



December 2, 2024  
**Amended** January 16, 2025

## Architectural Design Services Amendment No. 1

**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 Schematic Design that was approved on 1/15/25 and is attached as Exhibit A. This first phase of project is a separate bid package to accommodate the temporary home of the Dodgeville Library. This project will include new restrooms, fixtures, and breakroom area to satisfy the anticipated occupancy load. The second phase will run congruently to advance the full renovation project into design development and construction documents. ADCI understands the project would like to be bid out as early as possible in 2025 and will align our deliverables with the recent milestone schedule that is attached as Exhibit B. Our construction administration team is prepared to handle two separate public bid processes to accomplish both projects.

### 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.

**Exterior Enhancement:** ADCI will work with you to select materials and finishes that are both durable and aesthetically pleasing to compliment the new City Hall.

**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.

**Building upon the Schematic Design, the project will advance to the following phases and level of contract:**

- Design Development & Value Engineering DD
- Final Design & Construction Documents CD
- Bidding
- Construction Administration CA

**Design Development Phase:**

- Attend design review | progress meetings approximately every three weeks with the project team in ADCI's office and | or virtually.
- Coordinate design as required with consultants.
- Provide a Design Development package to be used by Client to validate any changes to the existing construction budget. Work listed below will be complete to approximately 50%.
  - Architectural Site Plan
  - Floor Plans
  - Exterior Elevations
  - Interior Elevations
  - Typical Building Sections
  - Reflected Ceiling Plan
  - Foundation Plans
  - Floor and Roof Framing Plans
  - MEP Plans and Key Details
- Submit Design Development documents to the Client for review.
- One (1) set of revisions (REVISION 2) that are based on Client comments, but consistent with the previously approved review comments, shall be incorporated.

**Construction Document Phase:**

- Based on the approved Design Development documents, prepare, for approval by the Client, construction documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project. The drawings shall be as needed to convey the proposed construction, but no less than the following:
  - Title sheet
  - Architectural site plan
  - Life safety plans
  - Floor plans
  - Window, wall, door, and assembly schedules
  - Building exterior elevations
  - Interior Elevations
  - Casework Details
  - Building cross sections and details
  - Reflected ceiling plan
  - Foundation plans and details
  - Floor and roof framing plans and details
  - MEP plans and details

- Scope fire protection specification
- Project Specifications manual including front end administrative requirements
- Attend design review | progress meetings approximately every two weeks with the project team in ADCI's office and | or virtually.
- Submit Construction Document documents to the Client for review.
- If needed, one (1) set of revisions (REVISION 3) shall be incorporated based on the Client's review comments. With the Client's comments incorporated, the 90% drawing package will be distributed to the team for a final page turn. Comments that require significant changes to the drawings, and that are not consistent with previously received comments, shall be an additional service.
- Prepare and submit the required forms, calculations, plans and specifications for the building to the AHJ.

#### **Bidding Phase:**

- Deliver electronic PDF drawings to the Client & General Contractor.
- Provide interpretation and clarification of construction documents. Prepare and distribute addenda.
- Answer bidding questions.
- Review and respond to building department and jurisdictional agencies resulting from permit review and applications.

#### **Construction Administration Phase:**

- Respond to RFIs and prepare clarifications as required.
- Interpret and clarify Construction Documents for execution and progress of the work.
- Review of contractor payment applications.
- Review Architectural Structural, HVAC, Plumbing and Electrical, and Low Voltage shop drawings and submittals as required.
  - Shop drawings will not be reviewed until stamped and reviewed by general contractor.
- Visit the site to become generally familiar with the progress and quality of the work completed and to determine in general if the work is being performed in a manner indicating that the work, when complete, will be in accordance with the Contract Documents. Site visits to be as follows:
  - Twelve (12) visits to the site by a representative of the Architect to observe construction progress, participate in on-site progress meetings and pay application review. Architect will provide a field report including photographs documenting each visit.
  - One (1) visit by representative of Structural Engineer to review framing. The visits will be documented in a field report.
  - Three (3) visits by MEP Engineer to review construction progress. Visits will be documented in a field report.
  - Provide one (1) site visit for both punch list preparation and to conduct a final observation to address life safety concerns.
- Compliance Statement.

#### **Services Not Provided:**

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

- Architectural or Engineering design services beyond the above-mentioned Scope and Deliverables.
- Civil engineering and landscape design services. (assumes none required)
- Multiple bid packages in addition to what's noted above.

- Preparation of budget for proposed construction.
- Design revisions after Client review and approval.
- FF&A selection & specification (see option)
- Attendance at local municipal meetings.
- LEED or similar types of sustainable certification analysis, design and/or documentation.
- Monument building sign and sign foundation.
- Commissioning.
- Assistance in applications for utility rebates.
- 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.

**Compensation Amount**

Bid Package #1 – Library Restrooms & Breakroom	
Architectural & Interior Design Services	\$15,200
Mechanical, Electrical, and Plumbing Engineering	\$3,600
<b>Total</b>	<b>\$18,800</b>

Bid Package #2 – City Administration Building Renovation	
Architectural & Interior Design Services	\$117,000
Structural Engineering	\$2,500
Mechanical, Electrical, and Plumbing Engineering	\$61,500
Construction Administration Services	\$38,800
<b>Total</b>	<b>\$219,800</b>

**Bid Package #2 Alternate:** Furniture, Fixture, and Art Specification      \$27,400

**Estimated Fee Breakdown by Phase**

Design Development	30%
Construction Documents	35%
Bidding	10%
Construction Administration	25%

**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 2025 *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.

January 16, 2025

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barry N. Hottman  
Mayor  
City of Dodgeville

\_\_\_\_\_  
Date

Attested by:

\_\_\_\_\_  
Lauree Aulik  
Clerk/Treasurer  
City of Dodgeville

\_\_\_\_\_  
Date

**ARCHITECTURAL DESIGN CONSULTANTS, INC.**  
**2025 STANDARD FEE SCHEDULE**

**Professional and Technical Staff**

Principal	\$250   hour
Senior Project Manager	\$190   hour
Senior Architect	\$180   hour
Architect   Engineer	\$150   hour
Job Captain	\$145   hour
Specifications Writer	\$155   hour
Senior Interior Designer	\$145   hour
Interior Designer	\$95   hour
Senior Construction Administrator	\$170   hour
Construction Administrator	\$110   hour
Senior Designer	\$130   hour
Designer	\$100   hour
Project Coordinator	\$105   hour
Administrative	\$75   hour

**Reimbursable Expenses**

Reproduction and Printing	Cost + 10%
Subcontracted Services	Cost + 10%
Shipping and Postage	Cost + 10%
Mileage for authorized out of town travel	\$0.70 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.



1 FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



# Exhibit B

**Project Name: Dodgeville Administrative Building**

**Location: Dodgeville, WI**

**Project No: 24-087**

**Date: 01-13-2025**



					Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26																																																					
					50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	#	41	42	43	#	45	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
WBS	Task Name	Start	Finish	Duration																																																																						
<b>1</b>	<b>DESIGN PHASE 1</b>	<b>12/11/24</b>	<b>01/13/25</b>	<b>24</b>	← DESIGN PHASE 1 →																																																																					
1.1	Design Begins	12/11/24	12/11/24	1	◆ Design Begins																																																																					
1.2	Site Walk-Thru	12/11/24	12/11/24	1	◆ Site Walk-Thru																																																																					
1.3	Consultant Kick-Off Meeting	12/18/24	12/18/24	1	◆ Consultant Kick-Off Meeting																																																																					
1.4	Plan Review with Owner	01/13/25	01/13/25	1	◆ Plan Review with Owner																																																																					
<b>2</b>	<b>CONSTRUCTION DOCUMENTS (CD) PHASE</b>	<b>01/14/25</b>	<b>02/04/25</b>	<b>16</b>	← CONSTRUCTION DOCUMENTS (CD) PHASE →																																																																					
2.1	CD/FD Begins	01/14/25	01/14/25	1	◆ CD/FD Begins																																																																					
2.2	100% CD Consultant Documents Due to ADCI	02/03/25	02/03/25	1	◆ 100% CD Consultant Documents Due to ADCI																																																																					
2.3	CD Documents Review Meeting with Owner	02/04/25	02/04/25	1	◆ CD Documents Review Meeting with Owner																																																																					
2.4	Permit Application	02/04/25	02/04/25	1	◆ Permit Application																																																																					
<b>3</b>	<b>BIDDING PHASE 1</b>	<b>02/05/25</b>	<b>02/25/25</b>	<b>15</b>	← BIDDING PHASE 1 →																																																																					
3.1	100% Construction Documents Issue for Bid	02/05/25	02/21/25	13	◆ 100% Construction Documents Issue for Bid																																																																					
3.2	Bids Due	02/25/25	02/25/25	1	◆ Bids Due																																																																					
3.3	City Council Approve Bid	02/25/25	02/25/25	1	◆ City Council Approve Bid																																																																					
<b>4</b>	<b>CONSTRUCTION PHASE 1</b>	<b>03/03/25</b>	<b>05/16/25</b>	<b>55</b>	← CONSTRUCTION PHASE 1 →																																																																					
4.1	Start Construction	03/03/25	03/03/25	1	◆ Start Construction																																																																					
4.2	Substantial Completion	05/16/25	05/16/25	1	◆ Substantial Completion																																																																					
<b>5</b>	<b>DESIGN PHASE 2</b>	<b>02/03/25</b>	<b>02/17/25</b>	<b>11</b>	← DESIGN PHASE 2 →																																																																					
5.1	Design Begins	02/03/25	02/03/25	1	◆ Design Begins																																																																					
5.2	Plan Review with Owner	02/17/25	02/17/25	1	◆ Plan Review with Owner																																																																					
<b>6</b>	<b>CONSTRUCTION DOCUMENTS (CD) PHASE 2</b>	<b>01/22/25</b>	<b>03/21/25</b>	<b>43</b>	← CONSTRUCTION DOCUMENTS (CD) PHASE 2 →																																																																					
6.1	CD/FD Begins	01/22/25	01/22/25	1	◆ CD/FD Begins																																																																					
6.2	100% CD Consultant Documents Due to ADCI	03/19/25	03/19/25	1	◆ 100% CD Consultant Documents Due to ADCI																																																																					
6.3	CD Documents Review Meeting with Owner	03/20/25	03/20/25	1	◆ CD Documents Review Meeting with Owner																																																																					
6.4	Permit Application	03/21/25	03/21/25	1	◆ Permit Application																																																																					
<b>7</b>	<b>BIDDING PHASE 2</b>	<b>03/21/25</b>	<b>04/15/25</b>	<b>18</b>	← BIDDING PHASE 2 →																																																																					
7.1	100% Construction Documents Issue for Bid	03/21/25	04/08/25	13	◆ 100% Construction Documents Issue for Bid																																																																					
7.2	Bids Due	04/10/25	04/10/25	1	◆ Bids Due																																																																					
7.3	City Council Approve Bid	04/15/25	04/15/25	1	◆ City Council Approve Bid																																																																					
<b>8</b>	<b>CONSTRUCTION PHASE 2</b>	<b>04/28/25</b>	<b>08/29/25</b>	<b>90</b>	← CONSTRUCTION PHASE 2 →																																																																					
8.1	Start Construction	04/28/25	04/28/25	1	◆ Start Construction																																																																					
8.2	Substantial Completion	08/29/25	08/29/25	1	◆ Substantial Completion																																																																					

# Exhibit B

**Project Name: Dodgeville Administrative Building**

**Location: Dodgeville, WI**

**Project No: 24-087**

**Date: 01-13-2025**

