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July 21, 2025

Kelly Wisnepske, Town Administrator
Town of Clayton
8348 Hickory Avenue
Larsen, WI 54947

Re: Town of Clayton new office
8386 State Road 76
Neenah, WI 54956

Kelly:

Architects in Common, LLC (AIC) is pleased to submit this proposal for architectural and MEP services for the above referenced project. We would like to express our appreciation for being considered for this work. Our scope of services includes the following:

Project Description

Existing building renovation and new entrance canopy project for new Town of Clayton office construction documents.

Scope of Basic Services

Architectural

- Prepare architectural construction documents as follows:
 - Cover sheet
 - Architectural site plan as needed
 - Floor plan
 - Exterior elevations
 - Reflected ceiling plan
 - Wall sections
 - Details
 - Room finishes and door schedules
- Building code review
- Field measure existing conditions
- Owner meetings
- Site construction meetings
- State or local plan submittals
- Specs on plans
- Coordination of all sub-consultants

- Shop drawing review
- Addendums
- Bidding
- Completion statement form
- Construction administration
- Punch list

Structural

- Structural design front canopy
- Coordination meetings

Mechanical

- Mechanical design
- Coordination meetings
- Specifications
- Shop drawing review
- Construction administration

Electrical

- Electrical design
- Coordination meetings
- Specifications
- Shop drawing review
- Construction administration

Plumbing

- Plumbing design
- Coordination meetings
- Specifications
- Shop drawing review
- Construction administration

Any service not specifically described herein to be performed by the Architect as a Basic Service, may if mutually agreed to by the Owner and Architect, be performed as an Additional Service, with an increase in the Architect's compensation and adjustment in the Architect's contract time.

Compensation

Our proposed fee for the scope of basic services outlined above will be as follows:

Architectural	\$ 15,000	
Structural	\$ 2,000	dkk Engineering
Mechanical	\$ 3,000	Fox Valley MEP, Inc.
Electrical	\$ 3,000	Fox Valley MEP, Inc.
<u>Plumbing</u>	<u>\$ 2,000</u>	<u>Fox Valley MEP, Inc.</u>
Total	\$ 25,000	

Additional work required beyond the scope of this proposal will be billed at a fee of \$165/hour.

If a new electrical service is required, please add \$1,000 for electrical design.

Reimbursable Expenses

Reimbursable expenses will be charged for reproduction of drawings, postage and handling of drawings, specifications and other documents required for completion of work on the project. State and/or local plan review fees will also be a reimbursable expense. Our invoices for all standard expenditures shall have a multiple of one-tenth (1.1) times the cost.

Invoicing

An invoice will be submitted monthly or as applicable for services performed with payment due upon receipt. The Owner agrees that the Architect may suspend services without liability if payment is not received within forty-five (45) days after the date of the Architect's invoice.

Limitation of Liability

AIC represents that the total of our liability for this project which may arise from construction discrepancies now or in the future, or from omissions associated with our construction documents or for any other problematic instances associated with this project are hereby limited to the amount of architectural fees paid for our services on the subject project.

Any misunderstanding of the procedures of this work, including but not limited to design, design development, construction documents, bidding, or any and all aspects of the project's construction which result in conflict between you as the client and ourselves as the architect will be subject to mediation within and governed by the mediation rules of the State of Wisconsin.

Ownership and Copyright

The Architect, and the Architect's consultants, shall be deemed the original authors and owners respectively of any materials produced under this Agreement and shall retain all common law, statutory and other reserved rights, including copyrights. The Owner acknowledges that the Architect and the Architect's consultants have prepared said materials and agrees to limit use of same to this site-specific project only. The Owner agrees to defend, indemnify, and hold harmless the Architect and the Architect's consultants from any causes of action, claims, losses, damages and expenses of any kind whatsoever, including reasonable attorney's fee resulting from unauthorized reuse of the Architect's and the Architect's consultants' materials.

Safety

The Architect shall not be in charge of, or liable for, construction means, methods, techniques, sequences, safety procedures or safety precautions, since these are solely the responsibility of the Contractor.

Please let me know if you have any questions or if you wish to suggest any changes to this proposal. If you are in agreement to the terms as identified in this proposal, please sign a copy and send back AIC for our records.

I look forward to working with you on this project and appreciate the opportunity to present this proposal.

Kind Regards,

Architects in Common, LLC

Town of Clayton



Timothy Kent, AIA, LEED AP

Kelly Wisnepske, Town Administrator

Date: 7-21-2025

Date: _____