



October 12, 2021

Mr. Peter Daniels  
City Engineer  
City of West Allis  
7525 Greenfield Ave.  
West Allis, WI 53214

**RE: CITY HALL, LIBRARY, HEALTH, SENIOR CENTER, FIRE ADMIN. CONSOLIDATION  
STUDY AT LIBRARY FACILITY  
Amendment Six – Architectural Feasibility Study**

Dear Peter,

In following with our current Agreement for planning services, Barrientos Design is pleased to present this Amendment Six to our base contract for the City Hall and DPW facility planning work.

Based on our discussions and correspondence, we understand the city wishes to develop a feasibility study to combine the facilities of City Hall, Library, Health, Fire Administration and Senior Center at the existing Library on 7400 West National Avenue.

Barrientos Design will provide the following scope of work for this consolidation study:

1. Create existing Library building and site plans based on plans provided by the City along with GIS mapping data.
2. Review Department floor plans, business operations plans and prior space planning efforts and identify current space usage and occupancy.
3. Conduct onsite interviews with key City Administration, Library, Health, Fire and Senior Center staff on the operations, storage needs, staff support and administrative areas. Teleconferences may be employed if time and scheduling run short.
4. Develop a room tabulation that lists rooms, occupant and workstation counts, required square footages and subtotals by Departments. City Hall tabulation completed in prior work will be reviewed for updates and changes.
5. Create a relationship diagram of the major room functions to group and vertically stack them.
6. Identify functions that can be shared and consolidated between Departments for areas such as meeting rooms, kitchenettes, storage areas and reception lobbies.
7. Create up to three alternate concept layouts of the Department facilities integrated into the existing Library structure. These layouts will be diagrammatic in nature and indicate major room areas and building modifications.
8. Assess building structural and core systems for reuse, modifications and code compliance. We will engage a structural engineer to conduct a walk-through the library along with reviewing the floor plans.
9. Create a site arrangement plan and identify the optimal areas for positioning the building expansion along with parking layouts.
10. Meet with City staff to review alternates and select one concept as the recommended approach.

11. For the recommended approach, develop a project cost estimate for the construction, design and FFE components of the consolidated facility.
12. Summarize feasibility study with a plans, charts and technical narrative detailing the features and benefits of the recommended concept.
13. Meet with City staff to finalize the concept feasibility study and edit report with feedback.
14. Assist the City in preparing technical documentation for the HRSA application.
15. Prepare PowerPoint slides and provide one Council workshop.

#### **SCHEDULE**

Barrientos Design will complete a 90% concept feasibility study by November 3<sup>rd</sup> and we will provide the Council presentation and final documents within the month of November.

#### **COMPENSATION**

Barrientos Design will provide this Amendment Six work for a lump-sum fee of \$24,295.

Reimbursables will include printing and government application fees.

We look forward to integrating these City functions into a consolidated facility.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.



Norman Barrientos, AIA, LEED AP  
President

ACCEPTED

CITY OF WEST ALLIS

Peter Daniels, City Engineer

Date