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July 12, 2021

Lt. Michael Lichtensteiger
Winnebago County – Sherriff Department
4311 Jackson Street
Oshkosh, WI 54902

RE: **Proposal for Professional Services**
Holding Cell Openings

Dear Lt. Mike,

KONTEXT is pleased to submit this proposal for professional design and construction administration services as they pertain to the holding cell openings located within the Winnebago County Sheriff's Department, Oshkosh, WI.

In summary, this project will replace the existing holding cell wire mesh openings with security glazing. It is understood that funding may be provided through the Federal Grant Covid Relief program and will require special General Requirements during the bidding process.

Our proposed scope of services follows. For purposes of brevity and consistency, KONTEXT architects, llc. will refer to itself as **KONTEXT** including consultants and Winnebago County as **Client**.

CONSTRUCTION DOCUMENTS:

KONTEXT shall:

- Complete programming including Project Scope, Executive Summary, Observations and Recommendations.
- Based on the programming above and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Client, prepare, for approval by the Client, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.
- Assist the Client in the preparation of the necessary bidding documents.
- Submit to the Client a preliminary Opinion of Probable Cost based on current area, volume or similar conceptual estimating techniques.

BIDDING OR NEGOTIATION PHASE:

KONTEXT shall:

Upon the Client's approval of the Bidding Documents assist the Client in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction. Includes (1) one bid or proposal solicitation.

CONSTRUCTION ADMINISTRATION AND OBSERVATION

KONTEXT shall:

- Schedule and conduct a preconstruction conference.
- Provide construction administration including reviewing shop drawings, processing pay requests, handling public relations issues as required, processing change orders as required, and coordination of scheduling of any required materials testing performed by others.
- Provide construction observation.
- Perform final observations of construction with the Client's staff.
- Prepare final punch lists.
- Provide a total of 3 site visits in order to conduct pre-construction meeting, observe construction, attend progress meetings and prepare punch lists.
- Complete certificate of compliance, when appropriate, as part of the Owner's responsibility to acquire occupancy permit.

Not Included (Reimbursable Expenses)

- Plan Review Fees and Administration
- Zoning and Variance application fees.
- Documents Duplication.

Additional Services may include:

- Redesign resulting from value engineering or other construction cost reductions measures or exploration.
- Record Drawings
- Modifications to any approved documents requested and approved by Client.
- Modification to any approved documents required by governing authorities for any change in scope of work defined in said documents.
- Subsequent or additional bid or proposal solicitation.

Fee and Signature Page Follows

The fee for rendering professional services shall be **\$24,000.00** and will be billed on a fixed fee basis, as is itemized below. Reimbursable expenses and additional services shall be billed according on a Time and Expenses Basis.

Construction Documents	\$18,000
Bidding	\$2,200
Construction Administration	\$3,800
Total	\$24,000.00

Thank you for this opportunity to provide services for you. If you should have any questions, please don't hesitate to call.

Respectfully yours,



Kelly B. Thompson
Principal Architect

