



**Agenda**  
**Library Board of Trustees Meeting**  
**Monday, December 09, 2024 at 5:00 PM**  
**City Hall Council Chambers, 100 E Fountain St,**  
**Dodgeville, WI**

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**MEETING DULY POSTED**

**I. AGENDA & MINUTES APPROVAL**

- [1.](#) Minutes of November 4, 2024 Meeting

**II. PUBLIC COMMENT**

**III. TREASURER'S REPORT**

2. Acceptance of the Bills

**IV. DIRECTOR'S REPORT**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

3. Discussion and possible action to approve carryover of 2024 vacation hours
- [4.](#) Review of Library Closing Policy
- [5.](#) Review of Request for Reconsideration of Library Materials Form
- [6.](#) Discussion and possible action on HGA A/E Services Proposal
- [7.](#) Discussion and possible action on approval process for building project invoices

**VII. UPCOMING MEETINGS**

**VIII. ADJOURN**

8. Motion to Adjourn

*Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.*

**THE DODGEVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

**Monday, November 4, 2024 at 5:00 PM**

The Dodgeville Public Library Board of Trustees met on Monday, November 4, 2024 at 5:00 PM in person.

Present: Jody Vanderloo, Lisa Spady, Mary Wepking, Roxanne Reynolds-Lair, Nancy Howard, Ryne Ponsler, Deb Haag, Kari McSherry, Carrie Portz-Library Director, Carol Murphy-Assistant Library Director.

**Agenda & Minutes Approval:** The meeting of the Dodgeville Public Library Board of Trustees was called to order at 5:06 PM by Jody Vanderloo and there being no objections declared the meeting duly posted. The agenda for this meeting was declared approved and the October 14, 2024 minutes were approved with no objections.

**Treasurer’s Report:** Acceptance of the bills. Motion by Mary Wepking to accept and pay the bills. Second by Ryne Ponsler. All in favor. Motion carried.

**Librarian’s Report:** Highlights from Carrie Portz included staff attending the Southwest Wisconsin Association of Libraries Annual Conference, also Carrie Portz attended the Wisconsin Library Association Conference in Gree Bay. Numerous meetings were held during the month of October which are all listed in Carrie’s report. Carol Murphy gave the Friends of the Library update. Home for the Holidays is the theme for the parade on Saturday, October 30. Meet at the library at 5:30 PM. The Annex will be open from 12-7 and will offer hot chocolate after the parade. Discussed being a part of Amazon Smile with the kickback to the library, also talked about fundraising.

**Old Business:** 2025 Library Operating Budget. Motion by Lisa Spady to approve the 2025 Library Operating Budget. Second by Deb Haag. All in favor. Motion carried.

**New Business:**

1. Building Project Discussion: Discussed various building contractors in our area. HGA has building contractors that they would contact. Kraemer, Findorff, McGuire were some contractors that were mentioned. We would bid the exterior first, and bid the interior second. Discussed having a construction administrator, and also the architect suggested that Carrie Portz work with Greg Lee making sure the contractor is following the specifications. Discussed interior design possibly being outsourced, the costs associated with our temporary site, book storage at the armory, and some programs could possibly be at Merrimac and Main during the renovation and also the high school was discussed as an option during the summer.

Carrie Portz will find out more information at the Green Bay conference regarding library moving companies.

2. Building Committee Appointments: The building committee will be: Carrie Portz, Greg Lee, Roxanne Reynolds-Lair, Jody Vanderloo, Mary Wepking. Deb Haag would be a backup. Dan Meuer and Tom Delain could be advisors. The presentation of the Library Renovation Project will be held on January 22 at the high school.
3. Fundraising Committee Appointments: Carrie Portz, Carol Murphy, Jody Vanderloo, Deb Haag, Nancy Howard, Lisa Spady, Ryne Ponsler, Kari McSherry  
Several names were mentioned to possibly be on an advisory committee. Including Vickie Stangel, Jeff Grayson, Terry Edwards, Penny Edwards, John Dalton, Jenna Vondra, Julia Oellerich.

**Concerns and Comments of the Board:** Nancy Howard mentioned that the Annex is looking better and better.

**Upcoming Meetings:** Monday, December 9, 2024

**Adjourn:** Motion by Nancy Howard to adjourn the meeting. Second by Roxanne Reynolds-Lair. All in favor. Motion carried. Meeting adjourned at 6:49 PM

Respectfully submitted by Kari McSherry

## LIBRARY CLOSING POLICY

The Dodgeville Public Library Board of Trustees recognizes that an open and accessible building is the best way to serve patrons. Some situations may create a need to close the library. When possible, closures will be scheduled and announced to the community with at least a week's notice. Emergency closings, such as natural disasters, inclement weather, or public health concerns, while rare, are likely to occur. This policy works to address when and how decisions around closing the library will be made.

### CITY OF DODGEVILLE HOLIDAYS

The Library Board of Trustees adopts the City of Dodgeville Holiday schedule and will close the library on days recognized as holidays for other City departments. Typically, these holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following, Christmas Eve, Christmas, and New Year's Eve.

Because the Library operates outside of normal business hours from other City Departments, the library may be closed on select Saturdays adjacent to recognized holidays that fall on a Friday or Monday. These closures will be discussed and approved by the Library Board as needed.

Staff compensation: Full-time staff will be compensated for holiday closures using their paid holiday benefit. Part-time staff will not be compensated for holiday closures.

### STAFF IN-SERVICE

The Library Board of Trustees recognizes the importance of staff development time. By offering staff time to review and develop skills, the Library is better able to serve the community. The Library Board will review and approve a schedule for staff in-service closures at the beginning of each fiscal year and as needed as issues or learning opportunities arise.

Staff compensation: All staff will be compensated for attending staff in-service. Full-time staff will count this time as part of their regular 40-hour work week. Part-time staff will be compensated for all hours worked, including those who attend an in-service outside of their regularly scheduled hours.

### INCLEMENT WEATHER

The Library Board of Trustees recognizes that there may be times throughout the year that the library may need to adjust their operations due to inclement weather. The library will operate in inclement weather conditions until staff and patron safety outweighs the value of service provided. Because each weather situation is unique, the following will be considered when inclement weather occurs.

- National Weather Service Alerts: Staff will monitor weather forecasts and alerts for storm watches and warnings, especially during winter.
  - Storm Watch: staff will closely monitor weather conditions and information provided by local weather experts. Staff will prepare to take steps to close the library if necessary. The library will remain open under storm watches.
  - Storm Warning: In the event of a storm warning, especially one that makes travel dangerous, the Library Director will consider appropriate actions. If the Library Director feels closing the library is necessary, they should inform the Library Board president and gain approval.
- School Closings: School districts closely monitor weather and road conditions to ensure students and staff can safely travel to and from school and school-related events.

- **Travel Advisories:** The Wisconsin Department of Transportation and Iowa County Highway Department can issue travel advisories for roadways in our area. Travel advisories due to winter weather will be considered, especially if travel is not advised.
- **City of Dodgeville Offices Close:** The Mayor of Dodgeville has the ability to close City offices. As a department of the City, the Library would close if other City offices close due to weather.

The Library Board's goal on weather event days is to open the library as long as the minimum number of staff needed to operate can safely arrive to the library and return home. Safety for patrons on Library property will also be taken into consideration. In the event that a weather event makes travel difficult, the Library may take the following actions, based on levels of staff available to work:

- **Consolidate patron services to the Main Library:** In the event that some, but not all, staff can arrive for shifts, the main service point will be the Main Library, located at 139 S. Iowa St. The library may close the Library Annex and/or cancel outreach to other communities.
- **Limit Hours:** The Dodgeville Library Board of Trustees greatly values staff safety. In the event that staff are unable to arrive due to winter weather, service hours may be limited, based on the number of staff who can safely arrive to work and return home.
- **Close due to weather:** In the event that City offices close and/or travel within Iowa County is not advised, the library may close for the duration of the weather event.

Staff Compensation: In the event of a weather-related schedule changes, full-time staff must make arrangements to work from home (if workload allows), use accrued paid time off, or make arrangements with the Library Director to make up lost time within the next 30 days. Part-time staff will not be compensated for time lost due to weather-related closures, but may work with the Library Director to make up lost time if workload necessitates.

## EMERGENCY CLOSURES

It is possible that the Library may need to close on an emergency basis due to acts of nature, emergency maintenance issues, required closures from public safety and/or building safety officials (gas leak, unsafe structure, etc.) or outbreak of communicable illness. Staff will alert the public to any emergency closures as quickly as possible.

## WHEN A CLOSURE OCCURS

Staff should take the following steps once a need to close is identified:

- Contact local news organizations (radio, newspaper, etc.) to alert them to any unplanned closure.
- Place signage indicating the library will be/is closed, the reason, and when we expect to reopen.
- Share information about closures on the Library's website and social media pages.
- The automated attendant message must be changed to reflect the closing for those that call.
- For decisions to close made while the library is open, patrons should be informed immediately so they can plan to exit by the time the library will close. A sign should also be placed on the door indicating the early closure.
- All staff scheduled to work during a closure will be notified.

## **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

### **Freedom to Read**

The Dodgeville Public Library Board of Trustees believes that borrowing items from the library is an individual matter. While anyone is free to select or reject materials for themselves, they cannot restrict the freedom of others to read, watch, or inquire. Parents have the primary responsibility to guide and direct the reading of their own minor child(ren). The library does not stand in loco parentis.

The library contains materials presenting various points of view concerning problems and issues of our times, international, national, and local. No materials should ever be excluded because of the beliefs or characteristics of the writer nor be proscribed or removed because of partisan or doctrinal disapproval. Censorship of books, urged by morals or political opinions must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment.

Opinions may differ regarding the appropriateness of materials in any library. Resolution of conflicts between freedom of expression and information and an individual or groups wish to restrict certain materials use is often a difficult task.

### **Collection Development Process**

In an attempt to ensure the rights of all parties, Dodgeville Public Library has established procedures for handling complaints for or against materials housed within the library.

Dodgeville Public Library professional staff work within budget constraints to provide services and materials to all people in the community. Staff are responsible for the selection of resources for the library. The Library Bill of Rights and Freedom to Read Statement will always be important foundation statements underlying selection questions.

### **Filing a Request for Reconsideration of Library Materials and the Review Process**

The Dodgeville Public Library Board has established a materials selection policy and a procedure for selecting and deselecting items in the collection. If you wish to request reconsideration of a resource, please complete and return the Request for Reconsideration of Library Materials Form to the Library Director.

If any part of the form is incomplete, the request for consideration will not take place. Anonymous submissions are not allowed. Additionally, due to the amount of time required for the reconsideration process, a household may only have one active Request for Reconsideration on file at a time. Reconsideration requests from individuals who do not reside in Iowa County will not be considered.

After a complaint has been lodged, the staff member responsible for the selection of materials in the collection area or genre will read and review the questioned material and research reviews and evaluations within professional literature. Recommendation for action will be referred to the Library Director and an answer will be sent to the complainant.

If the complainant is unhappy with the final decision of Library staff, they may appeal the decision to the Library Board. The Library will then procure copies of the item for each trustee. Trustees will be required to read the materials and will review the professional research compiled by library staff. The Library Board will have final decision-making power over whether the item will be removed from the collection.

**The Request for Reconsideration review process can be a months-long process. Because of this, any item under review will continue to be made available to patrons upon request until a final decision has been made.**



**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Please attach additional pages if more space is needed.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you represent yourself or an organization?  Self  
 Organization: \_\_\_\_\_

1. What type of resource are you requesting reconsideration of?  
 Audio Recording  Book  Database  
 Digital Resource  DVD  Magazine  
 Newspaper  Other: \_\_\_\_\_

2. Title of Item: \_\_\_\_\_

3. Author/Producer: \_\_\_\_\_

4. Have you read our Collection Development Policy?  Yes  No

5. Has the item won any awards?  Yes  No

6. What brought this resource to your attention?

7. Have you read, watched, or examined the entire resource? If not, what section(s) did you read/view?

8. What concerns you about this resource? Please summarize your concerns along with references to specific page/chapter numbers.

9. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

10. What action are you requesting the committee consider?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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November 18, 2024

Writer's Cell: 414.520.6513

Carrie Portz, Director  
Dodgeville Public Library  
139 South Iowa Street  
Dodgeville, WI 53533

Common Council  
City of Dodgeville  
100 East Fountain Street  
Dodgeville, WI 53533

Dodgeville Public Library Board  
Dodgeville Public Library  
139 South Iowa Street  
Dodgeville, WI 53533

Re: Dodgeville Public Library Addition and Renovation  
HGA A/E Services Proposal | HGA Commission Number: 3757-004-00

Dear Carrie, Library Board Members and City Common Council Members:

Congratulations on securing the State grant and finalizing approvals and the remaining funds to move forward with the Library Addition and Renovation. What an amazing feat! HGA is so pleased to have been working with you since 2014 to advance this project; we are absolutely thrilled to submit our proposal to join you on the last leg of the journey – finalizing the design and building the library! This proposal will outline the Scope of Basic A/E Services, Project Schedule, Deliverables, and our proposed fee for the work.

**Project Description and Scope**

This project will provide design, documentation, and construction administration for the renovation of about 13,400 SF and the addition of approximately 7,000 SF to the existing Dodgeville Public Library at 139 South Iowa Street and Dodgeville City Hall building located at 100 East Fountain Street in Dodgeville, Wisconsin. The Library and City Hall currently share the existing building with City Hall on the lower level and the Library on the upper level. The proposed plan is for City Hall to relocate to the Armory Building and the Public Library will occupy the entire existing building and then add an addition which will feature a community center with library space and with the goal of relocating the parking area and adding a vehicle book drop-off.

**Scope of Basic Services and Expected Deliverables**

HGA will provide architectural, interiors, structural, mechanical, electrical, and plumbing services. We have also included separate costs for the civil, technology and furniture design services. The following are basic services:



## 1. Schematic Design (SD) Services

- HGA will participate in the following:
  - Participation in and documentation of the Project Kick-Off Meeting
  - Participation in a Site Visit to review and verify existing conditions of the building and systems.
  - Participation in and documentation of up to three (3) additional SD meetings to review development of work and review scope. Meetings will be a blend of in-person and Zoom Video Conferencing.
  - Project Code Review
  - SD Cost Estimate
  - Project Schedule
  - SD Documents Set to Core Team
  
- Deliverables:
  - Meeting Agendas and Meeting Minutes
  - Program Verification
  - Design Options
  - SD Concept Plans that align with program, your grant submission, and address the issues that have or could have impacts to the budget.  
Documents to include:
    - Floor Plans with dimensions
    - Initial shelving and furniture layout plan
  - Code Study
  - Site Plan
  - SD Level Architectural, Structural, Mechanical, Electrical, and Plumbing specification narratives
  - Initial High-Level Cost Estimate at SD completion
  - The SD documents will be bundled into a SD Review Set for your Building Committee Review (electronic PDF sets). Comments on SD Set to be reviewed as part of a subsequent Building Committee design meeting and comments will be address as the work advances with the next phase.

## 2. Design Development (DD) Services

- HGA will participate in the following:
  - Participation in and documentation of up to three (3) DD Design meetings to advance development of work and review progress. Meetings will be in-person or via Zoom Video Conferencing.
  
- Deliverables:
  - Meeting Agendas and Meeting Minutes
  - Advancement of DD Concept Plans that align with program, your grant submission and address the issues that have or could have impacts to the budget. Advancement of Documents with additional information to include:
    - Floor Plans with dimensions
    - Wall Sections

- Initial architectural details
- Building interior elevations
- Reflected Ceiling Plan
- Updated Exterior / Interior Renderings (two (2) exterior / two (2) interior)
- DD Level Mechanical, Electrical, and Plumbing drawings
- o Site Plan
- o Advanced Specification narratives including the Architectural, Interiors, Mechanical, Electrical, Technology and Plumbing Narratives
- o Updated Cost Estimate at Design Development (DD) completion
- o DD Review Set. A/E to incorporate responses to comments into the CD Set
- o Coordination with the City on storm water and infrastructure requirements
- o Coordination with the Historic Preservation Commission for required reviews

### 3. Construction Documentation

- HGA will participate in the following:
  - o Participation in and documentation of all Project Meetings
    - o Participation in and documentation of up to four (4) Construction Documentation meetings to review development of plans. Meetings will be in-person or via Zoom Video Conferencing.
    - o Participation in the Library Community Engagement / Town Hall Meeting
    - o CD Documents Review Set
- Deliverables:
  - o Construction Documents including the following:
    - o Submission to City and State of WI for Plan Review
    - o Submission to the Historic Preservation Commission for required reviews
    - o Construction Documents including the following:
      - Floor Plan with dimensions of work area
      - Interior wall elevations of work area
      - Furniture layout plan
      - Interior Finishes Plan
      - Reflected Ceiling Plan for work area
      - Construction Details
      - Life Safety Plan
      - Construction Logistics Plan
      - MEP Construction Documents
      - Full Architectural / Structural/ Civil / MEP Specifications
      - 95% Construction Document Set Cost Estimate
  - o All documents will be bundled into a Final 95% Review Set (electronic pdfs). Following the Review, HGA will address all comments and update the documents accordingly. HGA will produce a ready for bid Final Construction Documents Set.

- Submittal of CD Set for State Plan Review (the cost of the Plan Review fee is NOT included as part of this proposal and are anticipated to be reimbursable costs).

4. Bidding

- HGA will participate in the following:
  - Coordination with and providing all Bidding Document material to the City of Dodgeville for posting on their website
  - Lead and provide documentation of the Project Pre-Bid Meeting
  - Review of any questions and product substitution requests during bidding
  - Preparation of any required Addendum

5. Construction Administration/ Closeout

- HGA will participate in the following:
  - Schedule/Attend Pre-Construction Meeting and document (minutes)
  - Attend Construction Progress Meetings every two (2) weeks during active construction and document and distribute meeting minutes. *Note:* during periods of less active construction, HGA will attend meetings virtually; HGA will attend approximately 50% of the Construction Site Visits (HGA will attend a minimum of one (1) Site Visit per month).
  - Prepare Site Visit Reports for on-site visits
  - Review of Shop Drawings
  - Respond to RFIs, review Submittals, and prepare required Construction Bulletins, Construction Change Directives (CCD), Change Orders, and Field Observations
  - Review, approve and submit Contractor Applications for Payment
  - Participate in an Initial on-site Punchlist Meeting
  - Prepare/Issue Record Documents including field updates from contractor; HGA will provide electronic PDFs
  - Review Contractor submitted O+Ms and issue final O+M Manuals

**Project Budget**

The Dodgeville Public Library has established a total Project Budget of \$8.95 million dollars. This Total Project Budget is made up of the following components:

Project Budget Components:	Amount:
State Grant	\$4,250,000
Library Foundation	\$1,000,000
City of Dodgeville	\$3,700,000
<b>Total Dodgeville Public Library Project Budget</b>	<b>\$8,950,000</b>

**Total HGA Fees**

HGA is an integrated architectural and engineering firm. The project schedule will need to be compressed to meet the grant required start of construction by the end of June 2025. To make the design as efficient as possible and to streamline coordination between the project disciplines, we are proposing that HGA provide the architectural, interiors, structural, mechanical, electrical, lighting design, plumbing, and fire protection engineering. This will allow work to begin right away and maximizes the efficiency of a team that has worked together on many library projects and sits together in the same office. The project will be a traditional design / Bid / Build process and the design is anticipated to move through the typical schematic design, design development and construction documents phases. The proposed cost per phase is noted below. The Civil Engineering, Landscape Design, Technology (IT/AV) Engineering and Furniture Design Services are proposed as optional services for your consideration – see those scope descriptions and optional additional fees below.

**Fees by Project Phases**

Project Phases:	Fee Amount:
Schematic Design (15%)	\$93,975
Design Development (22%)	\$137,830
Construction Documents (35%)	\$219,275
Bidding (3%)	\$18,795
Construction Administration (25%)	\$156,625
<b>Total HGA Basic Fees</b>	<b>\$626,500</b>

Expenses such as travel, meals, mileage, printing for meetings or presentations, printing of review sets are in addition to the fees above. They will be billed as a direct expense with no mark-up. In addition, the required City and State Plan Review Fees will be a reimbursable expense.

**A/E Fees for Optional Additional Services**

The following additional services are listed with a proposed fee for your consideration:

**Civil Engineering** (Proposed Fee at \$49,750)

HGA Civil Engineer would provide site demolition plans, grading plans, parking and site plans, storm water analysis, calculations and design, site utilities, parking lot lighting and site plaza design, as well as all construction details. The civil engineer would work through the SD, DD and CD packages providing a review and pricing set at each phase. The civil engineer will meet with Dodgeville Public Works to coordinate with the City requirements and will provide Construction Administration Services during the construction phase.

**Landscape Architecture** (Proposed Fee at \$12,750)

HGA Landscape Architects will work with the Architectural and Civil team to provide a landscape documentation on the plaza, parking lot and along the green areas proposed along Iowa and Fountain Streets. The landscape architect would work through the SD, DD and CD packages providing a review and pricing set at each phase. The landscape architect will meet with Dodgeville Public Works to coordinate with the City requirements and will provide Construction Administration Services during the construction phase.

### Technology (IT/AV) Engineering

(Proposed Fee at \$39,500)

HGA Technology Engineers will work with the library team to develop a technology design that address the needs of the new library including the in the community center, new business center and telehealth rooms. HGA will provide the engineering and documentation of the following:

#### Structured Cabling System

- Design and specification of data cabling serving the areas of renovation and new construction expansion, terminating in an existing Telecommunication Room.
- It is assumed that there is adequate space for the new cabling to terminate within existing equipment racks located in the existing Telecommunication Room.

#### Electronic Security Systems

- Video Surveillance systems including expanding the organization's existing video management system, adding new cameras and cabling to monitor adjust monitoring within the renovated areas and in the new construction expansion areas. It is assumed that the new parking lot areas will be monitored via cameras mounted to the building.
- Electronic Access Control design and specification.

#### Audiovisual System (AV)

- Design and specification of audiovisual systems serving the Community and Children's Program Room, Study/Collaboration Rooms, Conference Room, Business Center and Telehealth Conference Rooms and digital signage locations throughout the new and existing spaces.
- Design and specification of an overhead paging system, expanding the existing Library's existing system.

The Technologies Design will produce a specification narrative for the SD Set and Specifications and Drawings as the architectural floor plans advance through the DD and CD phases. The Technologies Team will review shop drawings and respond to RFI's during the Construction Administration Phase.

#### Furniture Design Options

HGA is proposing three options or tiers to provide the shelving and furniture selections for the Dodgeville Library. Each tier involves more of the components of the shelving and furniture design and selection. The first tier begins with an inventory of the existing shelving and furniture in the building and the creation of a conceptual shelving and furniture plan. The additional tiers then advance that work to provide consultation with a dealer who would provide the selections. To the third tier where HGA would work with you to inventory your existing shelving and furniture and then work with your team on the selection /procurement of new shelving and furniture – including specifications that detail the

selections with their finishes and fabrics and includes bidding and punch list services. This proposal includes three “tiers” of possible furniture/shelving involvement. Only one tier is to be selected. Also see attached furniture proposal which provides more information and details on the tiers for advancing a furniture design.

Tier 1 – Existing Inventory & Concept Furniture Plan Only (Fee \$10,500)

- HGA only works thru completing a conceptual floor plan with a determination of which existing shelving and furniture will be reused vs. new.

Tier 2 – Existing Inventory, Concept Plan, & Guidance w/ Vendors (Fee \$29,750)

- Best used if working directly with dealerships (no bidding) or with a second party for selections/specifications.

Tier 3 – Existing Inventory, Concept Plan, Specification & Bidding (Fee \$59,500)

- HGA carries all the way thru selections, specifications, bidding & punchlist.

Again, only one tier or option is to be selected. See attached Exhibit D for full furniture proposal.

### Schedule

The following Schedule identifies high-level design and construction milestones:

Proposed Event/Plan:	Proposed Schedule:
Project Kick-Off	October 24, 2024
Schematic Design	October 21 – December 6, 2024
Design Development	December 9, 2024 – January 24, 2025
Construction Documents	January 27, 2025 – March 21, 2025
Bid Posting	March 27, 2025
Bid Opening	May 8, 2025
Start Construction	June 9, 2025
Substantial Completion	September 1, 2025

**A/E Firm and Team Contact Information**

HGA Inc.  
 333 East Erie Street  
 Milwaukee, Wisconsin 53202

General Office Phone: 414.278.8200

HGA Team:	Role:	Email:
Kevin Allebach	Principal Primary: Cell 414.520.6513	<a href="mailto:kallebach@hga.com">kallebach@hga.com</a>
Summer Stetzik	Project Manager	<a href="mailto:ssetzik@hga.com">sstetzik@hga.com</a>
Erica Frederiksen	Interior Design	<a href="mailto:efrederiksen@hga.com">efrederiksen@hga.com</a>
Kim Workman	Project Architect	<a href="mailto:kworkman@hga.com">kworkman@hga.com</a>
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Branden Schneider	Mechanical Engineer	<a href="mailto:smettlach@hga.com">smettlach@hga.com</a>
Jill Imig	Plumbing Engineer	<a href="mailto:jimeg@hga.com">jimeg@hga.com</a>
Scott Zietlow	Electrical Engineer	<a href="mailto:szietlow@hga.com">szietlow@hga.com</a>
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Keli Rice	Technology Engineer	<a href="mailto:krice@hga.com">krice@hga.com</a>
Joe Tarlizzo	Cost Estimator	<a href="mailto:jtarlizzo@hga.com">jtarlizzo@hga.com</a>

**Project Workplan**

See attached Project Work Plan (Exhibit C).

**Assumptions**

HGA has made the following assumptions in preparation of this proposal:

- HGA understands **Exhibit A, B and C** represent the basis of design for the scope of work.
  - Exhibit A: Kick-off Meeting 2024-10-24) Presentation PDF
  - Exhibit B: Conceptual Cost Estimate
  - Exhibit C: Project Work Plan
- HGA understands that the existing drawings provided by the City of Dodgeville are adequate to use as backgrounds for this scope of work, HGA has not included as-built documentation of the existing building in our scope of work. Should it be determined that the existing drawings and system information are inadequate to produce the scope / deliverables indicated in this proposal, HGA will evaluate the effort associated w/ documenting the existing conditions and provide a fee to perform the service.
- HGA has not included any abatement or environmental assessments in our scope.
- HGA can provide the following additional services (if requested):
  - Photo-realistic Renderings of Space (per view) \$2,500
  - Additional Requested Site Visit / Meeting (for 1 person) \$ 995

We very much look forward to continuing our work with you and finishing the renovation and building addition for the Dodgeville Public Library. If this Proposal meets your needs, HGA will prepare a formal contract for review and signature. Please let me know if there are any questions about this proposal.

Sincerely,



Kevin Allebach, Principal

Cc: Summer Stetzik

Attachments:

- Exhibit A: Conceptual Drawing Package from Kick-off Meeting
- Exhibit B: Conceptual Cost Estimate
- Exhibit C: Project Work Plan
- Exhibit D: Furniture Design Options Proposal





HGA

# Dodgeville Public Library

PROJECT KICK-OFF!!!!!!!!!!!!!!!!!!!!!!

October 24, 2024





# Project Goals

# Dodgeville Public Library Project Goals

- **Establish a clear Library identity for the building**
- **Create a welcoming presence & “heart of the community”**
- **Respect historic district while improving street presence & transparency**
- **Expand program opportunities**
- **Improve accessibility, security and wireless access**
- **Improve Staff spaces (efficiency)**
- **Unite the library (have it feel like one space)**
- **Incorporate art into the design**





# Plan + Building Studies

# Project Metrics

Existing Building Square Footage = 13,370 SF  
Library Addition (New SF)= 7,200 SF  
Total New + Renovation = 20,570 SF

Existing Parking Spaces = 22 Library + 8 (Union Street) = 30 Total  
Proposed Parking Spaces = 30 + 8 (Union Street) = 38 Total

NOTE: Parking Counts do not include street parking

# Main Level Plan

- Community Room (1,820 SF)
- Children's Area (3,560 SF)
- Adult Area (1,262 SF)
- Young Adult (710 SF)
- Info Commons (1,375 SF)
- Staff Area (1,145 SF)
- Restrooms
- Drive-Up Book Drop-off /Pick-up
- Direct Entry from Parking Area
- Adjacent Outdoor Sitting Area
- Stair connects to Adults Below

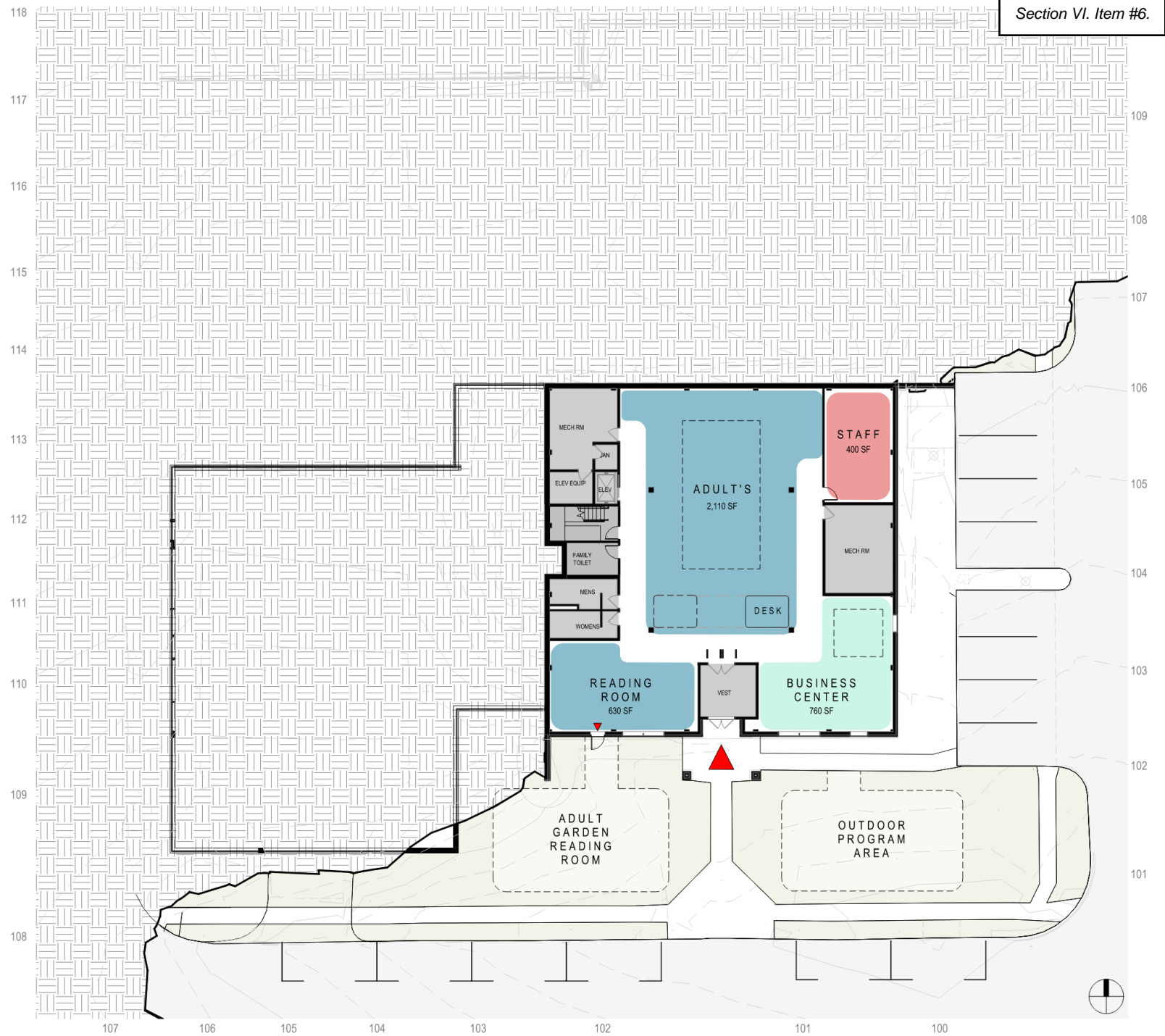
This Level: 7,200 New SF  
6,695 Existing Renovated SF  
 13,895 Total SF



# Lower Level Plan

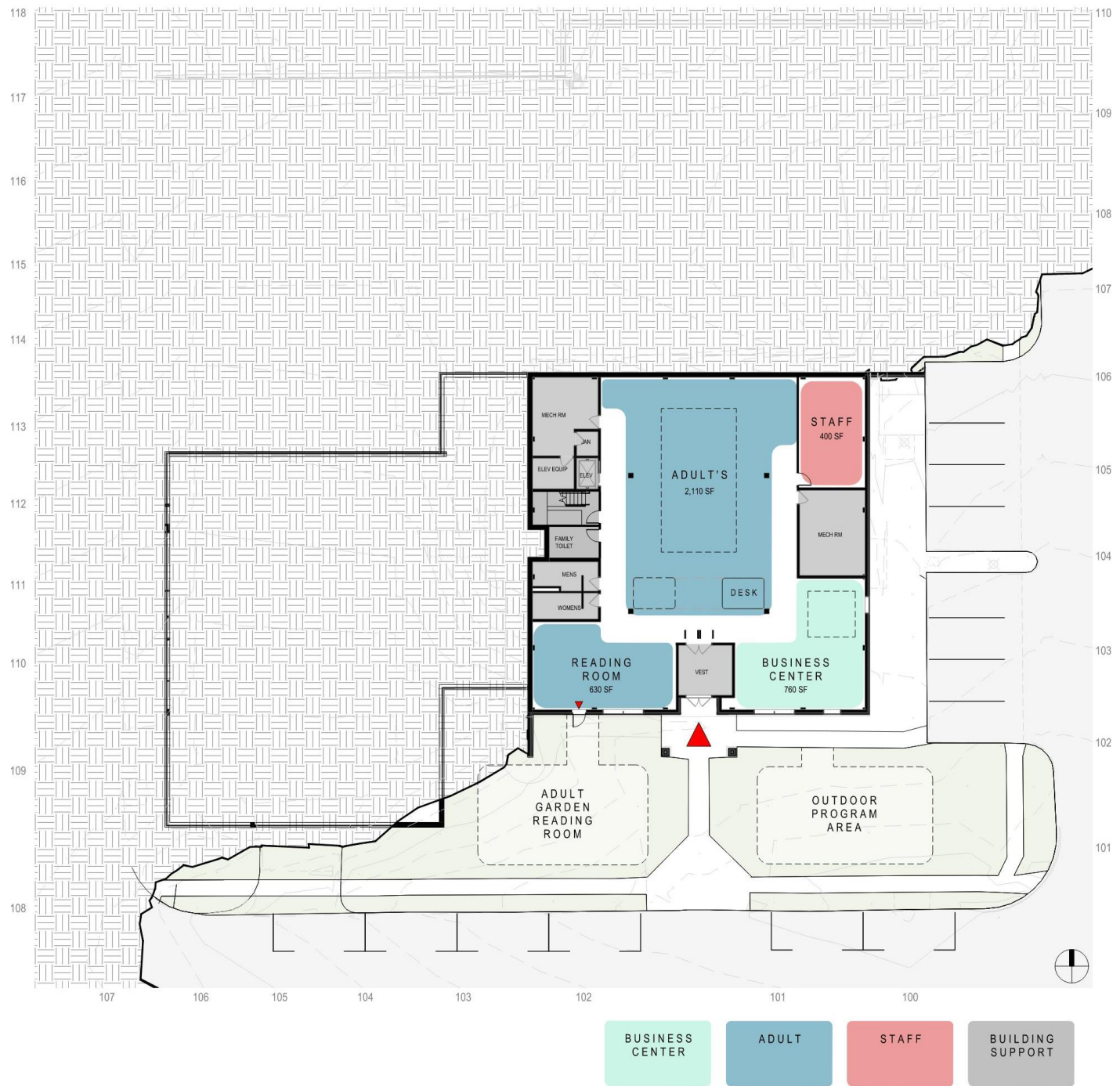
- Adult Stacks & Gathering (2,110 SF)
- Reading Room (630 SF)
- Business Center (760 SF)
- Staff Area (400 SF)
- Family, Women's + Men's Room
- Mechanical Rooms
- Direct Lower-Level Entry
- Adjacent Outdoor Program Area
- Stair connects to Main Level

Note: This is all renovated existing space (6,675 SF), No new SF this Level

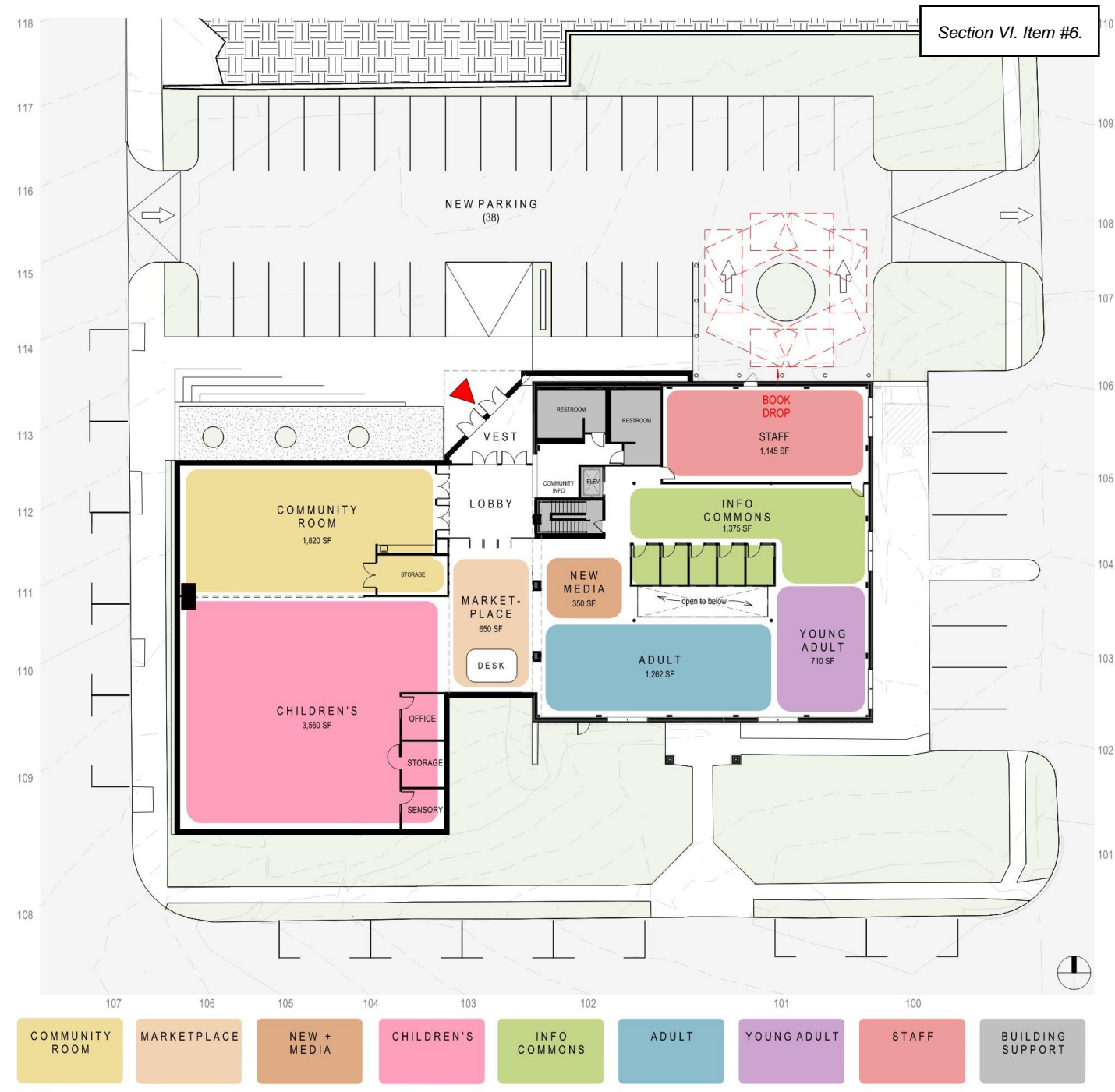


BUSINESS CENTER	ADULT	STAFF	BUILDING SUPPORT
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1 STUDY C.3 - LOWER LEVEL  
1/16" = 1'-0"



2 STUDY C.3 - UPPER LEVEL  
1/16" = 1'-0"





Aerial View of Main Entry





View looking toward Main Entry + Library addition from Iowa Street





Elevation along Iowa Street





Lower Level Entry along Fountain Street





# Cost Model Review

# Cost Model Metrics

High-Level Cost Estimate based on \$/sf

Includes some assumptions and allowances

Includes a Design Contingency of 10% @ \$614,000

Includes a Construction Contingency of 3% @\$200,000

Escalation to Q4 – 2024 at 3% = \$207,000

Project Soft Costs of 25% @ \$1,790,000

- A/E Fees
- Furniture, Fixtures + Equipment (FF+E)
- Technology / AV
- Testing and Inspections
- Permits (State + Local)
- Commissioning(?)



# Cost Model: May 2024

<b>SUBTOTAL CONSTRUCTION COST</b>		<b>\$524/sf</b>	<b>\$3,770,736</b>	<b>\$177/sf</b>	<b>\$2,365,585</b>
<i>Design Contingency</i>	10.00%		\$377,074		\$236,559
<i>Construction Contingency</i>	3.00%		\$124,434		\$78,064
<b>TOTAL CONSTRUCTION COST (Q2-2024)</b>		<b>\$593/sf</b>	<b>\$4,272,244</b>	<b>\$200/sf</b>	<b>\$2,680,208</b>
<i>Escalation (to Q4-2024)</i>	3.00%		\$128,167		\$80,406
<b>TOTAL CONSTRUCTION COST (Q4-2024)</b>		<b>\$611/sf</b>	<b>\$4,400,411</b>	<b>\$206/sf</b>	<b>\$2,760,614</b>
<i>Project Soft Costs</i>	25.00%		\$1,100,103		\$690,154
<i>(A&amp;E Fees, FF&amp;E, Technology / AV, Testing &amp; Inspections, Permits, Commissioning, etc.)</i>					
<b>TOTAL PROJECT COST (Q4-2024)</b>		<b>\$764/sf</b>	<b>\$5,500,000</b>	<b>\$258/sf</b>	<b>\$3,450,000</b>
<b>\$8,950,000</b>					

		STUDY C.1 / C.2		RENOVATION	
		7,200 GSF		13,370 GSF	
			\$78/sf	\$562,372	
			\$0/sf	\$0	
<b>Sitework</b>					
	Site controls, prep, misc demo	35,000	\$1.16/sf	\$40,600	
	Surfacing demo/removal	11,500	\$2.90/sf	\$33,350	
	Cut & fill, grading	2,000	\$34.80/sf	\$69,600	
	Parking	14,500	\$5.80/sf	\$84,100	
	Pedestrian paving, walk	2,200	\$11.60/sf	\$25,520	
	Ret walls, rail	60	\$522.00/sf	\$31,320	
	North entry stair/patio	1,600	\$63.80/sf	\$102,080	
	Utility connections/modifications	500	\$116.00/sf	\$58,000	
	Landscaping	16,700	\$4.06/sf	\$67,802	
	Site amenities, furnishings, lighting, signage allowance			\$50,000	
<b>Structure</b>			\$85/sf	\$613,872	\$13/sf
	Typical spread footings, SOG	7,200	\$20.88/sf	\$150,336	
	Retaining wall footings	210	\$696.00/sf	\$146,160	
	Structural framing	7,200	\$44.08/sf	\$317,376	
	Remove atrium area floor/stair				
	Misc tie-in, reno str supt				
					600
					\$174.00/sf
					\$104,400
					allowance
					\$75,000
					\$26/sf
					\$348,000
<b>Enclosure</b>			\$138/sf	\$995,562	
	Exterior wall construction - studs/wp/vb/insul	7,470	\$18.56/sf	\$138,643	
	Glazing system	2,200	\$104.40/sf	\$229,680	
	Brick cladding & base	4,270	\$41.76/sf	\$178,315	
	Metal panel cladding/detailing	1,000	\$52.20/sf	\$52,200	
	Exterior entries	4	\$7540.00/sf	\$30,160	
	Entry canopy construction	300	\$203.00/sf	\$60,900	
	Roof edge/overhang	310	\$232.00/sf	\$71,920	
	Exterior features			\$50,000	
	Roofing system	7,200	\$25.52/sf	\$183,744	
	Exterior wall demo/tie-in				
	Existing enclosure mods - windows				2,000
					\$116.00/sf
					\$232,000
					800
					\$145.00/sf
					\$116,000
					\$62/sf
					\$825,460
<b>Interior</b>			\$70/sf	\$501,120	
	Interior fit & finishes	7,200	\$69.60/sf	\$501,120	13,370
	Vertical circulation			reuse existing	\$58.00/sf
					\$775,460
					allowance
					\$50,000
<b>Mechanical</b>			\$72/sf	\$517,824	\$34/sf
	Rooftop units, VAV, reuse & upgrade of existing	7,200	\$55.68/sf	\$400,896	13,370
	New FP service & system complete	7,200	\$4.64/sf	\$33,408	\$23.20/sf
					\$310,184
	New plumbing service & system complete, upgrades	7,200	\$11.60/sf	\$83,520	13,370
					\$3.48/sf
					\$46,528
					13,370
					\$6.96/sf
					\$93,055
					\$29/sf
					\$387,730
	Electrical service & distribution, upgrades	7,200	\$19.72/sf	\$141,984	13,370
	Lighting & controls	7,200	\$16.24/sf	\$116,928	\$11.60/sf
					\$155,092
	LV - Telcom, security, pa, fp, av	7,200	\$5.80/sf	\$41,760	13,370
					\$13.92/sf
					\$186,110
					13,370
					\$3.48/sf
					\$46,528
					\$13/sf
					\$175,229
<b>Contractor GC's/OH&amp;P</b>			\$39/sf	\$279,314	
<b>SUBTOTAL CONSTRUCTION COST</b>			\$524/sf	\$3,770,736	\$177/sf
					\$2,365,585
	<b>Design Contingency</b>	10.00%		\$377,074	\$236,559
	<b>Construction Contingency</b>	3.00%		\$124,434	\$78,064
<b>TOTAL CONSTRUCTION COST (Q2-2024)</b>			\$593/sf	\$4,272,244	\$200/sf
					\$2,680,208





THANK YOU!



# Dodgeville Library

## Preliminary Cost Modeling Update

### STUDY C.1 / C.2

### RENOVATION

	7,200	GSF		13,370	GSF	
<b>Sitework</b>		<b>\$68/sf</b>	<b>\$491,700</b>		<b>\$0/sf</b>	<b>\$0</b>
Site controls, prep, misc demo	35,000	\$1.00/sf	\$35,000			
Surfacing demo/removal	11,500	\$2.50/sf	\$28,750			
Cut & fill, grading	2,000	\$30.00/cy	\$60,000			
Parking	14,500	\$5.00/sf	\$72,500			
Pedestrian paving, walk	2,200	\$10.00/sf	\$22,000			
Ret walls, rail	60	\$450.00/lf	\$27,000			
North entry stair/patio	1,600	\$55.00/lf	\$88,000			
Utility connections/modifications	500	\$100.00/lf	\$50,000			
Landscaping	16,700	\$3.50/sf	\$58,450			
Site amenities, furnishings, lighting, signage	allowance		\$50,000			
<b>Structure</b>		<b>\$74/sf</b>	<b>\$529,200</b>		<b>\$12/sf</b>	<b>\$165,000</b>
Typical spread footings, SOG	7,200	\$18.00/sf	\$129,600			
Retaining wall footings	210	\$600.00/lf	\$126,000			
Structural framing	7,200	\$38.00/sf	\$273,600			
Remove atrium area floor/stair				600	\$150.00/sf	\$90,000
Misc tie-in, reno str supt				allowance		\$75,000

			STUDY C.1 / C.2		RENOVATION			
			7,200 GSF		13,370 GSF			
<b>Contractor GC's/OH&amp;P</b>	8.00%			\$34/sf	\$241,891		\$12/sf	\$163,134
<b>SUBTOTAL CONSTRUCTION COST</b>				\$454/sf	\$3,265,531		\$165/sf	\$2,202,314
<b>Design Contingency</b>	10.00%				\$326,553			\$220,231
<b>Construction Contingency</b>	3.00%				\$107,763			\$72,676
<b>TOTAL CONSTRUCTION COST</b>				\$514/sf	\$3,699,847		\$187/sf	\$2,495,222
<b>Escalation (to mid-construction - Q3-2022)</b>	6.00%				\$221,991			\$149,713
<b>TOTAL CONSTRUCTION COST (2022)</b>				\$545/sf	\$3,921,838		\$198/sf	\$2,644,936
<b>Project Soft Costs</b> <i>(A&amp;E Fees, FF&amp;E, Technology / AV, Testing &amp; Inspections, Permits, Commissioning, etc.)</i>	25.00%				\$980,459			\$661,234
<b>TOTAL PROJECT COST (2022)</b>				\$681/sf	\$4,900,000		\$248/sf	\$3,310,000
<b>\$8,210,000</b>								

Preliminary Cost Modeling Update

		STUDY C.1 / C.2			RENOVATION		
		7,200 GSF			13,370 GSF		
			\$78/sf	\$562,372		\$0/sf	\$0
<b>Sitework</b>							
	Site controls, prep, misc demo	35,000	\$1.16/sf	\$40,600			
	Surfacing demo/removal	11,500	\$2.90/sf	\$33,350			
	Cut & fill, grading	2,000	\$34.80/sf	\$69,600			
	Parking	14,500	\$5.80/sf	\$84,100			
	Pedestrian paving, walk	2,200	\$11.60/sf	\$25,520			
	Ret walls, rail	60	\$522.00/sf	\$31,320			
	North entry stair/patio	1,600	\$63.80/sf	\$102,080			
	Utility connections/modifications	500	\$116.00/sf	\$58,000			
	Landscaping	16,700	\$4.06/sf	\$67,802			
	Site amenities, furnishings, lighting, signage	allowance		\$50,000			
<b>Structure</b>			\$85/sf	\$613,872		\$13/sf	\$179,400
	Typical spread footings, SOG	7,200	\$20.88/sf	\$150,336			
	Retaining wall footings	210	\$696.00/sf	\$146,160			
	Structural framing	7,200	\$44.08/sf	\$317,376			
	Remove atrium area floor/stair				600	\$174.00/sf	\$104,400
	Misc tie-in, reno str supt				allowance		\$75,000
<b>Enclosure</b>			\$138/sf	\$995,562		\$26/sf	\$348,000
	Exterior wall construction - studs/wp/vb/insul	7,470	\$18.56/sf	\$138,643			
	Glazing system	2,200	\$104.40/sf	\$229,680			
	Brick cladding & base	4,270	\$41.76/sf	\$178,315			
	Metal panel cladding/detailing	1,000	\$52.20/sf	\$52,200			
	Exterior entries	4	\$7540.00/sf	\$30,160			
	Entry canopy construction	300	\$203.00/sf	\$60,900			
	Roof edge/overhang	310	\$232.00/sf	\$71,920			
	Exterior features	allowance		\$50,000			
	Roofing system	7,200	\$25.52/sf	\$183,744			
	Exterior wall demo/tie-in				2,000	\$116.00/sf	\$232,000
	Existing enclosure mods - windows				800	\$145.00/sf	\$116,000
<b>Interior</b>			\$70/sf	\$501,120		\$62/sf	\$825,460
	Interior fit & finishes	7,200	\$69.60/sf	\$501,120	13,370	\$58.00/sf	\$775,460
	Vertical circulation			reuse existing	allowance		\$50,000
<b>Mechanical</b>			\$72/sf	\$517,824		\$34/sf	\$449,767
	Rooftop units, VAV, reuse & upgrade of existing	7,200	\$55.68/sf	\$400,896	13,370	\$23.20/sf	\$310,184
	New FP service & system complete	7,200	\$4.64/sf	\$33,408	13,370	\$3.48/sf	\$46,528
	New plumbing service & system complete, upgrades	7,200	\$11.60/sf	\$83,520	13,370	\$6.96/sf	\$93,055
<b>Electrical</b>			\$42/sf	\$300,672		\$29/sf	\$387,730
	Electrical service & distribution, upgrades	7,200	\$19.72/sf	\$141,984	13,370	\$11.60/sf	\$155,092
	Lighting & controls	7,200	\$16.24/sf	\$116,928	13,370	\$13.92/sf	\$186,110
	LV - Telcom, security, pa, fp, av	7,200	\$5.80/sf	\$41,760	13,370	\$3.48/sf	\$46,528
<b>Contractor GC's/OH&amp;P</b>			\$39/sf	\$279,314		\$13/sf	\$175,229
	8.00%						
<b>SUBTOTAL CONSTRUCTION COST</b>			\$524/sf	\$3,770,736		\$177/sf	\$2,365,585
<b>Design Contingency</b>				\$377,074			\$236,559
	10.00%						
<b>Construction Contingency</b>				\$124,434			\$78,064
	3.00%						
<b>TOTAL CONSTRUCTION COST (Q2-2024)</b>			\$593/sf	\$4,272,244		\$200/sf	\$2,680,208
<b>Escalation (to Q4-2024)</b>				\$128,167			\$80,406
	3.00%						
<b>TOTAL CONSTRUCTION COST (Q4-2024)</b>			\$611/sf	\$4,400,411		\$206/sf	\$2,760,614
<b>Project Soft Costs</b>				\$1,100,103			\$690,154
	25.00%						
	(A&E Fees, FF&E, Technology / AV, Testing & Inspections, Permits, Commissioning, etc.)						
<b>TOTAL PROJECT COST (Q4-2024)</b>			\$764/sf	\$5,500,000		\$258/sf	\$3,450,000
<b>\$8,950,000</b>							



PROJECT: Dodgeville Public Library  
 Renovation & Addition  
 HGA Commission Number 3757-004-00

FROM: Summer Stetzik

Writer's Direct Dial: (414) 278-3448

ISSUE DATE: November 14, 2024

**OVERALL PROJECT SCHEDULE**

Schematic Design (SD)	October 21, 2024 – December 6, 2024
Design Development (DD)	December 9, 2024 – January 24, 2025
Construction Documents (CD)	January 27, 2025 – March 21, 2025
Out to Bid (6 weeks)	March 27, 2025
Bid Due Date	May 8, 2025
Contract Negotiation (4W)	May 9 – June 6, 2025
Start of Construction	June 9, 2025
Target Substantial Completion	September 1, 2026

**PROJECT WORKPLAN**

Phase:	Primary Focus/Topic:	Key Agenda Items:
SD Meeting #1 Project Kick-Off (In Person) October 24, 2024 <i>COMPLETE</i>	Overall Project Review	Review of Key Project Components: <ul style="list-style-type: none"> <li>• Project team + scope</li> <li>• Project schedule + budget</li> <li>• Project Vision / Success Criteria</li> </ul>
HGA Site Visit Investigation of Existing Spaces and Systems (In Person) November 12, 2024 <i>COMPLETE</i>	Investigation of Existing Building, Site and Systems	Review of existing project scope areas, and investigation of existing infrastructure, site, systems, capacities, etc.
SD Meeting #2 Programming & Conceptual Layouts (In Person) November 14, 2024 10:00 AM – 12:00 PM <i>TODAY</i>	Programming and Blocking + Stacking	Initial Check-in on: <ul style="list-style-type: none"> <li>• Project work plan</li> <li>• Program verification</li> <li>• Conceptual Space Layouts</li> <li>• Critical Questions (entries,</li> <li>• Engineering Key Take-aways</li> </ul>

SD Meeting #3 Programming & Conceptual Layouts (Virtual Zoom Mtg.) <b>November 21, 2024</b> <b>1:00 PM – 3:00 PM</b>	Blocking + Stacking Updates /	Follow-ups on: <ul style="list-style-type: none"> <li>• Final Conceptual Floor Plans</li> <li>• Code Review</li> <li>• Book Drop Approach</li> <li>• Mechanical Room Approach</li> </ul>
<b>MILESTONE: Programming / Blocking + Stacking Lock – Friday, November 22</b>		
SD Meeting #4 SD Review (In Person) <b>December 5, 2024</b> <b>10:00 AM – 12:00 PM</b>	Schematic Design Review	Review SD Set (Page Turn) <ul style="list-style-type: none"> <li>• MEP Report Out</li> <li>• Building Massing</li> <li>• HPC Approach</li> </ul>
<b>MILESTONE: SD REVIEW SET – to Building Committee Friday, December 6<sup>th</sup></b> <b>Building Committee Review Period (1 week – December 6 - 11)</b>		
<b>SD COST ESTIMATE COMPLETE – December 13</b>		
DD Meeting #1 (In Person) <b>December 19, 2024</b> <b>10:00 AM – 12:00 PM</b>	Design Development	Review of: <ul style="list-style-type: none"> <li>• Floor Plan Updates</li> <li>• Exterior Elevations / Materials</li> </ul>
DD Meeting #2 (In Person) <b>January 16, 2025</b> <b>10:00 AM – 12:00 PM</b>	Design Development	Design Updates and Review of: <ul style="list-style-type: none"> <li>• Main Level Space by Space Review</li> <li>• Furniture Layout Review (Main)</li> <li>• IT / AV / Security Review</li> <li>• Civil / Landscape Review</li> <li>• Interior Finishes Review</li> </ul>
DD Meeting #3 (Virtual Zoom Mtg) <b>January 23, 2025</b> <b>10:00 AM – 11:40 AM</b>	DD Engineering Review	Review of: <ul style="list-style-type: none"> <li>• Mechanical</li> <li>• Electrical</li> <li>• Plumbing</li> <li>• RCP + Lighting</li> </ul>
<b>MILESTONE: DD REVIEW SET – to Building Committee Friday, January 24<sup>th</sup></b> <b>Review Period (1 week – January 24-January 31)</b>		
<b>DD COST ESTIMATE COMPLETE – January 21</b>		
CD Meeting #1 (In Person) <b>January 30, 2025</b> <b>10:00 AM – 12:00 PM</b>	Construction Documents	Initial Check-in on: <ul style="list-style-type: none"> <li>• Lower-Level Space by Space Review</li> <li>• Exterior Elevations / Materials</li> <li>• Furniture Layout Review (LL)</li> <li>• IT/ AV / Security Review</li> </ul>
CD Meeting #2 (In Person) <b>February 13, 2025</b> <b>10:00 AM – 12:00 PM</b>	Construction Documents	Document Updates and Review of: <ul style="list-style-type: none"> <li>• Drawing updates</li> <li>• RCP + Lighting Update</li> <li>• Civil / Landscape Review</li> <li>• Door Hardware Review</li> <li>• Final Interior Finishes Review</li> </ul>

CD Meeting #3 (In Person) March 6, 2025 10:00 AM – 12:00 PM	Construction Documents	Document Updates and Review of: <ul style="list-style-type: none"> <li>• Drawing updates</li> <li>• Furniture Layout Review</li> <li>• Phasing / Logistics</li> <li>• Final IT/AV/ Security Review</li> </ul>
CD Meeting #4 (In Person) March 20, 2025 10:00 AM – 12:00 PM		CD Page Turn <ul style="list-style-type: none"> <li>• Final Systems Review</li> <li>• Final Civil/ Landscape</li> <li>• Final Architecture Review</li> </ul>
<b>MILESTONE: 95% CD REVIEW SET – to Building Committee Friday, March 14<sup>th</sup></b> <b>Review Period (1 week – March 14 - March 21)</b>  <b>CD COST ESTIMATE COMPLETE – March 21</b>		

Final Bidding Docs	Bidding Docs	Update drawings per comments and provide responses to review comments. Produce final cost estimate.
Out to Bid Target March 27, 2025	Docs Posting	Posting on City website
Pre-Bid Meeting Target April 8, 2025	Bidding Phase	On-Site walk-through with contractors
Bids Due Target May 8, 2025	Bidding Phase	Final Bids / Selection / Award of Contractor Contracts
Contractor Contracts	Final Contract Negotiation May 9 – June 9	Final Bids / Selection / Award of Contractor Contracts
<b>MILESTONE: Notice to Proceed June 9, 2025 with Start of Construction as early as June 9, but no later than June 30, 2025</b>		
<b>CONSTRUCTION:</b> <ul style="list-style-type: none"> <li>• June 2025 – September 2026: 15 Months of Active Construction</li> <li>• Target Punch list by mid- August 2026</li> <li>• Close-out by end of September 2026</li> </ul>		



333 East Erie Street  
Milwaukee, WI 53202  
414.278.8200  
HGA.COM

November 15, 2024

WRITER'S CELL: 414-520-6513

Carrie Portz, Director  
Dodgeville Public Library  
139 South Iowa Street  
Dodgeville, WI 53533

Re: Dodgeville Public Library Renovation + Addition Project  
Shelving and Furniture Inventory and Selection  
HGA Commission Number: 3757-004-00

Dear Carrie:

Hammel, Green and Abrahamson, Inc. (HGA) is submitting this Proposal to provide Additional Services for Furniture, Fixtures and Equipment for Dodgeville Public Library. Based on our recent communications, HGA has been requested to provide options for library furniture and library shelving inventory of existing, selection/procurement of new, and bidding services. This proposal includes three "tiers" of possible furniture/shelving involvement

**SCOPE OF ADDITIONAL SERVICES**

Based upon our understanding of the required scope, HGA will provide the following design services for the process:

- I. **Tier 01: Inventory of Existing and Conceptual Furniture Plan**
  - a) Initiate with a Site Visit to inventory existing furniture. Create log of image, size, and condition notes for all possible reuse products. (Note: includes furniture & general shelving. Not all shelving accessories.)
    - i. One physical trip for (2) HGA individuals
    - ii. Occurs during Schematic Design
  - b) Utilizing Dodgeville Public Library's direction, identify existing products for reuse and those not to be reused.
  - c) HGA will work with Dodgeville Public Library to develop a draft furniture/shelving plan in reflecting products for reuse verses any 'new' products.
    - i. Occurs during Design Development
  - d) HGA will refine the draft furniture/shelving plan with Dodgeville to confirm appropriate counts and variety of products have fit within the firmed furniture plan.
    - i. Occurs during early Construction Documents
  - e) HGA would then stop progress and release furniture/shelving plan to others for all coordination, specification, bidding, and installation oversight.
  
- II. **Tier 02: Inventory of Existing, Conceptual Furniture Plan, & Guidance/Consultation**
  - a) ***In addition to Tier 01 work***, HGA would resume collaboration with Dodgeville begin further defining products on a consultant level.
  - b) If another designer/vendor was introduced HGA would use this time to collaborate with second-party to provide continuity between building/interior design and furniture/shelving selections.
  - c) HGA would a lot (3) meetings (in person) to:
    - i. Review possible products



- ii. Review possible finishes
    - iii. Develop “look-book” of desired products and *ideal* finishes
    - iv. Meet with second-party to collaborate, give feedback for design continuity and performance considerations.
  - d) HGA would not provide any work towards detailed specification, bidding, or installation oversight.
- III. **Tier 03: Inventory of Existing, Conceptual Furniture Plan, Specification & Bidding**
- a) ***In addition to Tier 01 work***, HGA would resume collaboration with Dodgeville begin selections of furniture/shelving identified to be ‘new’ in conceptual plan.
  - b) HGA would a lot (5) meetings (4 in-person, 1 virtual) to complete the following for all ‘new’ furniture and shelving:
    - i. Meeting 01:
      - 1. Review contract-access, performance criteria, maintenance requirements, functional needs, etc for all ‘new’ furniture/shelving.
      - 2. Review Initial Product Concepts.
      - 3. Review Initial Shelving Needs.
      - 4. Finalize reuse of existing products.
      - 5. Overview of Bidding Process & Procurement Needs.
    - ii. Meeting 02:
      - 1. Present/Review refined product options.
        - a. Option to gather select physical samples for review/ visit furniture dealership(s).
      - 2. Discuss general finish application for each product.
      - 3. Confirm Shelving Types / Locations.
    - iii. Meeting 03:
      - 1. Present/Review proposed finishes for selected products.
      - 2. Review Shelving details (endpanel / canopy top needs).
      - 3. Share Bid Package Table of Contents
    - iv. Meeting 04:
      - 1. Review DRAFT furniture specifications
      - 2. Review DRAFT shelving specifications
      - 3. Review DRAFT bid package contents
      - 4. Revisit any finish refinements
    - v. Meeting 05:
      - 1. Finalize Bid Packages (Furniture, Shelving, & Casegoods)
      - 2. Coordinate issuance of packages
  - c) Following the selection/specification process, HGA will be available to support Dodgeville as needed to: answer bid questions, review bids, and notify/engage awarded parties.
  - d) HGA will stay engaged, as needed, with vendors/furniture dealerships as orders are finalized and placed.
  - e) HGA will complete (1) punchlist walk of shelving upon final install and (1) punchlist walk of furniture upon final install. (Assumed as separate trips).
  - f) “Tier 03” of work does not include:
    - i. Instruction/Requirements to Bidders (Front-End of Bid Package)
    - ii. Sending final package(s) to Bidders
    - iii. Installation coordination / scheduling
    - iv. Installation oversight (actively while products are being brought in)

**Note:** Any contract/deposit for furniture/shelving procurement will be established directly between owner and furniture dealership/vendor.

**ASSUMPTIONS**

- 1.) HGA has assumed all meetings are in person, unless noted otherwise above.
- 2.) HGA has assumed a mix of new and reused product, not ALL new.
- 3.) This scope does not include the procurement or coordination of art or accessories unrelated to furniture/shelving.

**COMPENSATION**

Compensation for Furniture & Shelving Scope services shall be on Stipulated Sum basis in the amount of:

Tier 01: **\$10,500**

Tier 02: **\$29,750**

Tier 03: **\$59,500**

Each tier would also include any reimbursable expenses for travel, etc. Reimbursable Expenses are defined as the actual expenditures made by HGA in the interest of the Project for expenses such as out-of-town travel and/or living expenses, long-distance communications, reproductions and mailing, data processing, and any state or local taxes imposed where the Project is located.

**SCHEDULE**

Based upon our current understanding of the construction project schedule, move-in is targeted for August 2026. The following outlines a high-level schedule to meet that timeline:

Existing Inventory	Site Visit	Nov-Dec. 2024
Draft Conceptual Furniture Plan		Dec 2024
Firm Conceptual Plan		Jan 2025
<i>(HOLD until completion of Construction Documents)</i>		
Resume Furniture/Shelving Selection		Jun 2025 (no later)
Finalize Bid Packages	16 weeks	Oct 2025
Shelving Package & Bidding	4 weeks	Oct-Nov 2025
<b>Order Shelving</b>		<b>Dec 2025</b> <i>(estimate 6mo. Leadtimes)</i>
Furniture Package & Bidding	4 weeks	Jan-Feb 2026
<b>Order Furniture</b>		<b>Mar 2026</b> <i>(estimate 4mo. Leadtimes)</i>
Shelving/Furniture Install	3-4weeks	Aug 2026
<b>Library Re-Opening</b>		<b>Sep 2026</b>

Furniture installation will follow substantial completion. Due to variability of markets, disruptions, & supply chain demands, HGA recommends placing orders to allow 'cushion' prior to install. .In order to meet this suggestion, shelving should be ordered before end of 2025, and furniture by end of March 2026.

Please review this Proposal and contact HGA with any questions or comments. If this Proposal meets your needs, HGA will prepare a formal contract amendment.

Sincerely,

HAMMEL, GREEN AND ABRAHAMSON, INC.

**CITY OF DODGEVILLE PURCHASING POLICY**

**I. GENERAL PROVISIONS**

**A. PURPOSE**

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Dodgeville, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

**B. OBJECTIVES**

The objectives of the City’s purchasing policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance;
2. To provide adequate controls over City expenditures and financial commitments with proper documentation;
3. To obtain quality goods required by City departments and to ensure that these goods are at the place and time needed, and,
4. To provide a standardized system of purchasing for use by all City departments.

**C. APPLICATION**

This policy applies to all procurements of supplies, services, and construction, entered into by the City of Dodgeville after the effective date of this policy. It shall apply to every expenditure of public funds by a City employee for City purchasing irrespective of the source of the funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this policy shall prevent any City employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

**D. VENDOR DISCOUNTS**

It is the policy of the City of Dodgeville to take advantage of all available vendor/trade discounts and government pricing.

**E. CENTRAL PURCHASING**

Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items.

## **F. EMPLOYEE CONFLICT OF INTEREST.**

It shall be unethical for any City employee to participate directly in a procurement contract when the City employee knows that:

1. The City employee or any member of the City employee's immediate family has a financial interest in the procurement contract; or
2. Any other person, business, or organization with whom the City employee or any member of a City employee's immediate family is negotiating or has an arrangement concerning prospective employment, is involved in the procurement contract.

## **G. DISPOSITION OF SURPLUS PROPERTY**

When personal property owned by the City of Dodgeville no longer serves any useful purpose in the department in which it is located the department head shall first determine whether any other City department needs such property.

In the event such property can no longer be used by any department of the City, the City Council shall determine a plan of action for items with the object of obtaining the highest revenue.

## **H. STANDARD CONTRACTS**

When the City has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

## **I. PROCEDURES TO BE FOLLOWED WHENEVER PURCHASES ARE MADE**

### **A. PURCHASING AND CONTRACTING LEVELS**

Other than for professional or administrative services as approved by Council under Section II.I. – PROFESSIONAL SERVICES, purchases of and contracts for supplies, materials, equipment, and contractual services shall be based on competitive bids/quotations whenever practical, subject to the following spending guidelines:

#### **1. PETTY CASH DISBURSEMENTS**

Items purchased having a value that is less than Fifty Dollars (\$50.00) may be paid for from the Petty Cash Fund. The Petty Cash Fund shall be maintained in the Clerk/Treasurer's Office. Petty Cash Fund may be made up from revenues realized from services such as copying and faxing for the public. All reasonable effort shall be made to maintain the petty cash fund cash on hand at less than two hundred (\$200.00). When such fund exceeds that amount, a receipt will be generated and excess monies deposited into the General Fund balance as miscellaneous revenues.

**2. PURCHASES LESS THAN \$10,000.00**

City Department Heads are authorized to make purchases having a value less than Ten Thousand Dollars (\$10,000.00) without prior approval, based on the Department Head's best judgment after inquiry as may be necessary to ensure that the price obtained is the most advantageous to the City, providing there is funding in the budget for said purchases. Generally, these types of purchases are for services, materials, supplies and equipment needed for day-to-day operations. For purchases over Three Thousand Dollars (\$3,000.00) quotations shall be obtained from at least two (2) vendors. These quotations must be detailed in writing.

**3. PURCHASES OF \$10,000.00 BUT LESS THAN \$250,000.00**

Purchases of \$10,000.00 or more but less than \$250,000.00 (other than public works construction projects) requires City Council approval, subject to the requesting Department Head providing at least three written competitive vendor quotes or must be by competitive bid pursuant to a public notice published as a Class 1 notice in the City's official newspaper. Quotes may include email (but not text) communication. All pertinent details of the quotes should be documented in writing. The City Council encourages solicitation of quotes from local vendors. Upon approval, a signed purchase order with pertinent written details is required.

Any department head wishing to purchase an item falling within this price range which was not budgeted for must follow the procedures delineated under Section II.E. – NON-BUDGETED ITEMS.

(Note: All purchases of \$10,000 or more shall be authorized by signed purchase orders that set forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller. A purchase order is not required for the following budgeted expenditures: debt payments, fuel bills, payroll, postage, refunds, utility bills, and emergency building, equipment, and vehicle repairs)

**4. PUBLIC WORKS CONSTRUCTION PROJECTS AND NON-CONSTRUCTION PURCHASES OVER \$250,000.00**

In accordance with § 62.15(1), Wis. Stats., all public works construction projects for which the cost is expected to be between \$5,000 and \$25,000 shall be subject to the statutory Class 1 notice publication requirement prior to entering into a contract.

Public works construction projects exceeding \$25,000 and non-construction purchases exceeding \$250,000 will be competitively bid in accordance with Wisconsin State Statutes. Specifications and/or plans and bid documents shall be furnished to all requesting same. Notice of bid taking shall be published pursuant to § 62.15(3), Wis. Stats. The bidding and awarding processes are detailed in § 66.0901, Wis. Stats. All bids along with any staff or committee recommendations shall be submitted to the City Council for approval.

**B. EMERGENCY PURCHASES**

Emergency as used in this policy shall mean a matter which, in the opinion of the person with authority to grant approval, is in the best interests of the City to address and dispose of before a meeting of the applicable committee or of the City Council can be called. The following situations constitute an emergency under this provision of the policy:

1. Any situation in which there exists immediate and substantial danger to the health, life, or property of any person or any situation in which there exists potential for increased damage to City property if the situation is not immediately remedied;
2. Any situation where the normal operation of any City Department is seriously impaired or is in jeopardy of being seriously impaired; or
3. When the Mayor or Governor declares an emergency.

A Department Head, after consultation with either the Mayor or any official Emergency Management Agency, may purchase, in the open market, without filing a requisition or estimate or receiving competitive bids or quotes, any supplies, materials or equipment for immediate delivery to meet emergencies arising from unforeseen causes. Emergency purchasing procedures should only be used when normal purchasing channels are not available.

**C. AUTHORIZED PERSONNEL**

The Common Council has delegated authority to make budgeted purchases under \$10,000 to the following personnel:

<b>DEPARTMENT</b>	<b>DEPARTMENT HEAD:</b>
City Administration, Assessor	Mayor and the Clerk/Treasurer
Police	Chief of Police
Library	Library Director
Fire	Fire Chief
Ambulance	Ambulance Chief
Public Works, Parks/Rec/Pool, Utilities	Public Works Director/Engineer

**D. USE OF CREDIT CARDS**

The City of Dodgeville shall issue credit cards to proper personnel, based on department head recommendations, and the Clerk/Treasurer shall maintain a listing of all authorized credit card users as well as the names of the applicable credit card companies and the numbers of the credit cards those persons are authorized to use. City credit cards shall generally only be used for purchases up to 75% of the credit limit on such card. Receipts for credit card purchases must be submitted to the department head within one (1) day of receipt of items purchased, and the department head shall provide the receipts to the Clerk/Treasurer on that same day or as soon thereafter as possible. When the department head provides the credit card receipts to the Clerk/Treasurer he/she shall note what was purchased and the departmental account category the purchase falls under on those receipts. The Clerk/Treasurer shall reconcile all credit card statements on a monthly basis, and once reconciliation has taken place, attach original receipts to the appropriate statements and code the expenses for payment in a timely fashion.

### **E. NON-BUDGETED ITEMS**

It is the assumption of this purchasing policy that all requested expenditures have been provided for in the current budget. However, purchases over \$500 or use of ‘assigned funds’ which have **not** been provided for in the current budget will require Common Council approval. The Department Head shall first notify the City Clerk/Treasurer that said non-budgeted expenditure is being requested, and provide written documentation regarding that expenditure to the City Clerk/Treasurer. Upon receipt of the written documentation the City Clerk/Treasurer shall contact the chair of the appropriate committee, and, if the chair feels it is appropriate, the non-budgeted expenditure request shall be placed on the agenda for and addressed at the next committee meeting. If the committee agrees that the requested expenditure should be made, a recommendation shall be made to the Common Council that the necessary budget transfer(s) take place. The issue shall then be placed on the agenda for the next regularly scheduled Common Council meeting, and, if the Council directs that the non-budgeted funds expenditure take place, the purchase may be processed. If no committee meeting or quorum, the Mayor may take the issue to the Common Council for consideration.

### **F. LOWEST BID; BEST VALUE**

All orders or contracts shall generally be awarded to the lowest priced responsible bidder offering the best value to the City, taking into consideration the following factors: the quality of the articles to be supplied, conformity with specifications, product compatibility, maintenance costs, vendor support after the purchase, timeliness of production and delivery terms. Except as required by law for public construction contracts in excess of \$25,000.00, the Department Head’s or City Council’s decision as to best value is final. Additionally:

1. Taking price and service into account, the City shall give due consideration to local vendors.
2. In the event that only one vendor is capable of providing a particular good or service, the City may waive the competitive quotes procedures in this policy. Written documentation of a determination that a purchase must be made from a sole source vendor must be submitted to the City Council for approval.

### **G. COOPERATIVE PURCHASING**

The City shall have authority to join with other units of government, with quasi-government agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served. Competitively bid cooperative purchasing contracts onto which the City “piggybacks” are considered to have met competitive requirements, and not additional quotes are necessary. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

**H. REQUEST FOR PROPOSAL (RFP)**


The request for proposal is a method of soliciting information and pricing from a vendor. The RFP procedure may be used when the City does not have exact specifications or procedures finalized. An RFP may be issued so that vendors can offer suggested processes or services or alternate proposals to be considered by the City. The RFP process can be used by the City for public works construction projects that do not exceed \$25,000 or when soliciting professional service or material quotes.

**I. PROFESSIONAL SERVICES**

The RFP process described in Section II.H. above may be used for the procurement of professional services. The City Council, however, may engage professional service providers including, but not limited to, accountants, auditors, attorneys, engineers, grant writers, and real estate specialists based on criteria other than or in addition to cost such as recognized expertise in a profession, familiarity with City operations, or such other factors as the City Council, in its discretion, determines are relevant to the selection of such providers.

**Failure to follow these procedures shall constitute illegal purchasing and may subject the employee making the purchase liable for costs incurred and/or disciplinary action.**

\* \* \* \*

  
BARRY HOTTMANN  
Mayor, City of Dodgeville

Adopted: September 17, 2013  
Revised: November 15, 2016  
Revised: November 6, 2024

**CERTIFICATION**

Lauree Aulik certifies that she is the duly appointed, qualified and acting Clerk/Treasurer of the City of Dodgeville, and that the foregoing policy was adopted by the Common Council of said City at its regular meeting held on November 6, 2024.

Dated this 6th day of November 2024.

  
LAUREE AULIK  
Clerk/Treasurer, City of Dodgeville