

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2024-79**

**AUTHORIZING A CONTRACT WITH ADCI TO PERFORM DESIGN SERVICES
FOR THE WINDSOR POST OFFICE LOCATED AT 4436 WINDSOR ROAD**

WHEREAS, the Village of Windsor desires to engage a firm to perform Design Services for the Windsor Post Office based on the conceptual design attached hereto as Exhibit A; and

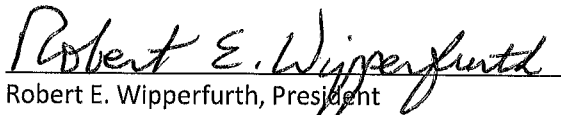
WHEREAS, the Village of Windsor requested a Scope of Services from ADCI who has performed the Design Services for the adjacent Municipal Building; and

WHEREAS, the Village has received, reviewed and recommends approval of the Scope of Services provided by ADCI, attached hereto as Exhibit B, that will provide the following services: Architecture, Civil Engineering, Electrical Engineering, Structural Engineering, Specification, and Visualization Services; and assembly of a single public bid package for the project.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Windsor that it hereby authorizes the Village President, Village Attorney and Staff to negotiate and enter into a contract with ADCI to perform the Services for the Windsor Post Office located at 4436 Windsor Road.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor held on September 5, 2024, 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:
Exhibit A: Conceptual Design
Exhibit B: ADCI Proposal



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VILLAGE OF WINDSOR
POST OFFICE RENOVATION

RENDERING

22-070

08/12/2024



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VILLAGE OF WINDSOR
POST OFFICE RENOVATION

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VILLAGE OF WINDSOR
POST OFFICE RENOVATION

RENDERING

22-070
08/12/2024





September 4, 2024

Architectural and Engineering Design Services Proposal

From: Architectural Design Consultants, Inc. (ADCI)

To: Village of Windsor
4084 Mueller Rd.
DeForest, WI 53532

Project: Post Office Renovation
Windsor, WI
ADCI Project: 24-070

ADCI wants to serve as your design partner to renovate the post office building to create something that is both efficient and design forward that compliments your new Village Hall. We will continue to be your architect, advisor, and advocate throughout the entire process of design & construction.

Scope of Project

The proposed project is a new exterior design of the existing post office building facility in Windsor, WI. The design intent will complement the new Village Hall that is under construction and will keep the existing building as one-story structure. The overall area is planned to be approximately 2,000 square feet (sf) and the key program elements are as follows:

- Clean existing brick and stone façade
- New stone on the exterior
- New windows
- New doors
- New aluminum store front
- New metal siding
- Relocation of flag pole from building to ground mounted location
- New truss overbuild framing and metal roof
- New canopy façade at front and rear entry
- New exterior façade to match Village Hall
- New exterior lighting components
- New roof drains that are intended to connect to existing stormwater (civil to verify)

Scope of Services

Based on the information we have received, ADCI has assembled the scope of services as follows:

- Architecture, Civil Engineering, Electrical Engineering, Structural Engineering, Specification, and Visualization Services will be performed by ADCI.
- Assemble a single public bid package for the project.
- Design schedule has been assumed to be time frame of five (5) weeks. Construction schedule has been assumed to be approximately 12 weeks (Maas Bros. to confirm)

Schematic Design Phase:

- Visit the site to review existing conditions, determine public approach, and consider and accommodate existing features and adjacencies.
- Create a Milestone schedule for complete design process and coordination with the team.
- Develop a set of documents required for municipal review and approval of the design.
 - Architectural Site Plan
 - Building Floor Plans
 - Exterior Elevations with material annotations
 - Exterior Building Rendering for approval
- Develop model on Revit platform.
- Meet with team to review design, work through solutions and complete Schematic Design.
- Attend two (2) design meetings with Client to develop program, plans, finishes, and exterior design. Final meeting will obtain Client approval to proceed to the Construction Document Phase.
- Coordinate design as required with consultants:

Construction Document Phase:

Preparation of documents for Construction and AHJ submittal to include:

- Architectural site plan based on coordination with Civil Engineer.
- Building elevations.
- Accessibility review and compliance.
- Architectural floor plans
- Building sections.
- Structural plans & details
- Electrical plans & details
- Specification manual for general building construction
- Attend two (2) design meetings with Client to review 90% drawing sets.

Bidding & Construction Administration Phase:

- Answer bidding questions.
- Shop drawing submittal processing and review of all finishes to coordinate with adjacent municipal building. (windows, doors, soffit, gutters, downspouts.)
- Provide clarifications to contractor questions (RFI's).
- Review of pay applications.
- Site observations and meetings consisting of:
 - One (1) pre-construction meeting on-site prior to commencement of construction to include representative(s) of Architect.
 - Additional two (2) visits to site by a representative of Architect to observe construction progress. Architect will provide a field report including photographs documenting each visit.
 - One (1) visit by representative of the Architect to provide a life safety and general compliance site review. Detailed punch list for cosmetic non-code issues by others.

Services Not Provided:

If Client desires these services, Architect will provide an additional service request to add them.

- Any design work on the interior of the building
- As-built record drawings. As-built drawings reflect all changes made in the specifications and working drawings during the construction process. This is presumed to be by the Contractor.
- Landscape, Mechanical, Plumbing, and Low Voltage | Technology design will be by the Contractor.
- Fire Protection scope as it is not required for this project.
- Geotechnical Engineering, environmental and other entitlement services.
- Client's Construction Manager to provide construction budgets.
- Value engineering services.
- Interior Design services or new casework design and specification.
- As-built drawings.
- Services provided beyond the durations noted in assumptions above.
- Any offsite design services that may be required unless specifically enumerated above.
- Special design or engineering and/or consultant cost associated with poor soil conditions or contamination including buried tanks, etc.
- Reviewing non-compliant submittals, product substitutions, and change orders.
- Review of "Operation and Maintenance" manuals.
- Design to and administration of USGBC LEED program or other related certifications.
- Commissioning.
- Reviewing or facilitating local utilities rebate programs.

Compensation Amount

Civil Engineering Design Services	\$7,000
Architectural Design Services	\$23,100
Electrical Engineering Design Services	\$5,000
Structural Engineering Design Services	\$3,500
<u>Construction Administration Services</u>	<u>\$9,600</u>
Total Design Fee	\$48,200

This fee is exclusive of permit fees, professional sale tax, and reimbursable expenses identified in the attached 2024 Standard Fee Schedule.

Fee Breakdown by Phase

Schematic Design	30%
Construction Documents	50%
Procurement (Bidding)	1%
<u>Construction Administration</u>	<u>19%</u>
Total	100%

Standard Contract Provisions

- Client shall be invoiced monthly as the above noted work progresses.
- Additional compensation shall be paid to ADCI by Client per the attached *2024 Standard Fee Schedule* for all Client authorized plan revisions after drawings are completed or for drawings/work beyond scope of this proposal.
- Client may terminate this contract for any cause; in which event, compensation shall be made to ADCI based on the fee schedule presented within this proposal. Ownership of the work completed or partially completed at the time of termination shall be retained by Architectural Design Consultants, Inc.
- Client shall assist ADCI by providing ADCI with all information pertinent to the project, including previous reports, plans and other data relative to the project.
- This agreement shall be binding upon all successors and assignees of either party.
- This proposal may be withdrawn if not accepted within 30 days of the date of an ADCI authorized signature.
- Original documents, tracings and materials developed by ADCI are and shall remain the property of ADCI.
- Unpaid balances past due more than thirty (30) days shall be subject to a monthly finance charge of 1% or 12% per annum, until paid in full. In addition, ADCI shall be entitled to recover all costs of collection, including attorney's fees, incurred as a result of non-payment or to enforce its rights under this Agreement.

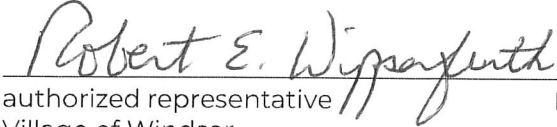
- The Architect, and its consultants, partners, agents and employees, shall not be liable to the Owner, whether jointly, severally or individually, in excess of the compensation paid to the Architect under this Agreement, or in excess of the sum of \$25,000.00, whichever is greater, as a result of any act or omission not amounting to a willful or intentional wrong.
- The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.
- As required by the Wisconsin Construction Lien Law, you are hereby notified that persons or companies performing, furnishing or procuring labor, services, materials, plans or specifications 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 ADCI, are those who contract directly with you or those who give you identification notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, you probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans or specifications for the construction. You should give a copy of each notice you receive to your mortgage lender, if any. ADCI agrees to cooperate with you and your lender, if any, to see that all potential claimants, directly subcontracted by ADCI, are duly paid.

Consultant Agreement Acceptance

Thank you for the opportunity to submit this proposal. If this agreement meets with your approval, please sign, and return a copy to ADCI for our records, and ADCI will begin work immediately. If you have any questions, please do not hesitate to call.



September 4, 2024
Date
William J. Ryan
chief executive officer
Architectural Design Consultants, Inc.



9-5-2024
Date
authorized representative
Village of Windsor

**ARCHITECTURAL DESIGN CONSULTANTS, INC.
2024 STANDARD FEE SCHEDULE**

Professional and Technical Staff

Principal	\$240 hour
Senior Architect	\$170 hour
Architect Engineer	\$150 hour
Job Captain	\$135 hour
Specifications Writer	\$150 hour
Senior Interior Designer	\$145 hour
Interior Designer	\$95 hour
Senior Construction Administrator	\$160 hour
Construction Administrator	\$110 hour
Senior Designer	\$125 hour
Designer	\$95 hour
Project Coordinator	\$95 hour
Administrative	\$70 hour

Reimbursable Expenses

Reproduction and Printing	Cost + 10%
Subcontracted Services	Cost + 10%
Shipping and Postage	Cost + 10%
Mileage for authorized out of town travel	\$0.67 per mile
Travel and Subsistence	Cost + 10%

Other Terms and Conditions

Standard Fee Schedule is subject to change at the beginning of each new calendar year.

Non-exempt employee overtime will be invoiced at one and one-half (1½) times the standard hourly rates noted above when such overtime is authorized by the client.

Holidays will be observed in accordance with Architectural Design Consultants, Inc. policy and include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

A surcharge of fifty percent (50%) will be added for expert witness testimony and/or participation at hearings, depositions, etc.

Progress invoices will be issued at least monthly and shall be due and payable upon receipt unless otherwise stipulated in a design agreement. Balances due more than (30) days shall be subject to a monthly finance charge until paid in full. In addition, ADCI shall be entitled to recover all costs of collection, including attorney's fees, incurred as a result of non-payment or to enforce its rights under this Agreement.

Note: Payments made via Venmo are subject to a 2% surcharge and payments via PayPal are subject to a 3.5% surcharge.