

Mayor Arata-Fratta
Introduced by

PLANNING
Prepared by

Finance Committee
Referred to

May 14, 2024
Date

RESOLUTION R-98-24

**APPROVING CHANGE ORDER #1 FOR THE VERONA ROAD WEST NEIGHBORHOOD
TEEN SERVICES AND RESOURCES – FEASIBILITY STUDY (PHASE 2)**

WHEREAS, EQT by Design is completing the Verona Road West Neighborhood Teen Services and Resources – Feasibility Study (Phase 2) under a contract approved by Resolution R-236-23; and

WHEREAS, additional funds are needed for project management oversight, needs assessment, feasibility analysis, workshop expenses and to support the teen interns and fellows; and

WHEREAS, change order #1 will increase the contract amount by \$33,375 for a total of \$83,375; and

WHEREAS, Dane County included \$75,000 in their budget to contribute up to one-half of the teen center feasibility costs; and

WHEREAS, an intergovernmental agreement between the City of Fitchburg and Dane County is pending approval by R-97-24, which will reimburse the City for one-half of the costs of the study up to \$30,000; and

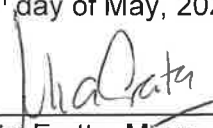
WHEREAS, a future addendum to the intergovernmental agreement is anticipated to increase the Dane County contribution to include the additional costs from this change-order.

NOW BE IT HEREBY RESOLVED, by the Fitchburg Common Council that it approves change order #1 and authorizes an amount of \$33,375 from account 100-5144-210 for additional services to complete the feasibility study (Phase 2); and


BE IT FURTHER RESOLVED, by the Fitchburg Common Council that it authorizes the Mayor to sign the change order with EQT by Design, subject to technical corrections by the City Attorney; and

BE IT FURTHER RESOLVED, by the Fitchburg Common Council that it amends the 2024 General Fund budget to reflect an increase of \$75,000 in the total teen center feasibility contract budget (100-5144-210) funded by a contribution from Dane County (100-4377-100).

Adopted this 28th day of May, 2024.



Julia Arata-Fratta, Mayor



Tracy Oldenburg, City Clerk



Amended Fitchburg Teen Center Budget

To: Deanne Schmidt, City of Fitchburg | City Planner & Zoning Administrator
From: Annette Miller, EQT By Design | CEO
Date: May 1, 2024

Subject: Amended Fitchburg Teen Center Budget w.receipt of Dane County Funding

Early on EQT By Design was told that funds from Dane County would be applied towards the Phase 2 of the Teen Center project. We adjusted our budget to fit the amount of funding the City of Fitchburg had set aside as part of the RFP. With the receipt of Dane County funding we are submitting our amended budget to capture remaining costs for the project.

Following is our adjusted and amended budget for the Phase 2 of the Fitchburg Teen Center. Costs are allocated towards EQT By Design to cover project management costs to oversee the consultants on the project and to ensure cohesion of deliverables. Costs for hiring 10 teen interns, and to cover the public workshop in terms of food and other incidental expenses associated with the event.

Explanation of Budget Amendment

The amended project budget recognizes almost all of the costs realized for this project and the consultants..

- Project Management Oversight - by lead consultant, Annette Miller, for EQT this was under budgeted - additional 57 hours allocated across phases of work | addtl \$15,250
- Needs Assessment + Feasibility Analysis - additional **61 hours** by Hope Community Capital | addtl \$10,671
- Workshop Expenses - food cart vouchers and DJ expenses - \$3,000 budgeted
- Teen Interns and Fellows - ten (10) interns and 2 fellows (from last year intern cohort) - \$7500 (10 x 750) *and EQT will pick up costs incurred for the 2 fellows (\$3,000)*



Budget - Amendment - April 2024

Phases of Work		EQT By Design		Hope CC \$175	JLA	Total Cost
		AM \$250	EQT \$150			
1	Pre Work					
	Engagement Strategy Planning and Design	5	8	5	\$1,000	\$4,325
	Coordination Meetings with Core (9) and Fitchburg (4-5) and Teens (9)	22	12	25	0	\$11,675
2	Kickoff and Needs Assessment					
	High level needs and market analysis	15	15	45	750	\$14,625
	Public Workshops Sessions #1 - In person or virtual	15	10	2	0	\$5,600
	Workshop Food cart vouchers, DJ, rental					\$3,000
3	Public Workshop + Analysis on Site and Programming Needs					
	Post Workshop Survey	10	10	2	750	\$5,100
	Summary analysis and engagement report	8	25	20	0	\$9,250
4	Operations and Development Concepts					
	3 Design concepts	10	0	31		\$7,925
5	Feasibility Analysis					
	Final site needs and desired options (3 Design concepts)	10	0	25	\$7,500	\$14,375
6	Interns + Fellows (12)					\$7,500
	<i>Amended Costs</i>	38,750 + 7500		27,125	10,000	\$83,375
	<i>Original RFP Budget</i>	23,500		16,450	\$10,000	50,000
BUDGET AMENDMENT REQUEST						\$33,375