



SAINT PAUL | MADISON
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January 31, 2018

Mr. Kevin Lahner
City Administrator
City of Waukesha
201 Delafield Street, Room 203
Waukesha, WI 53188

Re: Owner/Architect Agreement – Phase 1 Design
City of Waukesha – City Hall
BWBR Commission No. 3.2018006.00

Dear Mr. Lahner:

We are pleased to submit this letter as our proposal for conceptual design services for the City of Waukesha (City), City Hall project. We have developed this proposal based on your RFP dated November 15, 2017, the approach described in our qualifications dated December 14, 2017 (attached as Exhibit A), and the information exchanged during our phone conversation on January 5, 2018.

SCOPE OF BASIC SERVICES

This proposal includes design services for Phase 1 Design (program verification and conceptual design) services only. It is assumed another proposal for the subsequent Design Development through Construction Administration phases will be developed once the project is approved for these phases.

We propose to provide services as outlined in the attached Exhibit A - Project Approach document, which is an excerpt from our qualifications information dated December 14, 2017, including the following primary events which are further described in Exhibit A:

- Kick-Off Meeting
- Workshop #1 – Program Verification and Exploration
- Workshop #2 – Concept Review/Refinement
- Workshop #3 – Concept Selection

In addition to these primary events, BWBR will also:

- Facilitate up to four (4) check-in meetings with the City of Waukesha Core Group (see “Assumptions” below regarding Core Group) prior to each of the primary events to provide a design status update, preview upcoming workshop materials, and develop agendas for the primary events.
- BWBR will also facilitate up to two (2) presentations to the Waukesha Common Council.

SCOPE OF ADDITIONAL – OPTIONAL SERVICES

Community Open House Facilitation – As outlined in BWBR’s Project Approach dated December 14, 2017, as an additional service, BWBR will facilitate up to three (3) Open House events for the Waukesha Community immediately following each of the workshops.

DESIGN TEAM

This proposal includes the following design team:

- Architecture/Interior Design: BWBR Architects, Inc. (BWBR)
- Mechanical/Electrical/IT Design and Engineering: Ring & DuChateau, Inc. (R&D)
- Audio Visual Design: Shen Milson & Wilke
- Structural Engineering: Pierce Engineers (Pierce)
- Civil Engineering and Site/Landscape Architecture Design: raSmith
- City Liaison: Allume Architects (Allume)
- Cost Estimating: Hunzinger Construction Company

SCHEDULE

This proposal assumes services will begin in February 2018 and be completed by July 2018. See attached Exhibit B - Schedule.

DELIVERABLES

Deliverables will include:

- Program summary identifying all required spaces and associated qualities and sizes.
- Summary of all concepts explored, including concept imagery, brief narrative description, and cost considerations.
- Site plan and floor plan diagrams (indicating individual space sizes and layouts) and massing diagrams for the two (new facility and addition/remodeling) final concepts selected during Workshop #3.
- Up to three (3) rendered 3D images of the two concept options selected during Workshop #3.
- Summary narratives including process overview, key design issues, identification of major site and building systems, and rationale for recommended concept.
- Anticipated total project cost data for two refined concepts reviewed during Workshop #3.
- Anticipated project schedule.
- Minutes from all meetings and workshops.

ASSUMPTIONS

- The City of Waukesha will establish a Core Group of project stakeholders to serve as the primary point of contact, providing direction to the design team, and making decisions for the project.
- Check-in meetings may be via WebEx.
- Open House event(s), if requested, will immediately follow Design Workshop(s) and are anticipated to be up to two (2) hours long.
- Geotechnical and site survey information will be provided by others. BWBR agrees to assist in procurement of these services, but they will be contracted, and paid for, by the City of Waukesha.
- Existing facility conditions report has been completed by others and will be provided to BWBR.
- Existing building documentation drawings will be made available to the design team prior to the first workshop and BWBR will provide limited field verification (wall and door locations) to

allow the current layout to be accurately represented in materials being developed during this portion of the project (Phase 1). It is assumed more detailed field verification will be performed during subsequent phases if the selected concept includes remodeling of the existing facility.

- Mechanical/Electrical/Technology/Audio Visual (M/E/IT/AV) Engineering – It is assumed the M/E engineers will be involved after a concept has been selected (following Workshop #1). Their role will be limited to identifying the anticipated scope of modifications and/or new systems, and potential phasing requirements to keep systems operational during construction, through narratives describing the various systems, such as HVAC, plumbing, fire protection, electrical, controls, telecommunications, audio visual, fire alarm, security, emergency power, etc., required for M/E/IT/AV systems to accommodate the two proposed concepts. The primary purpose of this scope identification will be to allow the development of cost estimates for the anticipated scope of M/E work for each concept.
- Cost Estimating – During the workshops, very preliminary cost estimates will be provided to create a general understanding of costs for various options being explored. These will generally be provided on a cost/s.f. basis. After a concept is selected, a cost estimate will be developed to represent the anticipated scope of work based on concept sketches and scope description narratives.
- Other than presentations identified above for the purpose of selecting a concept to complete this portion of the project (Phase 1), reviews and presentations to City commissions and boards (such as plan approvals, etc.) will occur during future phases and are excluded from the Phase 1 Design services.
- Fees required by governing authorities, if required during this phase, will be paid directly by the City of Waukesha.
- Systems and material testing and detailed analysis of existing conditions are not included in the scope of this proposal.
- Identification and/or removal of hazardous materials is not included in the scope of this proposal.

COMPENSATION

Compensation for Basic Services

BWBR proposes to provide these services for a lump sum fee of One Hundred Eighty Thousand Dollars (\$180,000).

Compensation for Optional – Additional Services

Community Open House Events – BWBR proposes to provide these services for a lump sum fee of Fifteen Thousand Dollars (\$15,000), or Five Thousand Dollars (\$5,000) for each Open House Event.

Reimbursable expenses are in addition to this fee, will be billed at one and one-tenth (1.10) times cost to BWBR, and include, but are not limited to mileage, parking, reproduction, delivery, video conferencing, presentation and display boards.

Reimbursable expenses for this Phase are estimated at Two to Three Thousand Dollars (\$2,000-\$3,000).

OTHER TERMS

At such time as BWBR's services extend to final design and documentation, we will prepare an agreement that more fully delineates BWBR's responsibilities using the American Institute of Architects B101 Standard Form of Agreement Between Owner and Architect.

Payments for professional services rendered and for reimbursable expenses will be due upon receipt of BWBR's invoice. A service charge of one percent (1%) per month will be assessed on outstanding invoices past thirty (30) days from date of billing.

This Agreement may be terminated by either party upon seven (7) days written notice. In the event of termination, BWBR shall be compensated for all services performed prior to the termination date, together with reimbursable expenses.

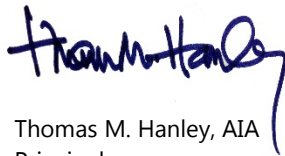
This letter is the entire Agreement between the Owner and BWBR Architects. Changes or additions to this Agreement must be in writing and must be signed by both the Owner and BWBR Architects. If this Agreement is acceptable, please sign and date both copies, and return one copy to us as authorization to proceed.

Respectfully submitted,

Accepted:

BWBR ARCHITECTS, INC.

CITY OF WAUKESHA



Thomas M. Hanley, AIA
Principal

(Typed/Printed Name and Title)

Date: _____

TH/jk

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Attachments: Exhibit A - Project Approach, proposal section, dated 12.14.17
Exhibit B - Project Schedule, dated 01.08.18

c: Rick Gabriel, BWBR

PROJECT APPROACH

HIGHLY COLLABORATIVE APPROACH

We propose using our proven workshop process in which our team works collaboratively with you, at your site, to explore ideas quickly and efficiently. This allows a high level of participation among City of Waukesha representatives, other City of Waukesha stakeholders, community representatives, and the entire design team, ultimately resulting in an efficient use of your time, and optimized design with consensus and buy-in from all parties, and the highest level of value. We have included a timeline to illustrate the potential timeframe anticipated for the Phase 1 services. This timeline will need to be adjusted based on your specific schedule goals and other milestones.

WEEK OF
JAN. 22

Kick-Off Meeting with Project Leadership (Core Group)

The primary purpose of this meeting is to make sure everyone has a mutual understanding of the project objectives so that we can focus our efforts on what is important and essential to your success. At this meeting, we will:

- Introduce team members
- Understand project objectives and program requirements
- Transfer key data/project information
- Review and discuss successful precedents/strategies for consideration
- Establish consensus on project parameters, design approach, project budget, and scheduled goals

Kick-off meeting objectives: Establish a mutual understanding of the design process, team member responsibilities, project objectives/limits, and program requirements. This will allow the design team to prepare for a very productive Workshop #1.

JAN. 29 -
FEB 5

Investigations and Preparation

Workshop #1 preparation includes:

- Review of previously developed program and concept information, survey information, and geotechnical data
- Conduct initial facility and site analysis
- Develop “framework concept packages” based on feedback received during kick-off meeting
- Develop framework for initial cost models
- Develop detailed project schedule
- Develop initial draft program document
- Check-in meeting with City of Waukesha

WEEK OF
FEB. 5

WORKSHOP #1 — PROGRAM VERIFICATION/EXPLORATION

We will facilitate an efficient and well-organized two-day workshop, collaborating with you at your chosen location to:

- Verify, further develop, and establish program information
- Explore potential concepts using massing models, imagery, and case studies
- Identify potential sustainable design strategies; discuss performance objectives
- Develop preliminary concept options with stakeholder participation
- *Optional Additional Services: Conduct Community Open House event to communicate project goals and design direction established during Workshop #1*

Workshop #1 objectives: Establish program information and identify several conceptual design directions for further development and cost modeling prior to Workshop #2.

<p>FEB. 5 - MAR. 19</p>	<p>Concept Development</p> <p>Following Workshop #1, we will:</p> <ul style="list-style-type: none"> • Develop concept options based on input from Workshop #1 • Develop draft outlines for major site, building, and infrastructure systems • Develop initial cost models for concept options • Conduct a check-in meeting with the City of Waukesha
<p>WEEK OF MAR. 19</p>	<p>WORKSHOP #2 — CONCEPT REVIEW/REFINEMENT</p> <p>We will facilitate a full-day workshop, collaborating with you at your location to:</p> <ul style="list-style-type: none"> • Present/review final program information • Review and discuss developed concept options • Provide overview of major site/building system narrative information • Review cost information and pros and cons for each developed concept • <i>Optional Additional Service: Conduct Community Open House event to provide progress update and summary of direction established during Workshop #2</i> <p><i>Workshop #2 objectives: Review and confirm concept development direction, receive feedback to allow concept refinement.</i></p>
<p>MAR. 19 - MAY 7</p>	<p>Concept Refinement</p> <p>Following workshop #2, we will:</p> <ul style="list-style-type: none"> • Refine up to three concept options based on input from Workshop #2 • Finalize summary narratives for major site, building, and infrastructure systems • Update cost models for concept options • Conduct a check-in meeting with the City of Waukesha
<p>WEEK OF MAY 7</p>	<p>WORKSHOP #3 — CONCEPT SELECTION</p> <p>We will facilitate a half-day workshop, collaborating with you at your location to present refined concept plans, massing models, cost estimates, and other supporting data.</p> <ul style="list-style-type: none"> • <i>Optional Additional Service: Conduct Community Open House event to provide progress update and summary of direction established Workshop #3</i> <p><i>Workshop #3 objectives: Select final design concept for recommendation to Common Council.</i></p>
<p>MAY 7 - JUNE 9</p>	<p>Finalize Deliverables</p> <p>Following Workshop #3, we will prepare for the Final Presentation to the City of Waukesha Common Council by finalizing the following deliverables:</p> <ul style="list-style-type: none"> • Program summary identifying all required spaces with associated quantities and sizes • Summary of all concepts explored • Site plan and floor plan diagrams and massing diagrams for final concepts presented during Workshop #3 • Up to three rendered 3D images of the concept options reviewed during Workshop #3 • Summary narrative including process overview, key design issues, identification of major site and building systems, and rationale for recommended concept • Cost data for refined concepts reviewed during Workshop #3 <p>During this period, and prior to the final presentation, we will also:</p> <ul style="list-style-type: none"> • Conduct a quality assurance review • Conduct a check-in meeting with the City of Waukesha
<p>JUNE 19</p>	<p>FINAL PRESENTATION TO COMMON COUNCIL</p>

