



December 2, 2024

Architectural Schematic Design Services Proposal

From: Architectural Design Consultants, Inc. (ADCI)

To: City of Dodgeville
100 E. Fountain St.
Dodgeville, WI 53533
Attn: Gregory Lee, Director of Public Works

Project: Dodgeville Administrative Building
Dodgeville, WI
ADCI Project: 24-087

Project Understanding

ADCI is excited to serve as your architectural partner for your upcoming city hall conversion project. We feel like this project is a great adaptive reuse opportunity that highlights the City's commitment to being stewards of taxpayer funds and provides an amenity that the community will enjoy for decades. We're approaching this project in two additional phases after building upon the condition report findings from 2023. This first phase of project is Schematic Design, This phase will set the program for development and will provide you with enough plan detail to assemble a Rough Order of Magnitude (ROM) budget before advancing into final Design. ADCI understands the project would like to be bid out as early as possible in 2025 and will work with your team to prepare a milestone schedule that achieves your goals.

Key Considerations

Functionality: ADCI will ensure the design supports efficient city operations and public engagement.

Civic Identity: Reflect the values and identity of the community in the design.

Budget Management: Provide cost estimates and value-engineering options to keep the project within budget.

Flexibility: Create spaces with dual functions to get the community the very most from their investment.

Future: Design spaces that can adapt to future needs.

Scope of Project

The new City Hall will consist of approximately 14,000 square feet and will use the previously completed concept design layout provided by ADCI as a basis of design. ADCI will build upon that layout utilizing stakeholder input, and the programming space allocations that were provided by the City of Dodgeville. This will allow us to collectively program and layout the project appropriately.

Designing Experiences. **Building Relationships.**

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Scope of Services

Schematic Design Phase:

- Site visits to review the existing facilities, consider all aspects of the building so as not to miss important items needed in the project program.
- Meeting #1 – Kickoff meeting to discuss the project, review the program, discuss project goals, and schedule.
- Perform a building code/zoning study.
- Review existing exterior and interior building conditions.
- Meeting on site with structural and MEP teams to review building status and condition.
- Refine preliminary program to define space reutilization.
- Prepare a Milestone Schedule for the complete design process and coordinate it with the team.
- Develop preliminary building floor plans and concept elevations into an active 3D CAD file for use in design.
- Meeting #2 – Refine program, review floor plans, approve general layout options.
- Make refinements to the design documents discussed in the previous meeting.
- Develop a set of documents for the Client to review.
 - Architectural site plan
 - Building floor plans
 - Exterior elevations with material annotations
 - Basic building sections.
 - Interior elevations of feature areas.
 - Structural scope narrative.
 - Mechanical, Electrical and Plumbing narrative.
 - Exterior building rendering.
- One (1) set of revisions (REVISION 1) that are based on Client comments shall be incorporated. Comments that require significant changes to the drawings, and that are not consistent with previously received comments, shall be an additional service.
- Prepare a R.O.M. budget based on the program and design of the project.
- Assist client in decision making for selection of a construction partner for the project.
- Attend a meeting with the city to discuss the project scope, design and budget.

Services Not Provided:

If Client desires these services, Architect will provide an additional service request to add them at the appropriate time:

- Detailed Mechanical, Electrical, Fire Protection, and Plumbing Design (forthcoming in future phase)
- Architectural or Engineering design services beyond the above-mentioned Scope and Deliverables.
- Civil engineering and landscape design services. (future phase if required)
- Project renderings for marketing or Client approvals, beyond that noted above.
- Travel expenses or plan and specification printing and/or shipping; see attached Fee Schedule for reimbursable expenses.
- Permit fees of any type.
- Future design phases are not a part of Schematic Design and will be covered in future proposal/contract at the appropriate time:
 - Design Development & Value Engineering **DD**

- Final Design & Construction Documents **CD**
- Construction Administration **CA**

Compensation Amount

Architectural Design Services	\$39,900
Structural Engineering	\$5,000
<u>Mechanical, Electrical, and Plumbing Engineering Allowance</u>	<u>\$7,500</u>
Schematic Design Fee	\$52,400

Note: ADCI requires a retainer of \$7,500 to start work and offset initial expenses incurred on the project.

Standard Contract Provisions

- Client shall be invoiced monthly as the above noted work progresses.
- Additional compensation shall be paid to ADCI by Client per the attached *2024 Standard Fee Schedule* for all Client authorized plan revisions after drawings are completed or for drawings/work beyond scope of this proposal.
- Client may terminate this contract for any cause; in which event, compensation shall be made to ADCI based on the fee schedule presented within this proposal.
- Client shall assist ADCI by providing ADCI with all information pertinent to the project, including previous reports, plans and other data relative to the project.
- This agreement shall be binding upon all successors and assignees of either party.
- This proposal may be withdrawn if not accepted within 30 days of the date of an ADCI authorized signature.
- Unpaid balances past due more than thirty (30) days shall be subject to a monthly finance charge of 1% or 12% per annum, until paid in full. In addition, ADCI shall be entitled to recover all costs of collection, including attorney's fees, incurred as a result of non-payment or to enforce its rights under this Agreement.
- Quoted fees do not include Professional Sales Tax.
- The Architect, and its consultants, partners, agents and employees, shall not be liable to the Owner, whether jointly, severally or individually, in excess of the compensation paid to the Architect under this Agreement, or in excess of the sum of \$25,000.00, whichever is greater, as a result of any act or omission not amounting to a willful or intentional wrong. Nothing contained within this paragraph or Agreement is intended to be a waiver or estoppel of the Client or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including but not limited to, those contained within Wisconsin Statutes 893.80, 895.52, and 345.05; to the extent indemnification is available and enforceable, the Client or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin Law.
- The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement. As required by the Wisconsin Construction Lien Law, you are hereby notified that persons or companies performing, furnishing or procuring labor, services, materials, plans or specifications for the construction on Owner's land may have lien rights on Owner's land and buildings if not paid. Those entitled to lien rights, in addition to ADCI, are those who contract directly with you or those who give you identification notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the

construction. Accordingly, you probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans or specifications for the construction. You should give a copy of each notice you receive to your mortgage lender, if any. ADCI agrees to cooperate with you and your lender, if any, to see that all potential claimants, directly subcontracted by ADCI, are duly paid.

Consultant Agreement Acceptance

I accept the terms and conditions of this proposal and authorize ADCI to proceed. I recognize this proposal to be in simple outline form only and will act as an interim agreement. It will be replaced by the final contract which will be forthcoming and shall be the "Owner / Architect Agreement," AIA Document B101.



William J. Ryan
chief executive officer
Architectural Design Consultants, Inc.

December 2, 2024
Date

Barry N. Hottman
Mayor
City of Dodgeville

Date

Attested by:

Lauree Aulik
Clerk/Treasurer
City of Dodgeville

Date

**ARCHITECTURAL DESIGN CONSULTANTS, INC.
2024 STANDARD FEE SCHEDULE**

Professional and Technical Staff

Principal	\$240 hour
Senior Project Manager	\$185 hour
Senior Architect	\$170 hour
Architect Engineer	\$150 hour
Job Captain	\$135 hour
Specifications Writer	\$150 hour
Senior Interior Designer	\$145 hour
Interior Designer	\$95 hour
Senior Construction Administrator	\$160 hour
Construction Administrator	\$110 hour
Senior Designer	\$125 hour
Designer	\$95 hour
Project Coordinator	\$95 hour
Administrative	\$70 hour

Reimbursable Expenses

Reproduction and Printing	Cost + 10%
Subcontracted Services	Cost + 10%
Shipping and Postage	Cost + 10%
Mileage for authorized out of town travel	\$0.67 per mile
Travel and Subsistence	Cost + 10%

Other Terms and Conditions

Standard Fee Schedule is subject to change at the beginning of each new calendar year.

Non-exempt employee overtime will be invoiced at one and one-half (1½) times the standard hourly rates noted above when such overtime is authorized by the client.

Holidays will be observed in accordance with Architectural Design Consultants, Inc. policy and include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

A surcharge of fifty percent (50%) will be added for expert witness testimony and/or participation at hearings, depositions, etc.

Progress invoices will be issued at least monthly and shall be due and payable upon receipt unless otherwise stipulated in a design agreement. Balances due more than (30) days shall be subject to a monthly finance charge until paid in full. In addition, ADCI shall be entitled to recover all costs of collection, including attorney's fees, incurred as a result of non-payment or to enforce its rights under this Agreement.

Note: Payments made via Venmo are subject to a 2% surcharge and payments via PayPal are subject to a 3.5% surcharge.