincerely,



Stephen Bellairs, AIA, LEED AP  
612.315.0246 T stephen@msrdesign.com E





AREA NAME	AREA
1970s BDG L-1	2687 SF
1970s BDG L-2	1662 SF
COMMONS	2996 SF
CONSERVATORY	9709 SF
GIFT SHOP	679 SF
GREENHOUSE	11167 SF
HEADHOUSE	4013 SF
LEARNING CENTER L-1	6731 SF
LEARNING CENTER L-2	2260 SF
LIBRARY	425 SF
LOBBY AND RESTROOMS	4352 SF
OFFICE	Not Placed
STAFF	3614 SF
Grand total: 13	50295 SF

**1 LEVEL 1**  
G051 1/16" = 1'-0"

**2 LEVEL 2 (1970)**  
G051 1/16" = 1'-0"

Legend:  = SCOPE OF EXISTING EGRESS DOOR REVIEW BY MSR FOR CODE UPGRADES, AS NEEDED. 07 JAN 2019.

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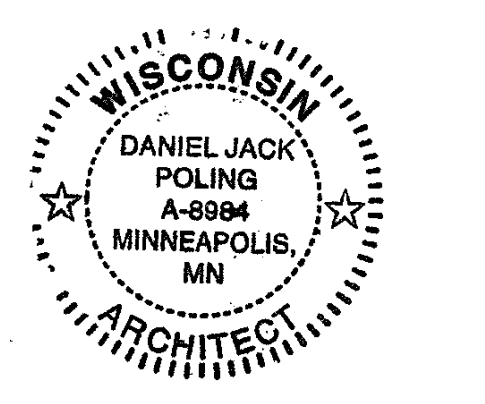
MEP Engineer  
**MEP Associates, LLC**  
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Fire Protection Engineer and Code Consultant  
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651.251.1880 tel

Greenhouse Design  
**Rough Brothers, Inc.**  
5513 Vine Street  
Cincinnati, OH 45217  
513.242.0310 tel

**Olbrich Botanical Gardens  
Expansion Phase 1**  
BPW Project #8162  
3330 Atwood Avenue  
Madison, WI 53704

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the Laws of the State of Wisconsin.  
ARCHITECT SEAL



Signature: *Jack Poling*  
Print Name: Jack Poling  
Date: JUNE 4, 2018 License No. A-8984

ISSUE	DATE	DESCRIPTION
MARK	06.07.2018	CONSTRUCTION ISSUE

PROJECT NO. 2017016  
PROJECT PHASE CONSTRUCTION ISSUE  
DRAWN BY MSR CHECKED BY MSR  
www.msrdesign.com

**CODE PLAN -  
OVERALL  
APPROACH**

**EXHIBIT A  
G051**