



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

Division of State Facilities  
Post Office Box 7866  
Madison, WI 53707-7866  
(608) 266-2731  
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March 18, 2011

Raasch Associates Inc  
400 AMS CRT  
Green Bay, WI 54313

State Building Commission Approval: 02.16.11  
DOA Selection Committee Date: 03.03.11  
RE: Switchgear Control Upgrade  
Agency: HEALTH AND FAMILY SERVICES

Project Number: 11A2V  
Building: HEATING PLANT  
Institution: MENDOTA MENTAL HEALTH INSTITUTION,  
MADISON

Dear R.E. Daniel:

In accordance with Chapter Adm 20 of the Wisconsin Administrative Code, Raasch Associates Inc has been selected by the Department of Administration Secretary to provide a proposal for professional services for the referenced project. The services to be provided are generally defined by the scope of work, also included as a WisBuild attachment file.

If not already scheduled or taken place, within 2 weeks of receipt of this letter, the DSF Project Manager, Rick Cibulka, shall initiate a meeting at the site with your firm and the agency representative, Brent Wallace. The purpose of the meeting is to better define the scope of services, confirm existing conditions, determine the availability of record drawings, discuss the agency desired project schedule, budget and any other pertinent considerations.

If not already provided, submit one fee proposal, either hard-copy or e-mail, to Contract Officer Lisa Pearson's attention with a copy to the Project Manager within 14 days of this meeting. Your proposal should reference the DSF Project Number and be as specific as possible in regard to the scope and fees:

- The scope of services shall reference the date of the project description/ program with any modifications, including all anticipated meetings, construction-related activities, proposed project schedule and budget, subconsultants and any other project-related matters.
- The fee proposal shall include 1) your fee, 2) contract type (lump sum or hourly plus expenses), 3) sub-consultant fees, 4) quantity of construction site visits PER DISCIPLINE, and 5) anticipated reimbursable expenses.
- Also include in the proposal 1) the name of the contact person in your office who will be responsible for this work and 2) the names of any proposed consultants and primary contacts. Please note that record drawings are to be provided for all construction projects. All drawings are to be provided in the form of one electronic copy and one hardcopy.
- **THE AE IS REQUIRED TO SUBMIT THE LIST OF SUBCONSULTANTS AT THE TIME OF PROPOSAL SUBMITTAL. YOUR SUBCONSULTANTS ARE REQUIRED TO BE REGISTERED WITH AN AE DATA RECORD BEFORE THE CONTRACT IS INITIATED. To establish an A/E Data Record or ask questions pertaining to your WisBuild log in and password, please e-mail your company name and address to the following email address: wisbuild@doa.state.wi.us.**

Please note the terms and conditions of the contract. The State of Wisconsin will not accept terms and conditions that conflict or modify these terms.

All work shall conform to the DSF A/E Policy and Procedures Manual.

**Upon review and approval of your proposal, a contract for your execution will be initiated. Absolutely no work is authorized until you have received a Notice to Proceed and copy of the fully executed contract from the Division of State Facilities.**

We look forward to working with you on this project. If at any time you have any questions or concerns, please contact me.

Sincerely,

Sharon Blattner Held, Contacting Officer  
Phone: (608) 266-2049  
E-Mail: [sharon.blattner@doa.state.wi.us](mailto:sharon.blattner@doa.state.wi.us)