

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545
(608)757-5518



General Services

-Facilities Management
-Maintenance

**GENERAL SERVICES COMMITTEE
TUESDAY, AUGUST 16, 2016 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – August 2, 2016
4. Transfer
5. Review of Payments
6. Committee Approval to Award Contract for Professional Services Relating to the Engineering Services to IBC Engineering for Job Center HVAC
7. Committee Approval to Award Contract for Professional Services Relating Engineering Services to Angus Young for Health Care Center Complex Study
8. Facilities Management Director Update
 - A. Facilities Superintendent Positions and Vacant Maintenance Worker IV Updates
9. Project Updates and Change Orders
 - A. Building Portfolio / Energy Manager Update
10. Communications, Announcements and Information
11. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

COMMITTEE REVIEW REPORT

FOR THE MONTH OF JULY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62112	SECURITY				
		P1600097	07/01/2016	JBM PATROL AND PROTECTION CORP	5,688.08
18-1810-0000-62160	CLEANING CONTRAC				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	11,225.00
18-1810-0000-62400	R & M SERV				
		P1600322	06/28/2016	ARAMARK UNIFORM SERVICES INC	182.83
		P1600828	07/02/2016	JOHNSON CONTROLS INC	5,541.50
		P1600866	06/30/2016	ADVANCED DISPOSAL SERVICES	132.00
		P1601233	07/05/2016	SGTS INC	1,441.17
18-1810-0000-62461	ELEVATOR				
		P1600366	07/07/2016	STATE OF WISCONSIN	450.00
		P1600992	06/20/2016	OTIS ELEVATOR COMPANY	3,131.00
18-1810-0000-63100	OFC SUPP & EXP				
		P1602052	06/07/2016	OFFICE PRO INC	15.65
		P1602147	06/09/2016	STAPLES BUSINESS ADVANTAGE	68.48
18-1810-0000-63500	R&M SUPPLIES				
		P1600100	07/01/2016	WRIGHT EXPRESS FSC	251.60
		P1600321	07/01/2016	AARONS LOCK AND SAFE INC	37.18
		P1600325	06/22/2016	BELOIT FIRE PROTECTION COMPANY	484.20
		P1600326	07/01/2016	BJ ELECTRIC SUPPLY INC	653.77
		P1600336	06/27/2016	ENERGETICS INC	482.33
		P1600340	07/01/2016	GRAINGER	5.68
		P1600341	06/27/2016	HARRIS ACE HARDWARE LLP	423.55
		P1600343	06/24/2016	ILLINGWORTH KILGUST MECHANICAL	481.50
		P1600346	06/10/2016	JANESVILLE WINSUPPLY COMPANY	450.28
		P1600351	06/16/2016	PROCESS AND MECHANICAL	29.05
		P1600354	07/12/2016	MENARDS	11.78
		P1600359	06/08/2016	PORTERS LAWN AND POWER	521.27
		P1600360	06/17/2016	PUR CHEM LLC	1,598.00
		P1600364	06/28/2016	SHERWIN WILLIAMS	46.72
		P1600774	06/25/2016	STAPLES BUSINESS ADVANTAGE	426.92
		P1601187	06/24/2016	MONONA PLUMBING AND FIRE PROTE	2,525.00
		P1602049	06/16/2016	STAPLES BUSINESS ADVANTAGE	223.14
		P1602054	06/16/2016	LA FORCE HARDWARE AND	1,674.00
		P1602154	06/24/2016	FREEMAN ALIGNMENT	1,495.82
		P1602173	07/06/2016	CITY GLASS CO INC	49.24
		P1602238	06/16/2016	DEAN CLINIC CORPORATE OFFICE	201.00
				FACILITIES MGMNT PROG TOTAL	39,947.74
18-1811-0000-62160	CLEANING CONTRAC				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,449.67
18-1811-0000-62400	R & M SERV				
		P1600093	06/22/2016	TRUGREEN	141.00
		P1600322	06/21/2016	ARAMARK UNIFORM SERVICES INC	47.78
		P1600866	06/30/2016	ADVANCED DISPOSAL SERVICES	101.00
18-1811-0000-63500	R&M SUPPLIES				
		P1600340	06/22/2016	GRAINGER	61.16

COMMITTEE REVIEW REPORT

FOR THE MONTH OF JULY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1600346	06/06/2016	JANESVILLE WINSUPPLY COMPANY	165.86
		P1600354	07/11/2016	MENARDS	19.72
		P1600366	07/07/2016	STATE OF WISCONSIN	50.00
		P1601983	06/29/2016	HARMONY TREE SERVICE LLC	2,120.00
18-1811-0000-67200	CAPITAL IMPROV				
		P1601733	06/22/2016	HALVERSON CARPET CENTER LTD	8,466.00
		P1602011	06/30/2016	LAUERSDORF,LYNN R	2,350.00
GLEN OAKS FACILITY OPERATION PROG TOTAL					14,972.19
18-1812-0000-62160	CLEANING CONTRAC				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,022.42
18-1812-0000-62400	R & M SERV				
		P1600093	06/22/2016	TRUGREEN	126.00
		P1600322	07/05/2016	ARAMARK UNIFORM SERVICES INC	23.89
		P1600828	07/02/2016	JOHNSON CONTROLS INC	3,501.50
		P1600866	06/30/2016	ADVANCED DISPOSAL SERVICES	116.00
18-1812-0000-63500	R&M SUPPLIES				
		P1600099	06/09/2016	SYNCHRONY BANK	139.96
		P1600347	06/22/2016	JF AHERN COMPANY	1,437.00
YOUTH SERVICES CENTER PROG TOTAL					6,366.77
18-1815-0000-62201	ELECTRIC				
			06/29/2016	ALLIANT ENERGY/WP&L	53.53
18-1815-0000-62203	NATURAL GAS				
		P1600077	06/30/2016	ALLIANT ENERGY/WP&L	9,356.34
18-1815-0000-62400	R & M SERV				
		P1600076	06/30/2016	ADVANCED DISPOSAL SERVICES	110.00
		P1600314	07/05/2016	JOHNSON CONTROLS INC	155.85
		P1600379	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,436.00
18-1815-0000-63500	R&M SUPPLIES				
		P1600078	06/30/2016	WRIGHT EXPRESS FSC	209.40
		P1600310	07/13/2016	AIRGAS NORTH CENTRAL	104.93
		P1600312	07/05/2016	BATTERIES PLUS LLC	406.52
		P1600448	07/01/2016	CITY OF JANESVILLE	25.00
HCC BUILDING COMPLEX PROG TOTAL					11,857.57
18-1816-0000-62160	CLEANING CONTRAC				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,476.34
18-1816-0000-62400	R & M SERV				
		P1600093	06/22/2016	TRUGREEN	125.00
		P1600828	07/02/2016	JOHNSON CONTROLS INC	1,282.50
		P1600866	06/30/2016	ADVANCED DISPOSAL SERVICES	74.00
18-1816-0000-63500	R&M SUPPLIES				
		P1600099	06/09/2016	SYNCHRONY BANK	35.05
		P1600774	06/24/2016	STAPLES BUSINESS ADVANTAGE	158.71
		P1602108	07/06/2016	CONCRETE REPAIR WORKS	705.00
18-1816-0000-67200	CAPITAL IMPROV				

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JULY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1601197	06/28/2016	RH BATTERMAN AND COMPANY INC	1,072.00
		COMMUNICATIONS CTR.OPERATION PROG TOTAL			4,928.60
18-1817-0000-62160	CLEANING CONTRAC				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	966.67
18-1817-0000-62400	R & M SERV				
		P1600093	06/22/2016	TRUGREEN	140.00
18-1817-0000-63500	R&M SUPPLIES				
		P1600360	06/28/2016	PUR CHEM LLC	240.00
		DIVERSION PROG/ASC PROG TOTAL			1,346.67
18-1818-0000-62160	CLEANING CONTRAC				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	3,679.17
		P1600334	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,221.00
18-1818-0000-62400	R & M SERV				
		P1600093	06/22/2016	TRUGREEN	255.00
		P1600322	06/21/2016	ARAMARK UNIFORM SERVICES INC	162.21
		P1600866	06/30/2016	ADVANCED DISPOSAL SERVICES	383.00
18-1818-0000-63500	R&M SUPPLIES				
		P1600099	06/09/2016	SYNCHRONY BANK	274.19
		P1600326	06/23/2016	BJ ELECTRIC SUPPLY INC	264.62
		P1600331	06/16/2016	CONGRESS GLASS INC	1,207.75
		P1600338	07/01/2016	FERGUSON ENTERPRISES INC	334.26
		P1600344	06/15/2016	JACK AND DICKS FEED AND GARDEN	1,176.00
		P1600360	07/08/2016	PUR CHEM LLC	1,148.00
		P1600363	06/21/2016	REINDERS INC	77.28
		P1602077	04/20/2016	SGTS INC	802.50
		P1602080	06/30/2016	QUALITY FAB INC	385.00
		P1602148	07/07/2016	OIL EQUIPMENT CO INC	289.00
		JAIL PROG TOTAL			11,658.98
18-1819-0000-62400	R & M SERV				
		P1600093	06/30/2016	TRUGREEN	75.00
		P1600828	07/02/2016	JOHNSON CONTROLS INC	4,549.00
18-1819-0000-63500	R&M SUPPLIES				
		P1600325	07/06/2016	BELOIT FIRE PROTECTION COMPANY	365.00
		P1600360	07/08/2016	PUR CHEM LLC	782.00
		UW-ROCK COUNTY PROG TOTAL			5,771.00
18-1820-0000-62160	CLEANING CONTRAC				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	200.42
18-1820-0000-62400	R & M SERV				
		P1600101	06/17/2016	SAFEWAY PEST CONTROL	40.00
18-1820-0000-63500	R&M SUPPLIES				
		P1600774	06/24/2016	STAPLES BUSINESS ADVANTAGE	68.46
18-1820-0000-64911	CLEARING ACCT				
		P1600096	06/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,006.26

COMMITTEE REVIEW REPORT

FOR THE MONTH OF JULY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1600101	06/17/2016	SAFEWAY PEST CONTROL	40.00
		P1600824	07/01/2016	HENDRICKS COMMERCIAL	8,812.38
		P1600866	05/31/2016	ADVANCED DISPOSAL SERVICES	336.00
18-1820-0000-65321	BLDG/OFC LEASE	P1600824	07/01/2016	HENDRICKS COMMERCIAL	2,067.10
				ECLIPSE CENTER PROG TOTAL	12,570.62
18-1821-0000-62400	R & M SERV	P1600322	07/01/2016	ARAMARK UNIFORM SERVICES INC	14.32
		P1602142	06/29/2016	JF AHERN COMPANY	375.00
18-1821-0000-63500	R&M SUPPLIES	P1600343	06/13/2016	ILLINGWORTH KILGUST MECHANICAL	7,531.37
		P1600346	06/02/2016	JANESVILLE WINSUPPLY COMPANY	71.26
		P1602103	06/07/2016	ENTRANCE TECHNOLOGIES I LLC	232.00
18-1821-0000-67200	CAPITAL IMPROV	P1601734	07/06/2016	HALVERSON CARPET CENTER LTD	25,072.00
				JOB CENTER PROG TOTAL	33,295.95
18-1837-0000-67200	CAPITAL IMPROV	P1601732	06/22/2016	HALVERSON CARPET CENTER LTD	5,136.00
				JAIL CAPITAL IMPROVEMENTS PROG TOTAL	5,136.00
18-1842-0000-67200	CAPITAL IMPROV	P1502564	07/18/2016	SHOWERS BUILDING RESTORATION C	1,184.00
		P1503713	07/13/2016	BUTTERS FETTING CO INC	70,000.00
				COURTHOUSE FACILITY PROJECT PROG TOTAL	71,184.00
18-1843-0000-67200	CAPITAL IMPROV	P1503712	07/13/2016	GILBANK CONSTRUCTION INC	108,300.00
		P1601197	06/28/2016	RH BATTERMAN AND COMPANY INC	1,635.50
		P1602010	06/29/2016	RH BATTERMAN AND COMPANY INC	3,071.00
				U-ROCK EXPANSION PROJECT PROG TOTAL	113,006.50
18-1849-0000-67200	CAPITAL IMPROV	P1600083	06/07/2016	MOBILE MINI INC	220.00
		P1600084	06/30/2016	LYNN T MACDONALD INC	300.00
				HCC COMPLEX PROJECT PROG TOTAL	520.00
18-1855-0000-67200	CAPITAL IMPROV	P1601572	06/23/2016	POTTER LAWSON ARCHITECTS INC	6,371.56
				COURTHOUSE SECURITY SYSTEM PROG TOTAL	6,371.56

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JULY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1600080	06/30/2016	DIVERSIFIED BUILDING MAINTENAN	7,282.83
18-1815-0000-63500	R&M SUPPLIES	P1600454	06/23/2016	FASTENAL COMPANY	7.18
		P1602066	06/24/2016	OIL EQUIPMENT CO INC	356.00
18-1815-0000-64200	TRAINING EXP	P1600439	06/30/2016	ROCK COUNTY HEALTH CARE	39.89
		HCC BUILDING COMPLEX PROG TOTAL			

I have reviewed the preceding payments in the total **\$7,685.90**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JULY 2016

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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REPORT COMPLETE!

For Job Numbers: 1577783, 1579236, 1579934, 1581530, 1581539, 1578010, 1579896, 1579897

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

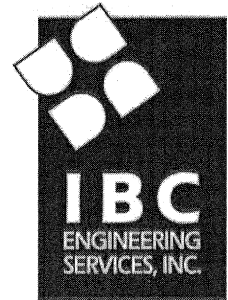
Facilities Management
Maintenance
Duplicating

(608)757-5518

Executive Summary

Retaining IBC Engineering Firm to Prepare Plans and Specifications for the Replacement of Two Air Handling Units at the Job Center

This executive summary before you is authorizing hiring IBC Engineering firm to prepare plans and specifications to replace two air-handlers at Rock County Job Center for a cost of \$8,250.00. The two air handlers are 20 years old and past their useful life. They serve the large open office cubicle space. One has already failed and the other one is working hard to compensate. This was budgeted for completion in 2016 and funds are available.



August 2, 2016

Mr. Brent Sutherland, CHFM, CPM
Facilities Management Director
Rock County Courthouse
51 S. Main Street
Janesville, WI 53545

RE: Proposal for HVAC Design Services
Rock County Job Center – Ground Mounted Rooftop Unit #14 & 15 Replacement

Dear Brent,

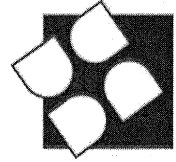
Per our recent site visit meeting and discussions, we are providing you a proposal for Design Services for the replacement of the ground mounted rooftop unit #14 & 15 located at the Rock County Job Center. The units will be replaced as a maintenance replacement project and they will be replaced on a one-for-one basis.

A copy of our detailed Work Breakdown/Task Fee Calculation is attached. Our general Scope of Services for this project will include the tasks listed in the Breakdown. I developed the tasks to try to minimize the Fee amount. You will notice that we did not include attendance at any Pre-bid meeting or Pre-Construction Meeting in order to reduce costs. We did however include one (1) site visit during construction which is a Final site visit with a final Punchlist report.

Assumptions and Exclusions

The proposal is based on the following assumptions:

- Existing Plans of the Job Center are available for us to use during the design process. It is understood that CAD drawings are not available at this time. The design drawings will be developed on 11"x17" sheet size format and will only show areas covered by the work.
- Bid set reproduction is not included in our proposal. We have assumed that one copy of plans and specs will be formatted into a PDF format and emailed to Rock County for your use.
- It is also assumed that Rock County will handle bid distribution for the project.
- Rock County will furnish the Project Specification front end. IBC will develop the technical specifications for the project (Divisions 23 & 26) as applicable.
- We did not include attendance at the Pre-Bid Walkthrough or the Pre-Construction Meeting.
- State Plan review will not be required since this project is considered a Maintenance Replacement.
- Additionally, "Assumptions & Exclusions" are listed on the attached Work Plan/Project Approach fee calculation sheet along with a listing of all included work activities.



FEE PROPOSAL

IBC Engineering Services, Inc proposes to provide the Scope of Services described herein for the listed project. The work effort is as outlined in the attached Work Plan / Project Approach.

<u>FEES</u>	<u>LUMP SUM</u>
Design, Bidding & Construction Support Services	\$8,250
<hr/>	
Total Including Reimbursables:	\$8,250

Thanks again for the opportunity to provide you a proposal for the above referenced project. Please note that the scope of work outlined above is negotiable and can be tailored to better meet the needs of Rock County if required. We look forward to continuing our relationship with Rock County with the execution of this project. If you have any questions regarding the content of this proposal, please contact me.

Regards,

IBC Engineering Services, Inc.

A handwritten signature in black ink that reads "Mike R. Roller".

Mike R. Roller, PE
Director of Operations

Attachments

Project: Rook County Job Center - Gound Mounted Unit 14 & 15 Replacement

Preparer: MRR

Date: 8/2/2016



Design, Bidding & Construction Support

Work Breakdown Structure	Assigned Project Team Role	Hourly Rate w/ OH & Profit	Sr. Project	HVAC	HVAC	Sr Elec	Electrical	Admin.	Total
			Manager	Design Eng	Designer	Engineer	CAD Designer	Clerical	
1. DESIGN									
2. Site Visit to gather existing information & Verify Field conditions			4			4			1060
3. Demo Plans			1	1	4	1	3		910
4. New Work - Plan Layout				2	8	1	4		1265
5. Schedules and Details				2	8	1	4		1265
6. Specifications			1	4		4		1	1105
7. Review w/ Owner (Email PDF's of plans to Owner & discuss comments via phone)			1						140
8. Final Revisions and Submit to owner for Bidding				1	2	1	2	1	600
9. Project Administration and Coordination			1						140
10. BIDDING									
11. Answer Questions During bidding & Prepare any Addenda items			1	1					240
12. CONSTRUCTION SUPPORT									
13. Shop Drawing Review				2		2			450
14. Respond to RFIs				2					280
15. One Final Site visit with Punchlist report (4 hrs)				4					560
16. Project Closeout			1						140
Total Classification Hours			16	13	22	14	13	2	
Total Classification Dollars			\$2,240	\$1,300	\$1,760	\$1,750	\$975	\$130	

Total Labor Hours : 80
 Total Labor \$'s : \$8,155

Reimbursable Expenses:	Cost \$	Unit	Quan.	Total \$
Photo Copies	\$0.10	sheet		
Travel				
Automobile Mileage	\$0.62	mile	140	\$87
Subsistence & Lodging				
Miscellaneous Expense		cost		
Total Expenses:				\$87

Assumptions / Exclusions

1. Plan format will be 11"x17" sheet size with only partial building plan provided to cover the work scope.
2. Design basis will be developed around TRANE Equipment.
3. Existing thermostats will be reconnected to new units.
4. Attendance at PreBid meeting is not included.
5. Attendance at PreConstruction meeting is not included.
6. One final site visit is included with a final punchlist.
7. State Plan approvals are not required since this project is a maintenance replacement project. Units will be replaced as a direct replacement, one-for-one.

Total: \$8,242
 Use the Following for Actual Fee **\$8,250**

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

Facilities Management
(608)757-5518

Executive Summary

Retaining Engineering Firm to Conduct a Study of Rock County HCC Complex Space

This Executive Summary before you hires Angus-Young to conduct a study of the Rock County Healthcare Center complex that will include the former vacant Rock Haven building, HCC building and the vacant Counseling center, for a cost of \$8,400 and a contingency of \$1,500. This was budgeted for completion in 2016 and funds are available for this service.

Tuesday, August 09, 2016

Mr. Brent Sutherland, Director of Facilities Management
Rock County General Services
Purchasing Division
51 S. Main Street
Janesville, WI 53545

Re: Rock County Healthcare Center Complex Study

Page 1 of 4

Dear Brent:

Thank you for having Angus Young Associates provide you with this proposal for architectural and/or engineering services for your project. We hope that this proposal format provides you with the needed information to select our firm. Please let us know if you have any questions or require changes.

This engagement letter is for professional services for the project scope, professional disciplines and services described below. Should the project scope, disciplines included or services being provided need adjustment or change during the development of the project, we will be happy to revise the scope or services with an adjustment in the fees corresponding to the revisions. The risk allocation amount shall be the limit of our professional liability as defined in the 'Risk Allocation' section of this engagement letter.

Project Scope:

Rock County is interested in commissioning a study of the Rock County Healthcare Center complex that will provide the following information:

- 1.A recommendation about what to do with the original Rock Haven Nursing Home Building, currently vacant.
- 2.A recommendation about what to do with the original Rock County Health Care Center building, currently occupied on five of the six floors with Rock County Human Services, IT, Medical examiner, Crisis, emergency management and storage. Options include: Do Nothing, Gut interior, Insulate exterior wall and Renovate, Tear Down and/or replace.
- 3.A utilization plan for County Administration to determine what spaces could be moved or expanded at the Rock County Courthouse.
- 4.A recommendation of possible re-use/modernization of the Rock County Counselling Center building.

Each of these questions will be developed with options using square foot budgeting techniques, simple block diagrams of floor plans and broad line item budgets based on visual observations and rules of thumb. Deliverables for this study will include:

- 1.Colored Utilization Plans of the Rock County Courthouse and Rock County Health Care Center. These plans will be used to understand if more or less space is required for each department.
- 2.Analysis of utility consumption using historical utility bills and comparing to performance on a per square foot basis of a more recently built office building.
- 3.A building walk-through of Health Care Center and Counselling Center with an Architect and Engineer to

create an itemized list of building needs, code compliance issues and conditions.

4. Project budget estimates based on historical square foot cost data for the region and projected needs of the original Rock Haven Building, Rock County Health Care Center and Rock County Counseling Center.

5. Project budget for the demolition and restoration of Rock Haven building.

6. Executive summary and appendix with supporting information.

7. Presentation to the Rock County General Services Committee.

Information to be provided by the County:

1. Original Construction Plans of each of Rock Haven, Health Care Center, Counselling Center.

2. If available, Cad Files of each building, including Rock Haven, Health Care Center, Counselling Center and Courthouse. AYA has cad files of portions of the HCC, but not all floors.

3. Utility usage history for Health Care Center, Courthouse, and Rock County Job Center for comparison purposes.

4. AYA will provide floor plan of each floor of the Courthouse and Health Care Center to allow Rock County staff to outline utilization of each floor by department and provide back to AYA.

Work will begin upon your notice to proceed and be complete with-in 4-6 weeks depending on availability of plans and information from the County.

Professional Disciplines Included:

Provide architectural design services to define building layout, orientation, scope, construction, finish and color selections and obtain approvals for building construction.

Scope of Services Included:

Feasibility Study: Determine the financial feasibility and/or appropriateness of a project, development or other construction being considered. This will include financial projections of construction cost, operating and maintenance expenses, against potential income, net usable or operational value. We are not proposing to provide market studies, legal or tax consulting.

Services Not Included:

Professional disciplines not included in this proposal: structural; mechanical; electrical; plumbing; site design; landscape design; interior design (ffe); civil engineering/storm water management; site surveying; soil testing & geotechnical engineering; accounting; or, legal services. These may be available upon request with appropriate fee adjustments.

Available services not included: descriptive program; schematic design; design development; detailed bidding/construction documents; bidding/contract negotiation; construction phase services; and, post-construction services. These services are available upon request but have not been included in this proposal.

Terms: Contract form: B104 Owner-Architect Agreement Limited Scope, 2007

Angus Young Associates Risk Allocation: Amount of Fees Paid

Type of Billing: Fixed fee plus reimbursible expenses (see last page for description), billed monthly based on the progress of completed work.

Professional Fee: **\$8,300.00** Estimated Expenses included: \$100.00

Hourly Rates:	Principal	\$120.00	Engineer	\$110.00
	Design Professional	\$100.00	Professional I	\$90.00
	Professional II	\$75.00	Professional III	\$65.00
	Designer	\$55.00	Technician I	\$45.00

Work will begin on the project after a signed copy of this engagement letter is received. If for any reason, work has begun without a signed engagement letter, contract or purchase order, we may terminate work on the project without notice. Receipt of a purchase order for this project will constitute agreement with the terms of this engagement letter. This agreement and the contract form defined under "Terms" above shall be the basis of our agreement. The contract form will be provided at your request.

We look forward to working with you on this project.

Sincerely,

Accepted By:



Signature

Joseph Stadelman, Vice President, AIA,
LEED AP

Printed Name

Date

INFORMATION REQUIRED FROM OWNER

To provide the requested services, we may require information from you or others to provide the professional services requested. Depending on the scope of the project and services we will require you to provide: space needs or program statement; detailed site survey; soils engineering report; written design criteria and project requirements; and, existing building as-built drawings/ construction documents. We will rely on the content, accuracy and completeness of all information provided by you or others on your behalf. Please confirm the accuracy of all information provided.

SCOPE OF BASIC SERVICES

Services that we may provide for your project include: architectural, structural, electrical, plumbing, and mechanical engineering. These services are implied unless omitted because of project scope or limitation of requested professional services. Unless otherwise stated, scope of professional services and form of agreement between the Angus Young Associates, Inc. and the owner shall be defined by the AIA contract form referenced previously. This contract form is available upon request.

REIMBURSABLE EXPENSES

Reimbursable expenses shall be billed in addition to professional fees at cost plus fifteen percent. Expenses may include but not limited to: submittal and approval fees; printing, reproduction of drawings and specifications; mailing; advertising fees; and travel expenses. Where proposal is provided to include expenses, these fees are included in the profession fees listed.

SERVICES NOT INCLUDED

Angus-Young Associates shall not provide, coordinate nor be responsible for: soils, concrete, material and performance testing; site surveying services; pre-engineered metal building components; other professional services such as real estate, accounting, or legal services. Angus Young, except for it's own services, shall not specify construction procedures, manage or supervise construction, or impliment or be responsible for health and safety procedures, and shall not have control or charge of and shall not be responsible for construction means, methods, technics, sequences or procedures, or for safety precautions and programs.

EXISTING FACILITY LIMITATIONS

We are informing you of risk you assume associated with our work as it relates to the existing building construction. Since we are unfamiliar and unable to verify without damaging the facility we shall assume that the existing building construction is: as indicated on drawings provided; meets all code requirements; and is consistent with the construction that is visible. Construction that is buried, covered or not readily visible will not be verified by our staff prior to construction demolition. Should demolition expose structural, code or other conditions inconsistent with the information provided or available; additional costs to remedy will be born by the Owner. Costs for investigation, recommendations, and/or design efforts by our staff will also be charged in addition to the fees previously established at our standard hourly rates.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant to the Client shall not exceed the Consultant's risk allocation amount indicated under 'Terms' in this proposal. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise permitted by law.

PAYMENT TERMS

Angus-Young Associates, Inc. (the Firm) shall bill monthly based on the progress of work completed. Payment shall be due within 20 days of receipt of invoice. Interest of 1% per month on outstanding balances over 60 days from date of invoice will be charged in addition to professional service fees. If invoice has not been paid within 90 days of date of invoice, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of service. If the Client fails to make payments when due and the Firm incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs, including actual reasonable attorneys fees and time by Angus Young Associates, Inc. professionals at standard hourly rates incurred in addition to any fixed fee arrangement, shall immediately become due and payable

INTENT TO LIEN

As required by Wisconsin Construction Lien Law, contractor hereby notifies owner that persons or companies furnishing labor or materials 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 Angus Young Associates, Inc., or those who contract directly with the owner of who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner will probably receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. Angus Young Associates, Inc. agrees to co-operate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.

This is to notify the owner that if not paid for any or all services provided, Angus-Young Associates, Inc. may exercise it's right to place a lien on property.