

April 10, 2025

Bruce Gay

Waukesha Public Library
321 Wisconsin Avenue
Waukesha, WI 53186

RE: Children's Area Refresh (Expanded Scope) | Waukesha Public Library
Engberg Anderson Project Number 193025.00

Dear Bruce,

Engberg Anderson, Inc. is pleased to submit this revised proposal for expanded Architecture and Interior Design services. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fees proposed and identify any concerns or questions in this regard. If the proposal is acceptable, please sign both copies and return one for our records. Once accepted, and if requested by the City, we can also work with the City of Waukesha to execute an agreement using their standard consultant agreement format, or other acceptable document.

SCOPE OF BASIC SERVICES

Project Understanding

In April of 2025, Waukesha Public Library requested assistance from Engberg Anderson in making internal modifications to its children's space. While not involving additional square footage, the components of that project included increasing the size of the early leaning play area, replacing the carpeting, installing a hearing loop in the programming area, reimagining how to display artwork and quotations, reconsidering the collection layout and reducing the computer space. That project was under way, and near the end of 2025, the scope of the project was expanded.

WPL asked EA to consider whether expansion of the 2nd floor space to the south – building out to the freestanding wall to the south, would create sufficient space to incorporate a more elaborate area for early childhood learning and active play, one involving potentially more physical structures and multi-level activity. Doing so would then free up space to improve the collection layout, and ideally allow for an expanded space for children's programming. The resulting expansion would add approximately 3000sf of enclosed space, and also create an opportunity to imagine a second floor outdoor reading area (connected to the program space) of approximately 1300sf. The focus of this project has now shifted to imagining this design concept and developing it to a sufficient but schematic level that imagery, narratives and costs may be developed and understood.

This new scope requires a more expanded effort by Engberg Anderson including review of existing drawings of the prior expansion, design of the enclosure and interface with the existing south wall and roof, space planning of the new and expanded children's area, and coordination with a potential vendor to design a first take on a play environment for the space. We will then produce floor plans and renderings (interior and exterior), and written narrative information about the design to facilitate developing a cost estimate which will form the basis for a funding request of the City combined with additional fundraising to bring the project to completion.

The project scope also requires the addition of several additional subconsultants who will assist us in developing this concept:

- Pierce Engineers will assist the team with analysis of the existing structure to ensure the expansion is feasible for the uses imagined, and will provide a written structural narrative of the components of the new enclosure to assist in developing the cost estimate.
- IBC Engineering will analyze existing building mechanical, electrical and plumbing systems to determine if there is sufficient capacity to support this expansion. They too will develop a written narrative for the estimate that spells out expansion of existing systems or new equipment required for the new space.
- VJS Construction (who built the expansion in 2008) will use the drawings and written narratives provided to produce a cost estimate, with both design and construction contingencies, and escalated to a likely construction start date, to provide the Board and WPL leadership with information needed to advance the project.

Deliverables

- Floor plan (color coded) and roof plan
- Furniture/Shelving Plan
- Exterior south building elevation
- Key building section(s)
- Exterior rendering from the south/south east, as well as rendering of the outdoor reading space
- Interior renderings of new program space, play/learning environment, and 1-2 in existing space to understand connection
- Copies of written pricing narrative and project description
- Estimate of probable cost

Should WPL or the City request it, EA is happy to assist either in preparing presentation materials for use by others, or in presenting the project to key stakeholders.

Fee Proposal

The fee for the original children’s space remodel was a lump sum fee of \$25,375. Of that fee, a portion remains to be spent, and so some of that fee has been reallocated to this new scope. Based on the project as now described, we are requesting an increase in the lump sum fee of **\$23,550** to a total fee of **\$48,925**. That additional cost is broken down as follows:

Engberg Anderson	\$ 7650
Pierce Engineers	\$ 6000
IBC Engineering	\$ 3500
<u>VJS Construction</u>	<u>\$ 6400</u>
Total	\$ 23,550

Progress Payments

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library’s established review and approval procedures.

Reimbursable Expenses

Expenses incurred in the course of completing the work will be invoiced to the Library at our cost.

- Transportation in connection with the Project. Mileage is calculated using the prevailing IRS reimbursement rates.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.

- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.

Detailed records of reimbursable expenses shall be included in monthly invoices. An revised limit to the reimbursable expenses shall be established at \$750. The limit may be modified upon agreement between parties.

Additional Services

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties, and billed at the rates that follow. Any additional service shall be invoiced separately to allow tracking of project expenses.

Current Rate Schedule

Invoices for any approved additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

DESCRIPTION	RATE
Senior Principal	\$220
Principal	\$210
Partner	\$190
Senior Team Leader	\$180
Team Leader	\$170
Senior Project Architect or Interior Designer	\$160
Project Architect or Interior Designer	\$150
Project Designer	\$140
Intern	\$95

Acceptance

If you have questions concerning any aspect of this proposal, please call. As with all agreements, this document has important legal consequences, and you are encouraged to consult with your legal counsel.

Approval for the services identified in this proposal is made upon receipt of a copy of this proposal signed by a representative authorized to contractually bind Waukesha Public Library. Please retain a copy for your records.

For

Engberg Anderson, Inc.

Signature: 

Name: William Robison

Title: Principal

Date: March 4, 2026

For

Waukesha Public Library

Signature: _____

Name: _____

Title: _____

Date: _____