

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
 FACILITIES MANAGEMENT DIVISION  
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION  
 (CONSULTANT FEE INCREASE APPROVAL FORM)**

FEE INCREASE No. 1

**I. PROJECT DESCRIPTION**

Project Title: Kosciuszko Community Center HVAC Renovations

Project No.: P203-14611

Agency: 120

Org. No.: 1400

Object No.: 6146

Project Code: WP203011

Activity: \_\_\_\_\_

Function: \_\_\_\_\_

Category: \_\_\_\_\_

REVIEWED BY SLP  
 DATE 4-18-16

Consultant: Miller Engineering Information Technologies Group Inc.  
 800 East Wisconsin Avenue, Suite 935  
 Milwaukee, WI. 53202

**Agreement Type**

- Lump Sum - Not-To-Exceed      **Type "A" or "D" Agreement**
- Lump Sum - Not-To-Exceed      **Type "B" Agreement – Annual**
- Actual Cost - Not-To-Exceed Fee      **Type "B" Agreement – Annual**
- Actual Cost - Not-to-Exceed Fee      **Type "C" Agreement**

**Fee Increase Type:      Actual Cost: Not-to-Exceed (if other type , justify in reason section)**

**II. FEE INCREASE REASON**

The original design intent was to replace two chillers in place as one for one replacement. After the structural investigation showed the inadequacy of the existing structure, the scope changed from replace in place to replacing and adding a chiller platform with security fence, roof work and repair, screening and replacement of wood stairs with galvanized open-grate stairs.

**III. APPROVED FEE BREAKDOWN:**

A.	Original Fee Plus Allowance:	\$122,400.00
1.	Fee	\$118,900.00
2.	<u>Reimbursable Allowance</u>	<u>3,500.00</u>
3.	Fee Plus Allowance	\$122,400.00
B.	Previously Approved Fee Increases plus Allowance (NTE):	\$0
1.	Fee Increase	\$0
2.	<u>Reimbursable Allowance (NTE)</u>	<u>\$0</u>
3.	Total	\$0

**FEE INCREASE APPROVAL FORM**

PROJECT TITLE: Kosciuszko Community Center HVAC Renovations

PROJECT NO.: P203-14611

FEE INCREASE NO. : 1

C. This Fee Increase plus Allowance (NTE):	\$20,258.50
1. Fee Increase	\$20,258.50
2. <u>Reimbursable Allowance (NTE)</u>	<u>\$0</u>
3. Total	\$20,258.50

D. Revised Maximum Allowable Fee Plus Allowance: \$142,658.50	
1. Fee (NTE)	\$139,158.50
2. <u>Allowance (NTE)</u>	<u>\$3,500.00</u>
3. Fee Plus Allowance (NTE)	\$142,658.50

IV. **DBE UTILIZATION**

(Approved DBE Participation Recommendation Form (DBE-12 Form if 0% goal) or "DBE" Utilization Report (DBE-14 Form approved by DBE office) are attached)

V. **FISCAL NOTE**

As confirmed by fiscal staff, sufficient funds are available for fee increase of \$20,258.50 to consultant.

PREPARED BY: V. Mehta

REVIEWED AND RECOMMENDED BY:

\_\_\_\_\_  
Gregory G. High, Director  
Architecture, Engineering  
and Environmental Services Section

\_\_\_\_\_  
Date

**OWNER DEPARTMENT APPROVAL**

Consultant Fee Increase Approved:

\_\_\_\_\_  
John Dargle, Director  
Parks, Recreation & Culture

\_\_\_\_\_  
Date

**DIRECTOR OF FACILITIES MANAGEMENT**

Consultant Fee Increase Approved:

\_\_\_\_\_  
Jeremy Theis, Director  
DAS- Facilities Management Division

\_\_\_\_\_  
Date

FEE INCREASE APPROVAL FORM

PROJECT TITLE: Kosciuszko Community Center HVAC Renovations

PROJECT NO.: P203-14611

FEE INCREASE NO. : 1

DIRECTOR OF ADMINISTRATIVE SERVICES APPROVAL

Consultant Fee Increase Approved:

\_\_\_\_\_  
Teig Whaley-Smith, Director  
Department of Administrative Services

\_\_\_\_\_  
Date

OFFICE OF CORPORATION COUNSEL APPROVAL

Consultant Fee Increase Approved:

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Date

OFFICE OF THE COMPTROLLER APPROVAL

Consultant Fee Increase Approved:

\_\_\_\_\_  
Scott Manske, Comptroller  
Office of the Comptroller

\_\_\_\_\_  
Date

OFFICE OF THE COUNTY EXECUTIVE APPROVAL

Consultant Fee Increase Approved:

\_\_\_\_\_  
Chris Abele, County Executive  
Office of the County Executive

\_\_\_\_\_  
Date

Attachments: Consultant Scope of Work w/Task-Hours Matrix  
Approved DBE Participation Form  
1684 Form

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COPIES AFTER APPROVAL

cc:

G. High, A&E, DAS-FM  
C.Hardy , A&E, DAS-FM  
J. Dargle, Parks

B. Engel, CBDP  
V. Mehta, Project Manager

Project File- Original

MILLER ENGINEERING  
INFORMATION TECHNOLOGIES GROUP INC.

Project: 7963

April 13, 2016

Milwaukee County  
633 West Wisconsin Avenue  
10<sup>th</sup> Floor  
Milwaukee, Wisconsin 53203

Attention: Mr. Vijay Mehta

Regarding: Kosciuszko Community Center HVAC Renovation (P203-14611)  
Additional Funding Request Revision

Dear Mr. Mehta:

We are writing this letter to update you on the status of our fee for the subject project. Please see the following revised request for additional architectural, and structural funding.

Additional Architectural Engineering (Barrientos letter dated 11/5/15)	\$1,500.00
Additional Structural Engineering w/out glycol changes (Pujara Wirth Torke letter dated 11/2/15)	16,696.00
Addition Structural Engineering for glycol changes (Pujara Wirth Torke letter dated 10/26/15)	<u>2,062.50</u>
<b>Total Fee Amendment Request</b>	<b>\$20,258.50</b>

If you have any questions or concerns, please do not hesitate to contact us. We wish to thank you in advance for your consideration of our request.

Sincerely,

MILLER ENGINEERING  
INFORMATION TECHNOLOGIES GROUP INC.

Digitally signed by Tiffany Strom  
DN: cn=Tiffany Strom, o=Miller Engineering Information Technologies  
Group Inc, ou, email=strom@miller-engineering.com, c=US  
Date: 2016.04.13 13:55:13 -05'00'

Tiffany A. Strom

Copy: Mr. Arthur L. Miller, Miller Engineering  
Ms. Tamera Chemohorsky, Miller Engineering

File: 20151106-TAS-LTR-MKE-7963-AddServices

**Pujara Wirth Torke Inc.**

Engineers Architects

13100 Watertown Plank Road  
Suite 100  
Elm Grove, Wisconsin 53122  
(262) 641-0750  
(414) 641-0584 Fax

November 2, 2015

Mr. Norman Barrientos  
Barrientos Design & Consulting  
205 W. Highland Dr., Suite 303  
Milwaukee, WI 53203

Re: Milwaukee County Kosciuszko  
Community Center HVAC  
Renovations  
PWT Project No. P1418

Dear Mr. Barrientos:

Please refer to our invoices and statements since October 6, 2014 initiated by your client Miller Engineering and PWT spread sheet sent to you on February 3, 2015 for actual time expensed and estimated time yet to be expensed.

As per Ms. Tiffany Storm's email you forwarded to me recently, here are the details for Additional Services pertaining to the project:

A. Design Scope Changes Including Structural Review of Incorrect Record Drawings.

		Hours	Rate	Total
a.	Review Cast-In-Place Concrete Roof Framing Drawings (incorrect drawings were given to PWT. Upon field verification and questioning, pre-cast shop drawings were made available).	12.25	\$125.00	\$1,531.25
b.	Schematic Design based on incorrect C.I.P. Concrete Roof Framing Drawings.	11.50	\$125.00	\$1,437.50
c.	Investigate roof leakage in the proximity of new chiller platform and offer solutions/alternates.	3.25	\$125.00	\$406.25
d.	Move columns after design drawings were completed. This required total design/details to be re-done. Also, move chiller location.	28.50 6.00	125.00 60.00	\$3,562.50 \$360.00

e.	Pipe guard railing was accepted. County personnel changed it to wire-mesh fencing. This required significant design/drawing changes. Add diagonal kickers to support mesh at underside of platform.	30.50 10.00	125.00 60.00	\$3,812.50 \$600.00
f.	Change wire-mesh security fence to guard rail. Move columns at north and south end of platform to accommodate architectural changes. Add new stair to bridge over existing parapet between high roof and low roof. Add cantilever beam at south-west corner, revise beam size and add more details.	16.25 7.00	125.00 60.00	\$2,031.25 \$420.00
g.	Move location of new stairs which required moving railing posts and wind kickers.	3.25 2.50	125.00 60.00	\$406.25 \$150.00
h.	Add design/drawings to close various roof openings and cut new openings.	7.25 9.25	125.00 60.00	\$906.25 \$555.00
i.	Add design/drawings for 'HVAC' house keeping pad(s)	1.50 5.50	125.00 60.00	\$187.50 \$330.00

Total for Additional Services

(a) Thru (i)

\$16,696.00

*approved*  
*JKH.*

B. Reimbursables (printing) Expenses:

231.28 + 10.25\* =

241.53

\* not included in billing period 01/01/15 thru 02/28/15

C. Total Request for Additional Services

(not including Glycol Chiller changes)

\$16,937.53

Summary:

• Base contract per Barrientos	8,000.00
• Request for additional services (see above)	<u>16,937.53</u>
• Total for services rendered before Glycol changes	24,937.53
• Paid to date	<u>5,560.08</u>
• Balance Due	19,377.45

Please reimburse ASAP.

Please acknowledge receipt of this correspondence.

Thank You.

Sincerely,

Pujara, Wirth, Torke, Inc.

A handwritten signature in black ink, appearing to read "R. Pujara", with a stylized flourish extending to the right.

Ramesh K. Pujara, P.E.  
President

RKP/rp

**Pujara Wirth Torke Inc.**

Engineers Architects

13100 Watertown Plank Road  
Suite 100  
Elm Grove, Wisconsin 53122  
(262) 641-0750  
(414) 641-0584 Fax

October 26, 2015

Mr. Norman Barrientos  
Barrientos Design & Consulting  
205 W. Highland Dr., Suite 303  
Milwaukee, WI 53203

Re: Milwaukee County Kosciuszko  
Community Center HVAC  
Renovations from Water Cooled  
to Glycol Cooled Chillers  
PWT Project No. P1418-A

Dear Mr. Barrientos:

Please refer to our invoice No. 3924 dated October 6, 2015 for additional services initiated by your client Miller Engineering.

The following changes took place on the weekend before 100% review meeting with project team. Please find below a summary of hours, associated costs, reimbursables and description of work performed for each additional service task:

A. DESIGN SCOPE CHANGES AFTER 100% COMPLETION.

- Re-design platform framing for revised static and dynamic loads. 8.00 Hrs
- Re-size main support girders from bending moment controlled loading to bending moment and shear control combination loading. 3.75 Hrs
- Size changes of Glycol Chillers requiring re-design and Re-positioning of secondary members. 2.25 Hrs
- Dimensional Changes. .75 Hrs
- Attend site meeting to discuss changes 1.75 Hrs

Total

16.5 Hours @ 125.00 = \$2,062.50

*approved*  
*UKM.*



B. CADD DRAWING CHANGES: 8.75 Hours @70.00 = \$612.50

C. REIMBURSABLE EXPENSES

- West Allis Blueprint  
Printing Documents-(\$48.08 + 20.18 + 36.21) \$104.47
- Total Fee Amendment Request (A + B) \$2,675.00
- Total Project Reimbursable Expenses Request \$104.47
- Total Additional Services Plus Reimbursables \$2,779.47

Please contact Rose or myself with any questions @ (262) 641-0750.

Thank You.

Sincerely,

Pujara, Wirth, Torke, Inc.



Ramesh K. Pujara, P.E.  
President

RKP/rp



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS  
MILWAUKEE COUNTY**

**COMMITMENT TO CONTRACT WITH DBE**

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT NoP203-14611

PROJECT TITLE: Kosciuszko Community Center HVAC Renovations

TOTAL CONTRACT AMOUNT \$ 139,158.50

DBE Goal: 25%

Name & Address of DBE <sup>(*)</sup>	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
Barrientos Design & Consulting 205 W. Highland Ave., Ste., 205 Milwaukee, WI 53203	Architectural design, as-built floor plans, reflected ceiling plans and new ceiling installation, LEED analysis, structural design for chiller platform	\$63,058.50	45.3%

(\* Separate commitment form must be completed for each DBE firm)

**Bidder/Proposer Commitment (To be completed by firm committing work to DBE)**

I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm Miller Engineering Information Technologies Group Inc. (Phone No.(414) 347-1877), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CBDP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Signature of Authorized Representative

Arthur L. Miller, President  
Name & Title of Authorized Representative

4/14/2016  
Date

Subscribed and sworn to before me this 14 day of April, 2016

State of WI My Commission expires 7/21/20

Signature of Notary Public

TIFFANY A. STROM

\* Only firms certified as DBE (with qualifying NAICS codes) by the State of Wisconsin UCP prior to bid/proposal opening will be credited on this contract

**DBE Affirmation (To be completed by DBE Owner/Authorized Representative)**

I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.

I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by Miller Engineering

I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CBDP.

I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

Signature of Authorized DBE Representative

Norman Barrientos, AIA, President  
Name & Title of Authorized DBE Representative

4/14/16  
Date

**FOR CBDP USE ONLY**

Commitment number IR of IR Project Total: (A) 25% (V) \$ 20.3% Total % 45.3%

Verified with: N/A

Authorized Signature

Date

DBE-14 (08/01/13) Previous Editions Obsolete

**FEE INCREASE #1**

**CONTRACT FORM** 1684 R5 (Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures)

Mail to:  
 Preliminary: Office of the Comptroller, Contract Signatures, Room 301 Courthouse  
 Final: Office of the Comptroller, Accounts Payable, Room 301 Courthouse  
 Community Business Development Partners, 8th Floor City Campus

CONTRACT TYPE	
Professional Service - Operating	
Professional Service - Capital	X
Purchase of Service	
Preliminary	
Final	

DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG
DAS - FACILITIES MANAGEMENT	115	1151

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.

NAME OF VENDOR	ADDRESS
Miller Engineering Information Technologies Group Inc.	800 East Wisconsin Avenue Suite 935 Milwaukee, WI 53202


TAX I.D. NO.	EFFECTIVE DATES: begin date      end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	04/18/16      12/31/16	8		\$ 142,658.50

Year to be Expended	Line No	Fund	Agency	Org Unit	Activity	Function	Object	Job Number	Report Cat	Units	Amount to be Expended/ Amendment
2016		1400	120	1400			6146	WP203011			\$ 20,258.50

**PURPOSE OF CONTRACT**  
 Kosciuszko Community Center HVAC Renovations (P203-14611)      FEE INCREASE #1

Was County Board approval received prior to contract execution or contract amendment or extension?  
 If YES, give County Board File No. \_\_\_\_\_ Date Approved \_\_\_\_\_  
 If NO, why is County Board approval not required? \_\_\_\_\_

Was Contract fully executed prior to work being performed (all signatures received)?       YES  NO  
 Is Vendor a certified professional service DBE?       YES  NO

Courtney D. Hardy	04/18/16	Clerical Specialist
Prepared By	Date	Title
	4/18/16	Director AE & ES DAS - Facilities Management
Signature of County Administrator	Date	Title