



CONSTRUCTION DOCUMENTS PROJECT MANUAL

DANE COUNTY DEPARTMENT OF PUBLIC WORKS,
HIGHWAY AND TRANSPORTATION

PUBLIC WORKS SOLID WASTE DIVISION
1919 ALLIANT ENERGY CENTER WAY
MADISON, WISCONSIN 53713

REQUEST FOR PROPOSALS NO. 313043 ARCHITECTURAL & ENGINEERING DESIGN SERVICES FOR THE SITE MASTER PLAN AND EAST GARAGE & SALT STORAGE FACILITY MCFARLAND, WISCONSIN

Proposers facility tour will be held on Thursday, April 4, 2013 at 10:30 AM at 1919 Alliant Energy Center Way, Madison, WI - first and then will continue at 3562 County Road AB, McFarland WI. Proposers are strongly advised to attend this tour in order to propose on the Work.

Due Date / Time: **THURSDAY, April 11, 2013 / 2:00 P.M.**

Location: **PUBLIC WORKS OFFICE**

FOR INFORMATION ON THIS REQUEST FOR PROPOSALS, PLEASE CONTACT:

ROB NEBEL, ASSISTANT PUBLIC WORKS DIRECTOR
TELEPHONE NO.: 608/267-0119 – 608/575-0890
FAX NO.: 608/267-1533
E-MAIL: NEBEL@COUNTYOFDANE.COM

DOCUMENT INDEX FOR RFP NO. 313043

PROPOSAL REQUIREMENTS

RFP Cover Page
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Invitation to Propose (Legal Notice)
Signature Page
Fair Labor Practices Certification
Requested Services and Business Information
A-E ProSA Schedules-sample
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LEGAL NOTICE

INVITATION TO PROPOSE

Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, will receive sealed Proposals until:

2:00 P.M., THURSDAY, APRIL 11, 2013

REQUEST FOR PROPOSALS NO. 313043
ARCHITECTURAL & ENGINEERING DESIGN SERVICES
FOR THE SITE MASTER PLAN AND
EAST GARAGE & SALT STORAGE FACILITY
3562 COUNTY ROAD AB
MCFARLAND, WISCONSIN

Dane County is inviting Proposals for professional architectural & engineering design services for the site master plan and East Garage & Salt Storage Facility.

Request for Proposals package may be obtained after **2:00 p.m. on Tuesday, March 26, 2013** at Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, by calling 608/266-4018, or downloading it from www.countyofdane.com/pwht/bid/logon.aspx. Please call Rob Nebel, Assistant Public Works Director, at 608/267-0119 or 608/575-0890, for any questions or additional information.

All Proposers must be a registered vendor with Dane County & pay an annual registration fee before award of Agreement. Complete Vendor Registration Form at www.danepurchasing.com/registration or obtain one by calling 608/266-4131.

Proposers facility tour will be held on Thursday, April 4, 2013 at 10:30 AM at 3562 County Road AB, McFarland WI. Proposers are strongly advised to attend this tour in order to propose on the Work.

PUBLISH: 03/26/2013 & 04/02/13 - WISCONSIN STATE JOURNAL
03/26/2013 & 04/02/13 - THE DAILY REPORTER



SIGNATURE PAGE

County of Dane
 DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
 Room 425, City-County Building
 210 Martin Luther King, Jr. Blvd.
 Madison, Wisconsin 53703
 (608) 266-4131

COMMODITY / SERVICE: Engineering											
REQUEST FOR PROPOSAL NO.: 313043	PROPOSAL DUE DATE: 04/11/2013	BID BOND: N/A	PERFORMANCE BOND: N/A,								
<p>PROPOSAL INVALID WITHOUT SIGNATURE THE UNDERSIGNED, SUBMITTING THIS PROPOSAL, HEREBY AGREES WITH ALL TERMS, CONDITIONS AND REQUIREMENTS OF THE ABOVE REFERENCED REQUEST FOR PROPOSAL, AND DECLARES THAT THE ATTACHED PROPOSAL AND PRICING ARE IN CONFORMITY THEREWITH.</p> <table border="1"> <tr> <td>SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)</td> <td>DATE:</td> </tr> <tr> <td>SUBMITTED BY: (Typed Name)</td> <td>TELEPHONE: (Include Area Code)</td> </tr> <tr> <td colspan="2">COMPANY NAME:</td> </tr> <tr> <td colspan="2">ADDRESS: (Street, City, State, Zip Code)</td> </tr> </table>				SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)	DATE:	SUBMITTED BY: (Typed Name)	TELEPHONE: (Include Area Code)	COMPANY NAME:		ADDRESS: (Street, City, State, Zip Code)	
SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)	DATE:										
SUBMITTED BY: (Typed Name)	TELEPHONE: (Include Area Code)										
COMPANY NAME:											
ADDRESS: (Street, City, State, Zip Code)											

CONTRACT COMPLIANCE PROGRAM WORKSHEET

- A. Dane County has an established Contract Compliance Program that encourages targeted groups identified below to do business with Dane County, and requires Dane County to actively solicit bids from these businesses.
- B. Information from your response to this worksheet will be entered in the Purchasing Division's Advanced Procurement Systems database to provide data that will be valuable to Dane County's Contract Compliance Program as well as establishing computerized bidder lists for future solicitations. All vendors will be added to the database whether or not they qualify as a targeted business.
- C. **Contract Compliance Program:** Following are abbreviated definitions of ethnic and group codes used by Contract Compliance Program. See reverse side for full definitions:
 - 1. DBE Disadvantaged Business Enterprise
 - 2. MBE Minority Business Enterprise
 - 3. WBE Women Business Enterprise
 - 4. ESB Emerging Small Business
- D. Please select category / categories that best describe your business by marking letter for each column in box provided at bottom of column:

<input type="checkbox"/> D	DBE	<input type="checkbox"/> B	African American	<input type="checkbox"/> L	Male	<input type="checkbox"/> E	ESB
<input type="checkbox"/> M	MBE	<input type="checkbox"/> H	Hispanic American	<input type="checkbox"/> F	Female		
<input type="checkbox"/> W	WBE	<input type="checkbox"/> N	Native American / American Indian				
		<input type="checkbox"/> A	Asian Pacific American				
		<input type="checkbox"/> I	Asian-Indian American				
↓		↓		↓		↓	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

- E. I hereby certify that all of the above information given is true. If no category / categories are marked, I do not meet the requirements for any of the targeted groups.

Signature: _____ Date: _____

(over)

DANE COUNTY CONTRACT COMPLIANCE PROGRAM DEFINITIONS

- A. **Disadvantaged Business Enterprise (DBE):** A small business concern:
1. Which is at least fifty-one percent (51%) owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
 2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
 3. Socially and Economically Disadvantaged Individuals:
 - a) Any person having a current Section 8 (a) Certification from the Small Business Administration is considered socially and economically disadvantaged.
 - b) Individuals who are citizens of the United States (of lawfully permanent residents) are socially and economically disadvantaged:
 - 1) Women;
 - 2) Black Americans, which includes persons having origins in any of the black racial groups of Africa;
 - 3) Hispanic Americans, which includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - 4) Native Americans, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - 5) Asian-Pacific Americans, which includes persons whose origins are from Burma, Thailand, Malaysian, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust territories of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, or the Commonwealth of the Northern Mariana Islands; and
 - 6) Asian-Indian Americans, which includes persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal.
- B. **Minority Business Enterprise (MBE):** A minority person(s) owned and controlled independent and valid business concern. A minority person(s) must own fifty-one percent (51%) of the business and must control the management daily operation of the business.
- C. **Women Owned Enterprise (WBE):** A woman or women owned and controlled independent and valid business concern. A woman or women must own fifty-one percent (51%) of the business and must control the management daily operation of the business.
- D. **Emerging Small Business (ESB):**
1. An independent business concern that has been in business for at least one (1) year.
 2. Business is located in the State of Wisconsin.
 3. Business is comprised of less than twenty-five (25) employees.
 4. Business must not have gross sales in excess of three million over the past three (3) years.
 5. Business does not have a history of failing to complete projects.

THIS PAGE IS FOR PROPOSERS' REFERENCE AND NEED NOT BE SUBMITTED WITH PROPOSAL.

PROPOSERS SHOULD BE AWARE OF THE FOLLOWING:

DANE COUNTY VENDOR REGISTRATION PROGRAM

Any person proposing on any County contract must be registered with the Dane County Purchasing Division & pay an annual registration fee. A contract will not be awarded to an unregistered vendor. Complete a Vendor Registration Form at:
www.danepurchasing.com/registration
or obtain one by calling 608/266-4131.

EQUAL BENEFITS REQUIREMENT

By submitting a Proposal, the contractor / consultant acknowledges that a condition of this contract is to provide equal benefits as required by Dane County Code of Ordinances Chapter 25.016. Contractor / Consultant shall provide equal benefits as required by that Ordinance to all required employees during the term of the contract. For more information: www.danepurchasing.com/partner_benefit.aspx

FAIR LABOR PRACTICES CERTIFICATION

The undersigned, for and on behalf of the BIDDER, APPLICANT or PROPOSER named herein, certifies as follows:

A. That he or she is an officer or duly authorized agent of the above-referenced BIDDER, APPLICANT or PROPOSER, which has submitted a proposal, bid or application for a contract with the county of Dane.

B. That BIDDER, APPLICANT or PROPOSER has (check one):

_____ not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the signature date of this Certification.

_____ been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the signature date of this Certification.

Officer or Authorized Agent Signature

Date

Printed or Typed Name and Title

Printed or Typed Business Name

NOTE: You can find information regarding the violations described above at: www.nlr.gov and werc.wi.gov.

For reference, Dane County Ordinance 25.11(28)(a) is as follows:

(28) BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder’s responsibility to perform the contract.

If you indicated that the NLRB or WERC have found you to have such a violation, you must include copies of any relevant information regarding such violation with your proposal, bid or application.

REQUESTED SERVICES AND BUSINESS INFORMATION

- A. Dane County is seeking proposals for professional architectural and engineering (A/E) design and construction services. Dane County is buying 22 acres, which will expand the highway garage to a full maintenance garage with office area and other utilities necessary for the Department of Highway and Transportation Headquarters; it will also include a Medical Examiner's office building and possibly a future Sheriff's satellite office. Plans and specifications must meet all applicable State building codes.
- B. Services that will be included in a Professional Services Agreement are as follows:
1. Adhere to Dane County Green Building Policy in every phase of the Work (from Schematic Design through Commissioning / Start-Up). LEED® certification is a goal of this project.
 2. Schematic Design documents:
 - a) Implementation of Facility Study results into preliminary drawings for Dane County review, input and modifications; and
 - b) Refined cost estimates.
 3. Design Development documents:
 - a) Working design drawings and specifications for Dane County review, input and modifications; design to include all building architectural, structural, mechanical, electrical, plumbing, telecommunications, fire protection, security and utility services; and
 - b) Design Development level cost estimates.
 4. Construction Documents:
 - a) Final design drawings and specifications for Dane County review, input and modifications; design to include all building architectural, structural, mechanical, electrical, plumbing, telecommunications, fire protection, security and utility services;
 - b) Detailed cost estimates; and
 - c) Final Construction Documents; all drawings and specifications to be stamped by professional architect and/or engineer and State approved.
 5. Bidding Process:
 - a) Represent Dane County throughout process;
 - b) Modify project design as required by Dane County Agreement; and
 - c) Provide details for any addenda, change orders or construction bulletins.
 6. Construction:
 - a) Coordinate project with Dane County Public Works Project Engineer;
 - b) Construction inspection (two inspections/week – minimum) and construction meetings (two meetings/month) including construction meeting minutes;
 - c) Approving material submittals; and
 - d) Processing construction documents such as construction bulletins, pay requests, change orders and shop drawings.
 7. Commissioning / Start-Up:
 - a) LEED® certification building and systems commissioning procedures;
 - b) Coordinate start-up with Public Works Project Engineer;

- c) Development and completion of project punch list; and
- d) Training Dane County for building and systems operations.

C. Interested consultants are requested to submit the following information in their proposal, in 8 distinct divisions:

1. Description of firm's qualifications, experience, organization and resources. This description must pay specific attention to the programming, planning and design of these [specific facility type(s)] (e.g., highway garage, office, medical, etc.). Description must include:
 - a) Experience with, or involvement in developing associated professional design standards, regulations, codes, etc.;
 - b) Related new construction experience;
 - c) Related facility renovation / remodeling experience; and
 - d) Resumes describing the professional affiliations, educational and work experiences for each of the key staff (including sub-contractors) that would be assigned to this Work; these key staff shall retain project involvement and oversight throughout the course of the Work.
2. Listing of at least three specific facility type(s) construction projects completed by their company that are similar to the one being proposed. If project does not include both a facility study and construction project, then list three facility studies and three construction projects. Particular attention will be paid to renovation projects completed at or within an existing building. Listing shall include for each project:
 - a) Brief description of the project including services provided (e.g., structural design, construction management, architectural design, MEP engineering, etc.);
 - b) Detail the proposing company's role(s) in the project;
 - c) Project references (name of the organization, contact person or responsible official, address, telephone and fax numbers, e-mail address);
 - d) Start and end dates of services; and
 - e) Specific details of originally proposed project budget and time of completion and final (actual) project budget and time of completion.
3. Description of programming, planning and design techniques to be used in approaching the Work. Close attention will be paid to the A/E firm's knowledge and understanding of:
 - a) Highway Garage with CNG maintenance facility.
 - b) State and federal statutes, regulations and codes for the same; and
 - c) Specific experience with specialized facilities and populations.
4. Listing of other consultants who will participate in this Work and their area of expertise.
5. Indicate individual staff availability and tentative timetable (in the form of a Gantt chart) for the project development, design and construction phases, using a theoretical start date of Date.
6. Details of experience with green building design and LEED® certification projects and procedures.
7. Fee for services stated as a lump sum.
8. State clearly any limitations you wish to include in agreement and advise of any conditions that you may have.

9. Details of experience with green building design and LEED® certification projects and procedures.

10. Design Development should include information on additional financial incentives including but not limited to Focus on Energy and other State and Federal incentives available for this project.

11. Deliverables: Provide the following deliverables:

1. Five (5) bound 11"x17" plan set hardcopies for each of the facilities.
2. Five (5) spiral bound 8.5"x11" specification books for each of the facilities.
3. CADD files for all plans, Word document files for specifications and building material lists.

D. Proposing consultants will be evaluated on this criteria:

Project Personnel	20%
Interview Q & A	20%
Relative Experience	20%
Past Project References	10%
Work Plan	10%
Strength / Capabilities	10%
Pricing / Cost Proposal	<u>10%</u>
Total	100%

E. A proposing company facility tour will be held on April 4, 2013 at 10:30 a.m. at 3562 County Road AB, McFarland , Wisconsin,. All Proposing companies are strongly encouraged to attend this tour, however attendance is optional.

F. Dane County will provide all surveying services including plot plan, building locations and elevations. Dane County may also provide material and services such as excavating, grading aggregate and paving.

G. Listed below are specific and estimated dates and times of events related to this RFP. The events with specific dates must be completed as indicated unless otherwise changed by Dane County. In the event that Dane County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
March 26, 2013	RFP issued
April 4, 2013	Facility Tour
April 6, 2013 @ 2:00 p.m.	Written inquiries due
April 8, 2013	Addendum (if necessary)
April 11, 2013 @ 2:00 p.m.	Proposals due
April 18, 2013 (estimated)	Oral presentations / interviews for invited proposing companies
April 25, 2013 (estimated)	Notification of intent to award sent out
May 2, 2013 (estimated)	Contract start date
July 26, 2013 (estimated)	Construction Documents due

H. Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.

- I. Information regarding this project may be obtained from Rob Nebel, Assistant Public Works Director, 608/267-0119 or 608/575-0890, nebel@countyofdane.com.
- J. If RFP documents are obtained from the Dane County web site, proposing company is responsible to check back regularly at the web site for Addenda.
- K. All Proposals must be submitted by 2:00 P.M., Tuesday, April 11, 2013.**
- L. Dane County reserves the right to accept or reject any Proposal submitted.
- M. Information submitted by consultants will be reviewed and candidates may be scheduled to appear before an interview panel. Those appearing for an interview shall be prepared to discuss their approach for the design of this Work, a timetable and the basis of their fee schedule.
- N. Dane County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal due date.
- O. Dane County is an Equal Opportunity Employer.

COUNTY OF DANE

ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES CONTRACT

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ATTACHMENT A. AGREEMENT ON CONSTRUCTION PHASE SITE VISITS

ATTACHMENT B. A/E/CONSULTANT CONTRACT

COUNTY OF DANE

ARCHITECTURAL / ENGINEERING CONTRACT SIGNATURE PAGE

Date: _____
Project No.: _____
Contract No.: _____

THIS AGREEMENT is between the County of Dane, by its Department of Public Works, hereinafter referred to as "COUNTY", and A/E Name, City, hereinafter called the "A/E".

WITNESSETH

WHEREAS, COUNTY proposes securing architectural / engineering services for a project described as follows:

Architectural & Engineering Design Services for the Site Master Plan and East Garage & Salt Storage Facility

WHEREAS, COUNTY deems it advisable to engage the services of the A/E to furnish professional services in connection with this project, and

WHEREAS, COUNTY has authority to engage such services, and

WHEREAS, the A/E represents that it is in compliance with the applicable Wisconsin Statutes relating to the registration of architects and professional engineers, and has agreed to furnish professional services for COUNTY,

NOW, THEREFORE, in consideration of the premises and to their mutual and dependent agreements, the parties hereto agree as set forth in the following pages, which are annexed hereto and made a part hereof.

IN WITNESS WHEREOF, COUNTY and the A/E have executed this Contract as of the above date.

A/E Firm Name

COUNTY OF DANE

By _____
Signature Date

Printed Name

Title

Federal Employer Identification Number (FEIN)

By _____
Joseph T. Parisi, County Executive Date

By _____
Scott McDonell, County Clerk Date

ARTICLE 1: SCOPE OF CONTRACT

This Contract between COUNTY and the person or firm, duly licensed under the laws and in accordance with the regulations of the State of Wisconsin, hereinafter referred to as the "A/E" shall be governed by the following Terms and Conditions.

- 1.A. The A/E shall provide technical and professional services under this Contract. The Terms and Conditions of this Contract shall apply to modifications made to this Contract and shall apply to both the services rendered in the creation of the design and to the additional services called for in carrying out the design.
- 1.B. The A/E shall serve as the professional technical advisor and consultant to COUNTY in matters arising out of or incidental to the performance of this Contract and in that capacity, the A/E shall not have a contractual duty or responsibility to any other person or party or individual regarding the services under this Contract, except as that duty may arise under the laws of the State of Wisconsin. The A/E is not an agent of the COUNTY within the meaning of s. 893.80 or 895.46, Wis. Stats.
- 1.C. Professional services performed or furnished under this Contract shall be based on the care and skill ordinarily used by members of the profession involved, who practice under the authority of and who are governed by the license issued under the Wisconsin Statutes and the Wisconsin Administrative Code. The standard of care for architectural services under this Agreement shall include designing buildings and structures that comply with all applicable building and safety codes.
- 1.D. By accepting this Contract, the A/E represents possession of the necessary skill and other qualifications to perform work under this Contract and is familiar with the practices in the locality where such services and work shall be performed.
- 1.E. The A/E shall review and become familiar with the current Division 00 & 01 requirements utilized by COUNTY in construction contracts and shall provide services and work, consistent with such requirements, so that work under the Construction Phase of the project will be carried out without undue hindrance or delay.
- 1.F. The A/E shall be professionally responsible for work performed under this Contract. Upon written approval of COUNTY, the A/E may subcontract work to an approved consultant under this Contract, to the specific extent authorized by COUNTY. The authorization to subcontract shall not relieve the A/E of professional or contractual responsibility for any work performed or delivered under this Contract. The authorization to subcontract shall not be construed to create any contractual relationship between COUNTY and such consultant.
- 1.G. Subcontracts for services under this Contract shall provide that work performed under such subcontract, shall be subject to provisions of this Contract and shall also provide that any professional duty or responsibility pertaining thereto shall be accomplished to the benefit of COUNTY. Upon request, an electronic copy of each such subcontract for which COUNTY approval is granted shall be furnished to COUNTY.
- 1.H. The A/E may substitute consultants or professional staff under this Contract only to the specific extent authorized by COUNTY in writing.
- 1.I. In the performance of this Contract, the A/E shall become familiar with and perform such services in accordance with the specifications set forth in the Request for Proposals document. The COUNTY reserves the right to update County Master Specifications Division 00 and Division 01 at any time, including after the signing date of this Contract. The A/E shall use and conform to the most current County Master Specifications Division 00 and Division 01 available at the time of Final Review Documents and

the A/E shall not be eligible for a change order based upon alterations to said County Master Specifications Division 00 and Division 01 occurring after the date of Contract signing.

ARTICLE 2: SCOPE OF THE SERVICES TO BE PROVIDED

2.A. Services are to be provided by the A/E in each of the following phases:

Schematic Design Phase
Design Development Phase
Construction Documents Phase
Bidding Phase
Construction Phase

2.A.1. An assigned COUNTY Public Works Project Manager will be the A/E's contact in securing COUNTY direction and for arranging the necessary meetings with COUNTY or other County Departments and obtaining the approvals required by COUNTY.

2.A.2. The A/E shall create a log of all COUNTY and A/E generated design changes resulting from meetings and communications from COUNTY. This log shall be kept throughout the entire design process and submitted to COUNTY bi-monthly.

2.A.3. The A/E shall facilitate a site investigation, including subsurface investigations or geotechnical exploration of the subsurface conditions of the site, for the purpose of identifying conditions at the site which might adversely affect the achievement of the proposed design.

2.A.4. The term "written" or "in writing" may be either electronic or hard copy documentation, unless otherwise stated or directed by COUNTY.

2. B Not used

2.C. Schematic Design Phase:

2.C.1. The A/E shall obtain from COUNTY information and materials necessary to ascertain scope of the Project and shall verify with COUNTY program and functional requirements of the Project. This shall include gathering information from building users subject to approval of COUNTY Project Public Works Manager.

2.C.2. Based on information, materials and requirements as verified by COUNTY, the A/E shall prepare Schematic Design Documents consisting of drawings and other documents illustrating scale and relationship of the Project components. Schematic Design Documents shall be submitted to COUNTY for written Approval.

2.C.3. The A/E shall submit to COUNTY construction cost estimates based on information provided by COUNTY and approved Schematic Design Documents.

2.C.4. Schematic Design Phase deliverables shall be:

2.C.4.a. Four (4) bound copies; and

2.C.4.b. Electronic version of all documents:

(1) Word 2000, AutoCAD 2007. (or earlier versions); and

- (2) Adobe Acrobat 8.0 (or earlier version) (PDFs converted from Word, AutoCAD, or other programs; minimize pdf file size by converting files rather creating scan of printouts).

2.D. Design Development Phase:

- 2.D.1. The A/E shall review the program and functional requirements, plans and specifications of record, (to the extent that such documents are reasonably available), and applicable COUNTY standards and guides or other written direction by COUNTY. The A/E shall establish the limiting parameters of the design as defined by the instructions issued to it by COUNTY, to determine if the design concept is achievable within the schedule and budget proposed by COUNTY.
- 2.D.2. To the extent necessary, the A/E shall facilitate investigation of the site for existing conditions which differ from those indicated in the record drawings or which could have a detrimental impact on the achievement of the work called for under the project.
- 2.D.3. With seven (7) days of receipt of the program and functional requirements, plans and specifications of record, the A/E and COUNTY shall schedule a meeting to review the A/E's design concept and such other matters as are necessary to establish that at this preliminary point, the proposed design concept is consistent with the requirements of COUNTY.
- 2.D.4. The A/E shall document the results of design meetings, including design factors agreed to, with any instructions furnished by COUNTY to carry out such factors, including, but not limited to:

SAMPLE

- Program clarification
- Scheduling concerns
- Existing site conditions
- Project cost estimates
- Cost-value trade offs
- Quality requirements
- Special material requirements
- Communications requirements
- Engineering requirements

The A/E shall furnish a copy of the documentation produced under this Paragraph to each participant attending a design concept meeting.

- 2.D.5. In Contracts which involve renovation or remodeling of or additions to existing facilities, the A/E shall evaluate the suitability of existing building elements, materials and equipment for reuse in the renovated project. Reasonably accessible areas shall also be observed by the A/E or its consultants to evaluate existing major mechanical, plumbing and electrical systems. Any of the foregoing considered to be economically reusable shall be reported to COUNTY and may be reused unless directed otherwise by COUNTY.
- 2.D.6. The A/E shall provide sufficient, alternative design solutions on major design features to allow COUNTY to ascertain that the recommended design achieves a practical programmatic and economic solution, within the limitations of the authorized program, schedule and budget. Include staffing and occupancy considerations provided by COUNTY.
- 2.D.7. The major design features and systems that must be evaluated include, but are not limited to:
 - Structural systems
 - Building wall and roofing systems
 - Building configuration
 - Heating, ventilating and air conditioning

Plumbing
Electrical
Lighting systems
Life safety systems

2.D.8. The A/E shall provide a working analysis of each major design feature included in the selected design concept, with constraints and dependencies that is sufficiently complete to allow commencement of the Construction Documents Phase.

2.D.8.a. The A/E shall prepare preliminary drawings, specifications and other data tailored to the project that fix and describe the size and character of the entire project as to major design features and systems and such other essentials outlined by COUNTY.

- (1) The preliminary drawings shall include plans, elevations, sections and details at a scale which is sufficient to fully illustrate the design concepts, materials and finishes to be employed. Drawings shall be in format as approved by COUNTY.
- (2) The outline specifications shall include relevant specific information for Division 1 - Bidding and Contract Requirements and a list of the applicable technical divisions.

2.D.8.b. The A/E shall prepare a Design Report with appendix that includes:

- (1) A time estimate for completion of each separate phase of the work (Design, Construction Documents, Bidding and Construction).
- (2) A detailed estimate of project cost based on the preliminary design concept, which indicates that the project budget limitations will not be exceeded. Factors influencing the cost feasibility of each major division of the specification and related drawings shall be identified.
- (3) An analysis of the biddability and constructability of the project within the time allowed by COUNTY.
- (4) An identification of any part of the work that might require special monitoring or consideration during construction to prevent quality control problems, delays, or cost escalation. Include any long lead time equipment or materials, items which interface with difficulty, areas of work requiring significant care, sequencing or precision in installation and full or partial User occupancy during construction.
- (5) As a safeguard against unforeseen bidding conditions, the A/E may recommend appropriate alternate bids for COUNTY's consideration. Such alternates shall be identified and developed at no additional cost to this Contract.

2.D.9 Upon determination by the A/E that the final design is represented by the preliminary drawings and specifications, those documents along with a final Design Report shall be submitted to COUNTY for review and concurrence prior to commencement of Construction Documents.

2.D.9.a. The A/E shall provide COUNTY with up to four (4) sets and one (1) electronic file of the Design Report with appendix, preliminary drawings and outline specifications for review and coordination purposes. Electronic documents shall be in a format approved by COUNTY.

2.D.9.b. COUNTY will issue a list of recommended changes/corrections to be incorporated into the documents. Within seven (7) days of receipt, the A/E shall transmit written replies

to review comments issued by COUNTY. Directions by COUNTY shall be incorporated into the design, unless the A/E shall have explained objections to COUNTY and obtained prior written approval of noncompliance from COUNTY before proceeding with related work.

2.D.9.c. The A/E or COUNTY may call a further preliminary review meeting, when necessary to finalize the design concept. Written replies to additional COUNTY comments shall be made before proceeding to the Construction Documents Phase.

2.D.9.d. Approval of these documents by COUNTY will complete the Design Development Phase, whereupon COUNTY will issue written instruction to the A/E to proceed to the Construction Documents Phase.

2.D.10. Design Development Phase deliverables shall be:

2.D.10.a. Four (4) bound copies of drawings (full size-typical of all submissions) & specifications (in 8½ x 11 format-typical of all submissions); and

2.D.10.b. Electronic version of all documents:

- (1) Drawings in AutoCAD 2007 (or earlier version);
- (2) Specifications in Word 2000 (or earlier version); and
- (3) Adobe Acrobat 8.0 (or earlier version) of drawings and specifications (PDFs converted from Word, AutoCAD, or other programs; minimize pdf file size by converting files rather creating scan of printouts).

2.E. Construction Documents Phase:

2.E.1. Upon receipt of written instructions from COUNTY, the A/E shall prepare Construction Documents for bidding and construction of the project. The Construction Documents shall provide the detailed requirements for the successful construction of the entire project.

2.E.2. Construction Documents shall comply with the COUNTY MASTER SPECIFICATIONS Division 00 and Division 01.

2.E.3. The Construction Documents shall be internally consistent in terms of coordination between:

- 2.E.3.a. work of the A/E and its consultants.
- 2.E.3.b. requirements of various divisions or trades.
- 2.E.3.c. drawings and specifications.

2.E.4. During this phase, the A/E shall develop and provide documents which will achieve a biddable and constructible project, compliant with all applicable building and safety codes and within the assumption of professional responsibility set forth in this Contract. These services shall include, but not be limited to:

2.E.4.a. Coordination, to protect the integrity of the design and facilitate construction with:

- (1) Manufacturers: Ensure that manufactured items called for in the documents are currently available and will fit, interface and perform as required to achieve design intent.

- (2) Suppliers: Ensure that materials and equipment called for in the documents are currently available, suitable for their intended use and can be shipped and delivered in a timeframe that will maintain the project schedule.
- (3) Consultants: Ensure that information necessary to their work is provided in a timely manner and that consultants exchange information with each other and the A/E.
- (4) Utility Companies: Determine the standard operating procedures and time requirements for obtaining the services and the cooperation of the utility companies involved in the execution of the project. Provide this information in writing to interested parties as needed.
- (5) Occupying Agency: Ensure that program-required furniture, finishes and equipment layout is suitable so as to be compatible but not interfere with access to, placement or operation of the mechanical, electrical or plumbing appurtenances.
- (6) Governmental authorities having jurisdiction over the work.
 - (a) The A/E shall submit documents for approval to public agencies having jurisdiction over the project and after obtaining such approval of those agencies, the A/E shall file 2 copies of such approval with COUNTY.
 - (7) Such other agencies, boards, associations or individuals whose activities could impact or interfere with the successful completion of the project.

2.E.4.b. Inclusion in the Construction Documents of:

- (1) Plans, elevations and sections at a scale which is sufficient to give a full and complete understanding of the construction, dimensions thereof, materials to be employed, location of utilities and any other pertinent data.
- (2) Details, diagrams, schedules, photo reproductions and other graphic methods appropriate to define work required to be performed to accomplish the purposes of the project.
- (3) Description of existing conditions of site and/or structures with sufficient clarity to permit their use without ambiguity in the bidding and construction process.

2.E.4.c. Inclusion in the specifications documents of bidding and contract requirements, special provisions and/or appendices, and technical sections. Unless otherwise agreed to by COUNTY in writing, the format shall generally follow the divisions of the Construction Specifications Institute.

- (1) The technical sections of the specifications shall completely and concisely describe the materials and services to be employed or installed by the construction contractor(s) in the work. These specifications shall describe the work to be done and shall be arranged by work or material in appropriate divisions with suitable cross-references for clarity and continuity.
- (2) The technical sections of the specifications shall be carefully worded to allow a clear understanding of the work required by each of the construction contractors and their subcontractors, and to describe the responsibility for the work required to be performed by such contractor(s), individually and collectively, for the performance

of work required to deliver the project complete, without ambiguity as to which technical sections of the specifications cover each element of work.

- (3) The technical sections of the specifications shall clearly state the minimum grade, quality, and type of materials and workmanship required. These specifications shall not restrict competition, where it is available, but shall state a level of quality, which can be objectively determined by persons normally engaged in the type of trade or practice described.
- (4) When 2 or more manufacturers offer on the open market materials, equipment or devices of equal quality and usability needed for the project, each such known manufactured products shall be specified for potential use on the project.
- (5) The professional judgment of the A/E or the direction of the COUNTY may limit competition to a brand name, process, or technique of manufacture.
- (6) The A/E shall compile and include in the construction contract documents a summary listing of all submittals required for the project from the construction contractor(s). Included shall be shop drawings, samples, cuts, catalogs, models, mockups and other preliminary information needed from the contractors to describe how they will fulfill their responsibilities under their contracts.

2.E.5. Upon determination by the A/E that the final project design is represented by completed Construction Documents, those documents shall be submitted to COUNTY for review and concurrence prior to release for bidding.

2.E.5.a. The A/E shall provide COUNTY with up to four (4) sets of final drawings and specifications for final review in a format and standard specified by the COUNTY.

2.E.5.b. COUNTY will issue a list of recommended changes/corrections to be incorporated in the final documents. The A/E shall within 7 days transmit written replies from the A/E and its subconsultants to review comments issued by COUNTY or for which clarification requests were identified or for which changes were authorized at the final design review meeting and communicated to the A/E. Directions by COUNTY shall be incorporated into the documents.

2.E.6. Prior to submission of the final documents, the A/E shall call for a final review meeting with COUNTY, if needed, to finalize and prepare for publication of the final bidding documents, with any conditions required by COUNTY.

2.E.7. At the time of delivery of the final documents, the A/E shall report to COUNTY, in writing with updated estimates of project costs, life cycle cost when requested, and schedules.

2.E.8. COUNTY will print and distribute drawings and specifications for bidding purposes without cost to the A/E. The A/E shall provide the original drawings, original specifications and an electronic copy of both the drawings and original specifications for printing by COUNTY, in a format as approved by COUNTY. If the A/E is directed by COUNTY to acquire the necessary printing services, these services shall be a reimbursable expense as provided in Article 4.C. hereof.

2.E.9. Constructions Documents Phase deliverables shall be:

2.E.9.a. 60% Construction Documents:

- (1) Four, required number (4, #) bound copies of drawings & specifications; and

- (2) Electronic version of all documents:
 - a) Drawings in Adobe Acrobat 8.0 (or earlier version; PDFs); and
 - b) Specifications in Word 2000 (or earlier version).

2.E.9.b. 95% Construction Documents:

- (1) Four, required number (4, #) bound copies of drawings & specifications; and
- (2) Electronic version of all documents:
 - a) Drawings in Adobe Acrobat 8.0 (or earlier version; PDFs); and
 - b) Project Manual in Word 2000 (or earlier version).

2.E.9.c. Final Construction Documents:

- (1) Original unbound copy of Drawings and Project Manual in reproducible format;
- (2) Four, required number (4, #) bound copies of Drawings and Project Manual;
- (3) One (1) bound copy of Drawings and Project Manual to be submitted by ARCHITECT / ENGINEER to [State of Wisconsin, Town of Cottage Grove, other entity] for stamped approval; and
- (4) Electronic version of all documents on CD:
 - a) Drawings in AutoCAD 2007 (or earlier version);
 - b) Drawings in Adobe Acrobat 8.0 (or earlier version; minimize pdf file size by converting files from AutoCAD or other programs);
 - c) Project Manual in Word 2000 (or earlier version); and
 - d) Project Manual in Adobe Acrobat 8.0 (or earlier version; minimize pdf file size by converting files from Word or other programs, rather than scanning printouts).

2.F. Bidding Phase:

2.F.1. The Bidding Phase shall commence with the publication of the Invitation to Bid and shall conclude with the award of the number of contracts necessary to achieve the purposes of construction.

2.F.2. The A/E shall serve as the professional technical consultant and advisor to COUNTY during the bidding process, including the preparation for and participation in Pre-Bid Conferences.

2.F.3. The A/E shall answer all pre-bid questions from contractors in an addendum and prepare any additional addenda necessary, for COUNTY to authorize, print and distribute as appropriate.

2.F.4. The A/E shall assist COUNTY by evaluating and making recommendations to COUNTY on the qualifications of prospective construction contractors and subcontractors.

2.F.5. The A/E shall assist COUNTY in analyzing bids and negotiating with the lowest, qualified, responsible bidders as deemed appropriate by COUNTY.

2.F.6. If the low bids submitted by qualified, responsible bidders exceed available funds, as determined by COUNTY, the A/E shall revise and change the Construction Documents as approved by and without additional cost to COUNTY that will permit a proper award of the contract(s) within the approved estimate of project cost or other funding limitation.

2.F.7. In the event that there is a reduction in scope to keep the project within budget and this results in low bid(s) which total less than the construction budget, then the A/E shall, at no additional fee, prepare construction bulletin(s) to add deleted program work back into the project.

2.F.8. Upon construction contract offer, the A/E shall immediately prepare construction documents which incorporate the bid documents, addenda issued, alternate bids accepted and negotiated

contract deductions, all of which are incorporated in the Construction Documents. Such work shall be completed in a timely fashion, but no later than seven (7) days, so that construction is not delayed.

2.G. Construction Phase:

2.G.1. An assigned COUNTY Project Representative will be responsible for arranging and conducting construction-related meetings as required and act as the point of contact for the construction contractors. A COUNTY approved A/E representative shall attend, take notes, publish and distribute COUNTY approved minutes of job meetings.

2.G.2. After the award of the construction contract(s), the A/E shall become an on-site technical and professional advisor to COUNTY. In this capacity the A/E will have continuous access to the site. The A/E, through COUNTY's Project Representative, will have access to data in the construction contractor(s) files or offices pertaining to the quality or time requirements of the construction contract(s), in the same mode, manner and extent that such data would be available to COUNTY.

2.G.2.a. When requested and specifically contracted for by COUNTY, the A/E shall provide a full-time, on-site representative who shall be qualified in construction administration and subject to the approval of COUNTY. On projects for which COUNTY does not authorize full-time, on-site representation, the A/E shall provide, in accordance with [ATTACHMENT A. AGREEMENT ON CONSTRUCTION PHASE SITE VISITS](#), a COUNTY-approved person, with suitable experience in the construction process to visit the site in order to monitor and report the progress, quality, and timely performance of the work relative to the Construction Documents, as such work is being performed by the construction contractor(s). The A/E shall keep COUNTY informed of the progress and quality of the work based on on-site observations and shall endeavor to protect COUNTY against defects and deficiencies in the work.



2.G.3. Immediately following the pre-construction meeting and prior to the start of construction, the A/E shall review the proposed schedule for submittals from the construction contractor(s). The A/E shall assess the timing feasibility of such submittals relative to the construction schedule and review needed, and advise COUNTY in writing accordingly.

2.G.3.a. The A/E shall be responsible for the professional review and approval or rejection of shop drawings, samples and other submittals from the construction contractor(s) to determine conformance with the specific portions of the Construction Documents under which the submittal was made. Deviation from the Construction Documents as noted by the contractor on submittals or otherwise observed by the A/E shall be brought to the attention of COUNTY's Project Representative and concurrence received from COUNTY before any approval is given to a contractor. Review of the submittals which have priority status as determined by COUNTY's Project Representative, must be completed within 5 working days of receipt. Review of other submittals shall be completed within 10 working days of receipt, or in accordance with the submittal schedule prepared by the General Contractor and as approved by COUNTY and A/E at the start of construction. The A/E is responsible for submittal activity conducted by its consultants in the same manner as if such review were made by the A/E.

2.G.3.b. The A/E shall also review the results of all testing conducted during or after construction and report to COUNTY whether these results meet the design intent and the requirements of the Construction Documents.

2.G. 4. The A/E's site representative shall observe the construction process to evaluate the adequacy and completeness of the construction contractor(s) compliance with the Construction Documents, and shall immediately report any noncompliance to the COUNTY Project Representative in writing.

2.G.4.a. The A/E shall be responsible for the coordination and performance of on-site services performed by consultants employed by the A/E and shall review reports and other data submitted by such consultants. The A/E and each consultant engaged under [Article I.F.](#) and [ATTACHMENT B. A/E/CONSULTANT CONTRACT](#) shall visit the job site as delineated in [ATTACHMENT A. AGREEMENT ON CONSTRUCTION PHASE SITE VISITS](#). The A/E shall provide in each consultant agreement, a requirement for consultant visits to the site and a schedule for such visits for professional evaluation of the work monitored by each consultant and a reporting system to inform COUNTY. Site visits shall coincide with crucial times of the construction for the specialty area involved.

2.G.4.b. Following construction site visits, the A/E shall make routine, written status reports detailing observations and activities on the project, at such intervals as is elsewhere herein established and in a format approved by COUNTY. The A/E shall submit the reports within three (3) days of the site visit by the A/E's representative. Reporting requirements for full-time, on-site representation shall be established by each Contract for such professional services.

2.G.4.c. The A/E's site representative will receive copies of reports submitted by the General Contractor and shall provide site observation to evaluate the reports. Discovered construction variances shall immediately be reported to COUNTY.

2.G.4.d. If it becomes necessary during construction, to interpret, construe, clarify or to otherwise determine the reasonable meaning, application or implementation of the Construction Documents, the A/E acting in good faith, based upon the facts made known to it at the time, shall recommend to COUNTY in writing, a reasonable course of conduct in connection with the issues involved. Such recommendation(s) may be considered for further contractual action by COUNTY.

2.G.4.e. Should the A/E become aware that the work of any contractor or subcontractor in place or underway does not conform to the work or quality required by the Construction Documents, the COUNTY Project Representative shall be immediately notified in writing. It is appropriate for the A/E to also immediately advise the contractors of substantial deficiencies, and that notification of these deficiencies will be made to COUNTY. The A/E shall furnish such data as necessary to inform COUNTY of the degree of the noncompliance with the Construction Documents, the cause thereof, the impact on schedule and cost, if known, and a recommended course of conduct. COUNTY shall be solely responsible for implementation of the A/E's recommendation. This assumption of responsibility by COUNTY shall not relieve the A/E or its consultants for negligence in the discovery of the condition, which was or should have been discovered.

2.G.4.f. If the A/E considers suspension of construction work appropriate, the A/E shall notify COUNTY in writing and state the reasons, which, in the professional opinion of the A/E, justify such action.

2.G.5. Necessary professional services or construction required to repair or overcome problems caused by errors, omissions, ambiguities or changes not authorized by COUNTY in the preparation of the documents or design shall be the responsibility of the A/E or its consultants, without additional cost to COUNTY.

- 2.G.6. The A/E shall review requests for information (RFI's) and shall respond within 5 working days.
- 2.G.7. The A/E shall develop and issue appropriate construction bulletins (CB's) at the direction of the COUNTY Project Manager. The A/E shall then evaluate the CB proposals received from the construction contractors and provide COUNTY with a written recommendation regarding the appropriateness of the proposals. The evaluation and recommendation shall be completed within 5 working days of receipt, or in accordance with another schedule approved by COUNTY. The evaluation shall consider the necessity for such change, the reasonableness of the proposed change, and an analysis of the cost proposed for effecting the change.
- 2.G.8. The A/E shall assist in the preparation of applications for energy incentive programs, when applicable.
- 2.G.9. Upon contractor's written notification and the COUNTY Project Representative's confirmation that Substantial Completion has taken place, the A/E shall observe the construction and provide a written punchlist to the COUNTY Project Representative. The COUNTY Project Representative will schedule the punchlist inspection in conjunction with the User and contractors involved. The punchlist shall contain items found not to be complete, in need of correction, replacement or otherwise not in accordance with the construction contract documents. As part of the Substantial Completion verification, the A/E shall perform or witness and document functional testing and review the testing and balance report prepared by others for all plumbing, HVAC, fire protection and electrical systems to verify installation and operation meet the intent of their design. The A/E shall forward the results of the functional testing and provide written recommendations for corrective measures where systems do not meet the intent of their design. The A/E shall prepare and distribute the Certificate of Substantial Completion when appropriate.
- 2.G.10. COUNTY will provide a set of prints to General Contractor on which daily records of changes and deviations from the Construction Documents will be recorded. At completion of the project, General Contractor will submit its marked-up as-built prints to the A/E who shall, based on these marked-up as-built prints, revise the original documents, including the electronic files, showing changes in the work made during the construction process to produce a set of Record Documents. Electronic documents shall be in a format and on a medium required by COUNTY. This work shall be completed and submitted to COUNTY within 30 days of receipt of the last marked up prints. The consequences of addenda, change orders and other circumstances known by the A/E to have caused change shall be included in the production of the Record Documents.
- 2.G.10.a. Record Documents deliverables shall be:
- (1) Original unbound copy of Drawings and Project Manual in reproducible format;
 - (2) Four (4) bound copies of Drawings and Project Manual; and
 - (3) Electronic version of all documents on CD:
 - a) Drawings in AutoCAD 2007 (or earlier version);
 - b) Drawings in Adobe Acrobat 8.0 (or earlier version; minimize pdf file size by converting files from AutoCAD or other programs);
 - c) Project Manual in Word 2000 (or earlier version); and
 - d) Project Manual in Adobe Acrobat 8.0 (or earlier version; minimize pdf file size by converting files from Word or other programs, rather than scanning printouts).
- 2.G.11. The A/E shall obtain from the General Contractor, and review for compliance with design intent, an Operating and Maintenance Manual for building systems and operable mechanical and electrical equipment on the project, both powered and manual. Two copies of the Manuals shall be provided to COUNTY's Project Representative. These manuals shall include:

2.F.11.a. Manufacturer's Instruction for Maintenance and Operation of Equipment and Systems, including a Spare Parts List; and

2.G.11.b. Temperature Control Record Drawings and Equipment Data Sheets including recommended maintenance procedures.

2.G.12. It is not intended by this Contract to impose upon the A/E the duty of a guarantor of the construction contractor(s). It is, however, the intent of the Contract to impose upon the A/E the duty of the faithful fulfillment, in accordance with the standard of care ordinary to the profession, of the performance of the duties specifically enumerated herein and for the close monitoring of the work of its consultants as if the work were performed by the A/E. As such, this shall not preclude the entitlement to COUNTY of reasonable expectation that systems as designed by the A/E or their consultants will operate as anticipated by COUNTY upon faithful completion of construction.

ARTICLE 3: COUNTY'S RESPONSIBILITIES

- 3.A. COUNTY will determine the project scope for which the professional design services are required and will fully cooperate in achieving completion of that work.
- 3.B. COUNTY will establish an internal operating procedure for timely and proper performance of any COUNTY duty required to fulfill the needs of the project.
- 3.C. COUNTY will provide available information regarding the requirements for the project, which set forth COUNTY's objectives for program, schedule and overall budget. COUNTY will make available to the A/E data known to COUNTY or requested by the A/E, which may be needed for the fulfillment of the professional responsibility of the A/E. This data may include, but is not limited to, prints of existing buildings or record drawings and COUNTY standards and guides. Such documents will be the most recent and accurate available. The use of any such data by the A/E shall be without contractual or legal significance unless otherwise established elsewhere in this Contract. However, providing of documents by COUNTY shall not relieve the A/E from the responsibility for conducting a field survey to verify existing conditions as specified herein.
- 3.D. COUNTY will communicate to the A/E the format of the documents required to be submitted.
- 3.E. COUNTY will examine documents submitted by the A/E and will render decisions regarding them promptly, to avoid unreasonable delay in the progress and sequence of the A/E's work. COUNTY will coordinate review comments from the User agency and COUNTY staff prior to issuance to the A/E.
- 3.F. COUNTY will distribute Construction Documents and any necessary addenda to prospective bidders, and conduct the bid opening for the project.
- 3.G. COUNTY will prepare and process the Contracts between COUNTY and A/Es, and between COUNTY and construction contractor(s).
- 3.H. Unless otherwise specified in this Contract, COUNTY will arrange for services of a testing laboratory to furnish structural, chemical, mechanical and other laboratory tests, inspections and reports as required by law or deemed necessary by COUNTY.

ARTICLE 4: A/E'S COMPENSATION

4.A. A/E fees for basic services will be compensated by COUNTY in accordance with the Terms and Conditions of this Contract as follows:

4.A.1. COUNTY will pay the A/E a lump sum fee of \$_____.

4.A.1.a. The A/E fee for professional services shall be in accordance with the terms of this Contract and based on the scope of services contained in the Request For Proposals, dated _____.

4.A.1.b. The A/E is authorized to proceed through completion of the _____ Phase. The A/E Fee is limited to \$_____, until written instructions to proceed are provided by COUNTY.

4.A.1.c. The construction budget for this project is \$_____. This amount excludes all construction costs of contingency and unless stated otherwise in this Contract, hazardous materials abatement or remediation.

4.A.2. No change in fee shall result from change orders to construction contracts unless such change is described as an Additional Service under Article 4.D. of this Contract and approved by COUNTY. When the A/E's Design Report estimate indicates a revised project cost and such revision is approved by COUNTY, the amount of the lump sum fee may be renegotiated.

4.A.3. In the event the lowest acceptable construction bids exceed the fixed limit of construction, as shown above plus any COUNTY increases approved before bidding, COUNTY will do one or more of the following:

- 4.A.3.a. cooperate in revising the project scope and quality as required to reduce the project cost;
- 4.A.3.b. authorize the rebidding of the project within a reasonable time; and/or
- 4.A.3.c. give written approval of an increase in such fixed limit.

4.A.4. In the case of 4.A.3.a. above the A/E shall revise the drawings and specifications as necessary to bring the construction cost within the fixed limit. These revisions shall be completed by the A/E without additional compensation.

4.A.5. In the case of 4.A.3.a. or 4.A.3.b. above, no additional fees will be allowed for rebidding or for an increase in allocated funds.

4.B. The A/E's Compensation for Additional Services, as described in Article 4.D., will be computed as follows:

4.B.1. Principals' time at a fixed rate of \$_____ per hour, unless separate amounts are provided for each Principal. For the purposes of this Contract, the Principals are:

4.B.2. Employee's time shall be computed using the employee's basic hourly salary and include overhead costs for clerical support and mandatory and customary benefits such as statutory employee benefits, insurance, sick leave, holidays and vacations, pensions and similar benefits for persons in consultation, research and design in producing drawings, specifications and other documents pertaining to the project and for services during construction at the site.

4.C. Reimbursable Expenses:

Reimbursable Expenses are actual, incidental expenses incurred by the A/E, its employees or consultants, in the interest of the project and are not included in overhead costs for the Fees for Basic Services (4.A.) and Additional Services (4.D.). Reimbursable Expenses shall be incurred or contracted for only with PRIOR written approval from COUNTY. Such approval shall be based on a written proposal delineating the nature of the services, the time involved, the estimated cost thereof, and the individuals or firms involved. Payment Requests from consultants and construction contractors providing these Reimbursable Expenses shall be reviewed by the A/E to check the accuracy of and entitlement to the sums requested. Reimbursable Expenses may include, but are not limited to, the following incidental expenses:

- 4.C.1. Expense of reproduction of drawings and specifications, excluding the four (4) review sets required in Article 2.
- 4.C.2. Expense of a site survey when needed.
- 4.C.3. Expense of a geotechnical investigation and soils and material testing when required.
- 4.C.4. Expenses not eligible for reimbursement shall include, but are not limited to, indirect project overhead costs associated with the Fees for Basic Services (4.A.) and Additional Services (4.D.) such as mileage, travel, lodging, replication of drawings for the design development meetings and subsequent design meetings, preliminary and final review document printing, handling and postage, cost of correspondence transmittals, telephone expenses, and CAD / electronic graphic services. Such expenses shall be included as part of the Lump Sum fee.

4.D. Additional Services:

The following services are in addition to but are not covered in Article 4.A. These services may be identified as part of the A/E's fee proposal and included with the lump sum fee as such. Compensation for these additional services or other services must be requested by the A/E, and subsequently approved by COUNTY PRIOR to proceeding with the work. If the additional services are requested after the Contract has been issued, such authorization shall be based on a written proposal delineating the nature of the services, the time involved, the estimated cost thereof, the affect on the project schedule and the individuals or firms involved. When authorized, a Contract Change Order will be used to modify the A/E's Contract.

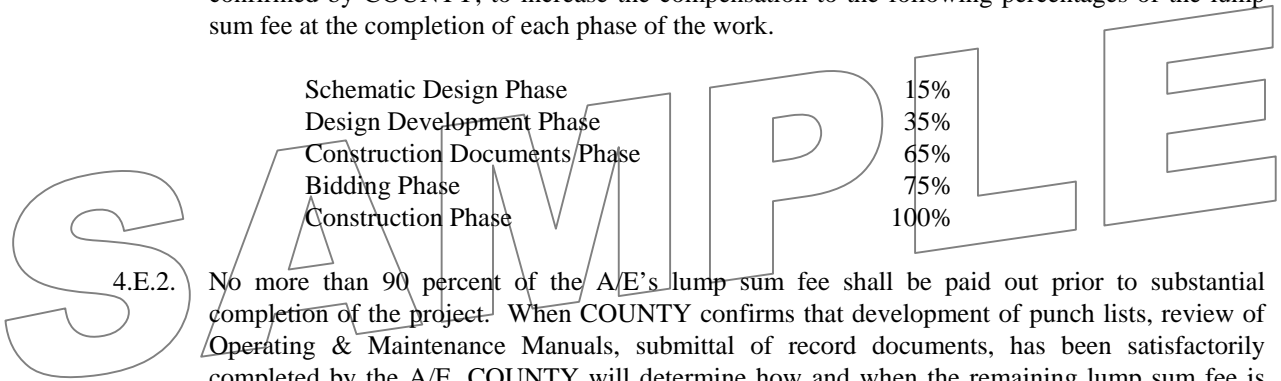
- 4.D.1. Providing planning surveys, program revision, site feasibility, or comparative studies of prospective sites.
- 4.D.2. Revising previously approved drawings, specifications or other documents after written approval of Design Development Phase, to accomplish changes not initiated by the A/E other than record documents and revisions normally to be expected or required to correct deficiencies in the approved drawings and specifications.
- 4.D.3. Preparing detailed models, perspective or renderings.
- 4.D.4. Preparing documents for alternate bids or petitions for waiver when requested by COUNTY and, requiring significant additional time and expense on the part of the A/E or its consultants.
- 4.D.5. Obtaining or participating in third party Value Engineering/Enhancement of the project when directed by COUNTY.
- 4.D.6. Providing services other than corrective design work and record documents, after final payment to the construction contractor(s).

- 4.D.7. Providing services requested by COUNTY for or in connection with the selection of specific movable furniture, fixtures and equipment (FFE) by the occupying agency during the Construction Phase.
- 4.D.8. Providing services as expert witness in connection with any public hearings, arbitration proceeding, or the proceedings of a court of record except when the A/E is party thereto.
- 4.D.9. Providing historical preservation research or documentation.
- 4.D.10. Providing specialized design services including, but not limited to Sustainability design or LEED certification, vibration, wind or acoustical analysis, energy modeling.
- 4.D.11. Participation in post-project evaluations.
- 4.D.12. Preparing multiple bid packages.

4.E. Payments to the A/E:

- 4.E.1. Payments of the A/E's lump sum fee will be made monthly, in proportion to services performed as confirmed by COUNTY, to increase the compensation to the following percentages of the lump sum fee at the completion of each phase of the work.

Schematic Design Phase	15%
Design Development Phase	35%
Construction Documents Phase	65%
Bidding Phase	75%
Construction Phase	100%



- 4.E.2. No more than 90 percent of the A/E's lump sum fee shall be paid out prior to substantial completion of the project. When COUNTY confirms that development of punch lists, review of Operating & Maintenance Manuals, submittal of record documents, has been satisfactorily completed by the A/E, COUNTY will determine how and when the remaining lump sum fee is disbursed.

- 4.E.3. Payments for COUNTY-approved Reimbursable Expenses as defined in Article 4.C. and Additional Services of the A/E as defined in Article 4.D., will be made monthly upon request.

- 4.E.4. An A/E whose work is found deficient or fails to conform to the requirements set forth in the Contract, is not entitled to further payments, until corrected to the satisfaction of COUNTY.

4.E.4.a. Payments to the A/E may be withheld for damages sustained by COUNTY due to error, omission, unauthorized changes or negligence on the part of the A/E. COUNTY will notify the A/E in writing of the alleged, specific damages and amounts involved, on a timely basis.

- 4.E.5. Payments to the A/E will not be withheld due to disputes between construction contractor(s) and COUNTY.

- 4.E.6. If the project is suspended for more than 3 months in whole or in part, the A/E will be paid fees for services performed prior to receipt of written notice from COUNTY of the suspension, together with Reimbursable Expenses then due and reasonable expenses resulting from this suspension, as approved by COUNTY. If the project is resumed after being suspended for more than 3 months, the A/E's compensation will be subject to renegotiation.

ARTICLE 5: A/E'S ACCOUNTING RECORDS

Records of the A/E's direct personnel, consultants, and reimbursable expenses pertaining to the project shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and shall be available to COUNTY or an authorized representative throughout the term of this Contract and for at least three years after final payment to the A/E.

ARTICLE 6: TERMINATION OF CONTRACT

- 6.A. This Contract may be terminated by COUNTY without cause upon 10 calendar days written notice to the A/E. In the event of termination, the A/E will be paid fees for services performed to termination date, reimbursable expenses then due, and termination expenses as approved by COUNTY. Work performed prior to the date of termination shall be in accordance with the terms and conditions of this Contract. Upon termination, the results of such work shall immediately be turned over to the COUNTY Project Manger and is a condition precedent to further payment by COUNTY.
- 6.B. In the event the Agreement between the A/E and any consultant on this project is terminated, the results of work by that Consultant shall immediately be turned over to the A/E.

ARTICLE 7: OWNERSHIP OF DOCUMENTS

- 7.A. All drawings and specifications, renderings, models, scale details, approved copies of shop drawings and other such documents prepared by the A/E or any consultant pursuant to this Contract shall become the property of COUNTY on completion and acceptance of any of the A/E's work, or upon termination of the Contract, and shall be delivered to COUNTY upon request.
- 7.B. Documents prepared under this Contract may be used by COUNTY for informational purposes without additional compensation to the A/E.
- 7.C. Specifications and isolated, detail drawings inherent to the architectural/engineering design of the project, whether provided by the COUNTY or generated by the A/E, shall be available for future use by the parties to this Contract and other parties, each at their own risk.

ARTICLE 8: LIABILITY- HOLD HARMLESS AND INDEMNIFICATION

- 8.A. A/E shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of A/E furnishing the services required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of A/E under this paragraph shall survive the expiration or termination of this Agreement.

ARTICLE 9: PROFESSIONAL LIABILITY INSURANCE

- 9.A. The A/E and its consultants retained under the terms of this Contract, shall procure and maintain professional liability insurance providing for payment of the insured's liability for errors, omissions or

negligent acts arising out of the performance of the professional services required under this Contract. The A/E shall provide up-to-date, accurate professional liability information on the AE's Data Record, including amount of insurance, deductible, carrier and expiration date of coverage. Upon request by COUNTY, the A/E shall furnish COUNTY with a Certificate of Insurance showing the type, amount, deductible, effective date and date of expiration of such policy. Such certificate shall also contain substantially the following statement: "The insurance covered by this certificate shall not be canceled, the coverage changed or reduced by endorsement, by the insurance company, except after 30 calendar days written notice has been received by COUNTY." The A/E shall not cancel or materially alter this coverage without prior written approval by COUNTY. The A/E shall be responsible for consultants maintaining professional liability insurance during the life of their Agreement.

ARTICLE 10: OTHER INSURANCE

10.A. The A/E and its consultants retained under terms of this Contract shall:

10.A.1. Maintain Worker's Compensation Insurance;

10.A.1.a. Procure and maintain Worker's Compensation Insurance as required by State of Wisconsin Statutes for all of the A/E's and consultant's employees engaged in work associated with the project under this Contract.

10.A.1.b. Maintain Employer's Liability Insurance with a policy limit of not less than 100,000/500,000/100,000 per occurrence.

10.A.2. Procure and maintain during the life of this Contract, and until one year after the completion of this Contract, Commercial General Liability Insurance, including Products and Completed Operations for all claims that might occur in carrying out the Contract. Minimum coverage shall be \$1,000,000 per occurrence, \$1,000,000 general aggregate, combined single limit for bodily injury, personal injury, and property damage. Such coverage shall be of the "occurrence" type form and shall include the employees of the A/E as insureds.

10.A.3. Procure and maintain Commercial Automobile Liability Insurance for all owned, non-owned, and hired vehicles that are used in carrying out the Contract. Minimum coverage shall be \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

10.A.4. Provide an insurance certificate indicating the above Commercial Liability Insurance and property damage coverage, countersigned by an insurer licensed to do business in Wisconsin, covering and maintained for the period of the Contract. Upon request by COUNTY, the insurance certificate is to be presented on or before execution of the Contract.

ARTICLE 11: MISCELLANEOUS PROVISIONS

11.A. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.

11.B. Legal Relations. The A/E shall comply with and observe federal and state laws and regulations and local zoning ordinances applicable to this project and in effect on the date of this Contract.

- 11.C. Approvals or Inspections. None of the approvals or inspections performed by COUNTY shall be construed or implied to relieve the A/E from any duty or responsibility it has for its professional performance, unless COUNTY formally assumes such responsibility in writing from COUNTY so stating that the responsibility has been assumed.
- 11.D. Successors, Subrogees and Assigns. COUNTY and A/E each bind themselves, their partners, successors, subrogees, assigns, and legal representatives to the other party to this Contract and to the partners, successors, subrogees, assigns and legal representatives of such other party with respect to covenants of this Contract.
- 11.E. Claims. The A/E's project manager will meet with COUNTY's Project Manager to attempt to resolve claims, disputes and other matters in question arising out of, or relating to, this Contract or the breach thereof. Issues not settled are to be presented in writing to the COUNTY Assistant Public Works Director for review and resolution. The decision of the Assistant Public Works Director shall be final. Work shall progress during the period of any dispute or claim. Unless specifically agreed between the parties, venue will be in Dane County, Wisconsin.
- 11.F. Amendment of Contract. This Contract may be amended in writing by both COUNTY and A/E.
- 11.G. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- 11.H. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- 11.I. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

ARTICLE 12: NONDISCRIMINATION IN EMPLOYMENT

- 12A. During the term of this Agreement, A/E agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). A/E agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.
- 12B. CIVIL RIGHTS COMPLIANCE:
- 12.B.1 If A/E has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the A/E shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the

Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. A/E shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. A/E shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. If A/E has less than twenty employees, but receives more than \$20,000 from the COUNTY in annual contracts, it may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of A/E's Plan is sufficient.

12.B.2. A/E agrees to comply with the COUNTY's civil rights compliance policies and procedures. A/E agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the A/E. A/E agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. A/E further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.

12.B.3. A/E shall post the Equal Opportunity Policy, the name of A/E's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. A/E shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.

12.B.4 A/E shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.

12.C. DOMESTIC PARTNER EQUAL BENEFITS:

12.C.1 A/E agrees to provide the same economic benefits to all of its employees with domestic partners as it does to employees with spouses, or the cash equivalent if such a benefit cannot reasonably be provided. The A/E agrees to make available for County inspection the A/E's payroll records relating to employees providing services on or under this contract or subcontract. If any payroll records of A/E contain any false, misleading or fraudulent information, or if a A/E fails to comply with the provisions of s. 25.016, D. C. Ords., the contract compliance officer may withhold payments on the contract; terminate, cancel or suspend the contract in whole or in part; or, after a due process hearing, deny the contractor the right to participate in bidding on future County contracts for a period of one year after the first violation is found and for a period of three years after a second or subsequent violation is found.

ATTACHMENT A

TO

ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES CONTRACT

AGREEMENT ON CONSTRUCTION PHASE SITE VISITS

Project No. [REDACTED]
Contract No. [REDACTED]

Project Name: Title

Construction phase services, for the Project referenced above, shall be provided by either the A/E or its Consultants as follows and in compliance with Article 2.G.:

- A. The A/E shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month) and attend the pre-construction meeting, progress meetings and final inspection to determine if work has been completed according to plans and specifications. Site visits shall be conducted at essential times during the construction phase. To be considered a site visit, close-up observation of the current building elements in process of being constructed must be performed. Additional site visits necessitated by A/E error, omission, unauthorized changes or negligence, shall be accomplished without additional cost to COUNTY. Additional site visits necessitated by significant failure on the part of the lead or other prime construction contractors to perform, will be given consideration as additional services, reimbursable by the responsible construction contractor(s) through COUNTY. Where specialty work is performed "in-house" or by an outside Consultant, the minimum number of separate site visits by that specialist shall be as indicated below.
- B. The Structural Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- C. The Mechanical Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- D. The Plumbing Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- E. The Electrical Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- F. The [REDACTED] Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- G. The [REDACTED] Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- H. The [REDACTED] Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- I. The [REDACTED] Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- J. The [REDACTED] Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- K. The [REDACTED] Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).
- L. The [REDACTED] Consultant shall visit the site a minimum of [REDACTED] times during the construction phase (or [REDACTED] times per month).

ATTACHMENT B

TO

ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES CONTRACT

A/E/CONSULTANT CONTRACT

Date: _____

Project No.: _____

Contract No.: _____

THIS AGREEMENT is between **AE Name** hereinafter called "A/E", executing this Agreement, and **Consultant Name** hereinafter called the "Consultant".

WITNESSETH

WHEREAS, the A/E has entered into a Contract with COUNTY to furnish professional services with a project, hereinafter named "Project", which is described as follows:

_____ Title

WHEREAS, the A/E deems it advisable to engage the services of a Consultant to furnish professional services in connection with this project, and

WHEREAS, the A/E and Consultant agree that the terms of the Contract between COUNTY and the A/E also apply to this Agreement as though fully set forth and binding upon the Consultant, and

WHEREAS, the Consultant agrees that in the event of conflict between the A/E's Contract with COUNTY and the A/E's Agreement with the Consultant, the A/E's Contract with COUNTY shall take precedence, and

WHEREAS, the Consultant has signified willingness to furnish services for the A/E;

NOW, THEREFORE, in consideration of the premises and to their mutual and dependent agreements, the parties hereto agree as set forth in the Contract between COUNTY and the A/E which are annexed hereto and made a part hereof.

IN WITNESS WHEREOF, the A/E and the Consultant have executed this Contract.

Consultant Firm Name

A/E Firm Name

By _____
Signature Date

By _____
Signature Date

Printed Name

Printed Name

Title

Providing the following services:

EQUAL BENEFITS COMPLIANCE PAYMENT CERTIFICATION

PURPOSE

25.016(8) of the Dane County Ordinance requires that each contractor receiving payment for contracted services must certify that he or she has complied fully with the requirements of Chapter 25.016 "Equal Benefits Requirement" of the Dane County Ordinances. Such certification must be submitted prior to the final payment on the contract.

This form should be included with a copy of the final contract invoice forwarded to your contract representative at Dane County.

CERTIFICATION

I, _____ certify that
Printed or Typed Name and Title

Printed or Typed Name of Contractor

has complied fully with the requirements of Chapter 25.016 of the Dane County Ordinances "Equal Benefits Requirements".

Signed _____

Date _____

For questions on this form, please contact Chuck Hicklin at 608-266-4109 or your contract representative at Dane County.