

February 15, 2019

Tim Hagberg,  
Maintenance Director  
Maintenance & Custodial  
Sawyer County  
10610 Main Street, Suite 10  
Hayward, WI 54843

**RE: SAWYER COUNTY**  
**Study for Proposed Courthouse Addition**

Tim:

Venture Architects is pleased to submit this proposal for Professional Services to complete a Study which will address the needs of the existing County Courthouse. We understand that Sawyer County is in the need for an additional courtroom and additional needs of other County Departments that may be planned for expansion.

Venture Architects has a rich history of working with Wisconsin Counties on a wide variety of studies and completed projects. We have recently completed similar studies for Rock, Racine, and Eau Claire Counties. We are beginning work on a Needs Assessment Study related to the Kewaunee County Jail.

Our proposed Study includes the following services:

### **PROJECT DEFINITION**

- Meet with key Sawyer County leadership to define the scope of work, including:
  - What are the key issues to be addressed
  - Who should we be meeting with to determine needs
  - To what extent is the Jail part of this discussion
  - What is the schedule for completing the Study

### **SPACE PROGRAM**

#### Courthouse

- Meet with selected Department Head to review their current and future staff and space needs
- Develop space program for selected Departments in the Courthouse

### **MASTER PLAN DIAGRAM**

- Develop a generic site plan diagram indicating potential expansion options for the Courthouse.

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**BUDGET UPDATE**

- Develop a Construction Budget
- Develop a Project Budget

**MEETINGS**

- Initial conference call to understand the scope of the Study, answering the questions listed under *Project Definition*
- One on-site meeting with selected Department heads to develop the space program for the Courthouse
- One on-site meeting to review interim recommendations
- One conference call to review final recommendations
- One presentation to the Sawyer County Board

To complete this Study, our fee, will be ..... \$19,500

Our fee includes normal reimbursable expenses.

These terms being acceptable, please sign this contract and forward to our office.

Thank you for giving us this opportunity to again work with you and Iowa County.

Sincerely,  
VENTURE ARCHITECTS

John H. Cain, AIA  
Vice President | Principal | Design Director

APPROVED BY:  
SAWYER COUNTY

APPROVED BY:  
VENTURE ARCHITECTS

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Signature

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Signature

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Printed or Typed Name

John H. Cain

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Printed or Typed Name

\_\_\_\_\_  
Title

Vice President | Principal | Design Director

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Title

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Date Signed

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Date Signed