

**VILLAGE OF WINDSOR
BOARD RESOLUTION 2018-22**

**AUTHORIZING A CONTRACT WITH DIMENSION IV MADISON DESIGN GROUP TO PERFORM
ARCHITECTURAL, CIVIL, STRUCTURAL, PLUMBING, AND ELECTRICAL DESIGN SERVICE FOR THE
CTH V RECYCLING CENTER**

WHEREAS, the Village of Windsor (Village) desires to engage a firm to perform architectural, civil, structural, plumbing, and electrical design service for the CTH V recycling center; and

WHEREAS, the Village received a proposal from Dimension IV Madison Design Group ("the Proposal"); and

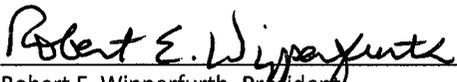
WHEREAS, after consideration of the proposal received, and recommendation of Village Staff, the Village Board finds it in the public interest to enter into a contract with Dimension IV Madison Design Group for the above described work.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Windsor as follows:

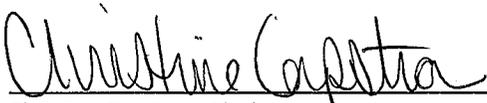
The Village President, Village Attorney and Staff are hereby authorized and directed to negotiate and enter into a contract with Dimension IV Madison Design Group to perform architectural, civil, structural, plumbing, and electrical design service for the CTH V recycling center, under terms consistent with the proposal, and acceptable to the Village President and Village Attorney.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor held on March 19, 2018, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Christine Capstran, Clerk

INCORPORATED BY REFERENCE:

Response to the Request for Proposal of Dimension IV Madison Design Group

March 13, 2018

Ms. Tina Butteris, Finance Director
Village of Windsor
4084 Mueller Rd.
DeForest, WI 53532

Re: Request for Proposal
Windsor Recycling Center
Windsor, WI

Dear Tina,

Thanks again for this exciting opportunity! There are several assumptions we have made to make this proposal more cost-effective and useful to you. If any of these assumptions are incorrect please advise and we can certainly adjust accordingly.

1. Form of contract (Owner-Architect) per your preference. We can prepare if you wish; we will assume something equivalent to our previous agreement.
2. Fee basis: We prefer a fixed fee basis of compensation.
3. Fees are for architectural, civil, structural, plumbing, and electrical design services and all costs others consider "reimbursable expenses." We include helping you with color selections in the design specs. We assume the civil engineering such as grading, paving, underground utilities, and site lighting will be provided by us as well. However, we do not include the cost associated with a topographical-utility or boundary survey.
4. Our base fee includes whatever (all) design meetings at your office that you would request of us regardless of frequency; we assume you will be responsible for any municipal-related entitlement meetings and we would not attend. During construction we would attend on-site job progress meetings once per month or more often as-needed. We would also perform observations of the work while in progress and prepare written Field Reports documenting our observations.
5. At this point, we also assume the need for us to prepare construction cost estimates. If this assumption changes, please advise.
6. Given the scope (*vis a vis* construction cost >\$25,000) of the Recycling Center, competitive public bidding is required. Therefore, we include "bid-grade" specs (Project Manual) assuming a single-prime construction contract.
7. Since we will not know the constructed volume of the structures until the preliminary design phase is completed, we may or may not be required to submit for State plan conditional approval. The cutoff is 50,000 CF or 25,000 CF for assembly type occupancies. Given the uncertainty, we include those related efforts at this time.
8. Our base fee includes travel costs and incidental copies made for review of drawings etc during the design phase; we do not include CD reproduction for agency review or bidding. We will make the plans available for download by bidders via our FTP site. An electronic submittal to Safety & Buildings (S&B) is the preferred method. You will be responsible for cutting the check for S&B plan approval fees. Consequently, we have no "reimbursable expenses" whatsoever unless you request something unusual of us during the course of design or construction.

6515 Grand Teton Plaza, Suite 120
Madison, Wisconsin 53719

p 608.829.4444

f 608.829.4445

9. Phase 1 – Preliminary Design: \$7,200.00
 - a. PM Jim Gersich, AIA and PA Brock Hinze will attend kick-off meeting and then prepare Revit drawings and outline spec information on drawings; later, design review meetings with you and coordination with the engineers as needed. We will prepare a construction cost estimate.
 - b. Coordination with our engineers (Mike Leiferman, PE, Strategic Structural Design; Mike Hein, PE, HEIN Engineering Group; and Arlen Ostreng, PE, Edge Consulting Engineers) will be conducted related to structural, plumbing-electrical, and civil engineering.
10. Phase 2 – Construction Documents CDs: \$26,400.00
 - a. PM Jim Gersich, AIA and PA Brock Hinze will attend a CD phase kick-off meeting and then prepare Revit CD drawings and Specifier Rayenna Rhys will prepare the Project Manual (Specifications); Tina Gordon will assist with any color selections. Design review meetings with you and coordination on material selections, cutsheets, finishes, and updated construction cost estimate.
 - b. Structural Engineer Mike Leiferman, PE will prepare the footing-foundations plans, canopy framing and concrete "retaining" wall plans (enclosures), and review the structural-related technical specifications, and structural calculations for submittal to S&B.
 - c. Plumbing-Electrical Engineer Mike Hein, PE, will prepare the plumbing and electrical plans and technical specifications. We expect there will be Low Voltage Systems (such as security cameras and possibly access controls) we will specify.
 - d. Civil Engineer Arlen Ostreng, PE will prepare grading, site utilities, and paving-site improvements plans. At this point we exclude Stormwater Management Plans and related design, and landscaping plans.
 - e. PM Jim Gersich, AIA will prepare the S&B Plan Approval Application SBD-118, if required.
11. Phase 3 – Bidding & Construction Administration CA: \$6,900.00
 - a. PM Jim Gersich, AIA will conduct a Pre-Construction Conference with the successful contractor, and PA Brock Hinze will perform submittal review.
 - b. P Jim Gersich, AIA will conduct the once monthly "formal" job progress meetings, certify the contractor's Applications for Payment, and prepare associated Field Reports with photographs. With Brock, Jim will help clarify the drawings and specifications as necessary, answer RFIs, and prepare Constr4uction Bulletins CBs (essentially, RFPs) as requested if needed; we will also provide you with the updated CDs reflecting construction changes if any, on an ongoing basis. Our Field Reports can also inform the Village Trustees of the ongoing schedule and progress of the construction project.
 - c. Our engineers will also perform submittal review, and conduct on-site observations of their respective work, while it is in-progress.
 - d. At the conclusion of construction, we will perform punchlisting of the work, and prepare the necessary S&B Compliance Statement SBD-9720 so you can obtain the Occupancy Permit. We will also provide as-constructed drawings in .dwg and pdf formats for your records.
12. The Owner will provide geotechnical soil borings and foundation report, a Stormwater Management Plan with related design, as well as certified legal topographical survey showing underground utilities.
13. We will provide you with an Insurance Certificate describing our Professional Liability Insurance coverage, which we intend to keep in place indefinitely.

6515 Grand Teton Plaza, Suite 120

Madison, Wisconsin 53719

p 608.829.4444

f 608.829.4445

14. Fee Proposal summary, see also attached engineer's proposals:
 - a. Phases 1 – Preliminary Design: \$7,200.00
 - 1) Dimension IV Madison \$6,000
 - 2) Edge Consulting Engineers (Civil) \$1,200
 - b. Phase 2 – Construction Documents CDs: \$26,400.00
 - 1) Dimension IV Madison \$8,200
 - 2) Strategic Structural \$5,000
 - 3) HEIN Engineering \$4,200
 - 4) Edge Consulting Engineers (Civil) \$9,000
 - c. Phase 3 – Construction Administration CA: \$6,900.00
 - 1) Dimension IV Madison \$4,100
 - 2) Strategic Structural \$1,000
 - 3) HEIN Engineering \$800
 - 4) Edge Consulting Engineers (Civil) \$1,000
 - d. Total all-inclusive fee \$40,500.00
15. Optional Services:
 - a. Stormwater Management Plan: \$7,200
 - b. Topo-Utility Survey: \$3,500
 - c. Soil Testing (Foundations & Percolation for stormwater): \$6,500

Thanks again for the opportunity to work with Windsor!

Sincerely,
Dimension IV - Madison, LLC



A. James Gersich, AIA
Architect/Principal

6515 Grand Teton Plaza, Suite 120
Madison, Wisconsin 53719
p 608.829.4444
f 608.829.4445