

Project Information:

Project Name: Whitewater Fire Department Bunk Room and Restroom Remodel

Project Description: Remodel of the Staff Breakroom to Men's and Women's Bunk Rooms and renovation of the Men's and Women's Restrooms in the basement of the existing Whitewater Fire Department.

Services Description: Preliminary design, final design, and bidding-related services. Construction-related services are not included.

Scope of Services:

ENGINEER will provide the following services to OWNER:

Preliminary Design Services:

1. Review existing drawings and pertinent documents from OWNER for existing Fire Department building.
2. Conduct a project kickoff meeting with OWNER in person to review the general layout and project details and perform a site walk of the spaces to be renovated.
3. Review State of Wisconsin and OWNER's codes and standards applicable to the project.
4. Prepare design development drawings, specifications (50 percent completion), and other documents to describe the size and character of the architectural, mechanical, electrical and communications, and plumbing systems.
5. Prepare an opinion of probable cost at 50 percent completion.
6. Participate in meeting with OWNER via Microsoft Teams for review of the drawings. Document with meeting minutes and action item list.

Final Design Services:

1. Incorporate as appropriate review decisions and comments into drawings and specifications following the 50 percent design development review meeting.
2. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 Edition, technical specifications, and engineering drawings in AutoCAD Civil 3D 2020 format.
 - a. Architectural drawings, sections, details, schedules, and specifications.
 - b. Plumbing and heating, ventilation, and air conditioning drawings, details, isometric drawings, schedules, and specifications.
 - c. Electrical and communications systems drawings and specifications including power and lighting.
3. Prepare final opinion of probable cost.
4. Present final documents to OWNER.
5. Submit final drawings and specifications sealed by a registered architect or engineer to the State of Wisconsin Department of Safety and Professional Services, if needed, and OWNER.

Bidding Related Services:

1. Distribute Bidding Documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com. Submit Advertisement to Bid to OWNER for publishing.
2. Prepare addenda and answer questions during bidding.
3. Conduct electronic bid opening through QuestCDN. Tabulate and analyze bid results and assist OWNER in the award of the Construction Contract.
4. Prepare three sets of Contract Documents for Signature.

Compensation:

Preliminary estimate for the services provided on an hourly rate basis plus expenses is estimated to be between \$25,000 and \$30,000. This will become more defined if we prepare a Task Order.