

# *river* ARCHITECTS

March 6, 2014

Mr. Steve C. Carlyon  
Director of Parks and Recreation  
City of La Crosse  
400 La Crosse Street  
La Crosse, WI 54601

RE: George C. Poage Park  
La Crosse, WI

Dear Steve,

Thank you for the opportunity to present our proposal for the architectural and engineering services for the Schematic Design, Design Development, Construction Documents, and Construction Administration for the Poage Park development. We have enjoyed working with you on the Preliminary Design and are looking forward to keeping this project moving and seeing it completed. We are fully cognizant of the expectations, and will work to meet and exceed them over the course of the project. The services we propose are as outlined below.

## **SCOPE OF SERVICES**

Our proposal includes the following services:

- A. Provide Schematic Design and Development drawings for the park and structures.
- B. Provide Construction Documents for the project. The Construction Documents will include the following information:
  - Architectural and Structural
  - Electrical
  - Plumbing
  - Overall Site Plan
- C. Provide a project budget and a breakdown of costs.
- D. Provide outline specifications.
- E. Attend and conduct Design Development, Construction Document, and Construction Administration meetings.
- F. Provide Construction Administration services. The services will include the following:
  - Site visits
  - Shop drawing reviews
  - Progress meetings
  - Project close-out
  - Payment and request reviews



**Project Schedule (04-Feb-14 to 15-Dec-14)**

| #                                    | ITEM   | DATE             | RESPONSIBLE                                 |
|--------------------------------------|--|------------------|---|
| <b>A Pre-Design</b>                  |  |                  |   |
| 1                                    | Initial Concepts                                       | 28-Feb-14        | River Architects                            |
| 2                                    | <b>Park Concept 1 Review</b>                           | <b>28-Feb-14</b> | <b>River Architects + City of La Crosse</b> |
| 3                                    | Engage Consultants *                                   | 04-Mar-14        | River Architects                            |
| 4                                    | Playground Proposal Template                           | 05-Mar-14        | City of La Crosse                           |
| 5                                    | Playground Specifications Template                     | 05-Mar-14        | City of La Crosse                           |
| 6                                    | Playground Site Diagram                                | 05-Mar-14        | River Architects                            |
| 7                                    | Playground Program Diagram                             | 05-Mar-14        | River Architects                            |
| 8                                    | Playground RFP to Vendors                              | 05-Mar-14        | River Architects                            |
| 9                                    | Park Design Proposal to City                           | 06-Mar-14        | River Architects                            |
| <b>B Schematic Design</b>            |  |                  |   |
| 1                                    | Schematic Design Start                                 | 09-Mar-14        | River Architects                            |
| 2                                    | <b>Park Concept 2 Review</b>                           | <b>13-Mar-14</b> | <b>River Architects + City of La Crosse</b> |
| 3                                    | Playground Proposals (incl. cost and concepts)         | 17-Mar-14        | Playground Vendors                          |
| 4                                    | <b>Playground Design Review &amp; Vendor Selection</b> | <b>18-Mar-14</b> | <b>River Architects + City of La Crosse</b> |
| 5                                    | <b>Community Design Review (7:15 pm)</b>               | <b>18-Mar-14</b> | <b>Poage Park Community + RA + City</b>     |
| 6                                    | Playground Final Proposal to River                     | 01-Apr-14        | Playground Vendors                          |
| 7                                    | <b>Playground Component Cost Review**</b>              | <b>02-Apr-14</b> | <b>River Architects + City of La Crosse</b> |
| 8                                    | Playground Final Proposal & Components to City         | 03-Apr-14        | River Architects                            |
| 9                                    | Playground Component Direct Purchase                   | 04-Apr-14        | City of La Crosse                           |
| <b>C Design Development</b>          |  |                  |   |
| 1                                    | Design Development Start                               | 04-Apr-14        | River Architects                            |
| 2                                    | <b>Park Final Design Review</b>                        | <b>24-Apr-14</b> | <b>River Architects + City of La Crosse</b> |
| <b>D Construction Documents</b>      |  |                  |   |
| 1                                    | Construction Documents Start                           | 01-May-14        | River Architects                            |
| 2                                    | Construction Documents 100%                            | 12-Jun-14        | River Architects                            |
| 3                                    | Bid documents to City                                  | 12-Jun-14        | River Architects                            |
| <b>E Construction Administration</b> |  |                  |   |
| 1                                    | Bid Documents Publication                              | 16-Jun-14        | City of La Crosse                           |
| 2                                    | Bid Documents Publication                              | 23-Jun-14        | City of La Crosse                           |
| 3                                    | Bid Opening  | 08-Jul-14        | River Architects + City of La Crosse        |
| 4                                    | Contracts Start  | 09-Jul-14        | River Architects + City of La Crosse        |
| 5                                    | Contracts Finish                                       | 14-Aug-14        | River Architects + City of La Crosse        |
| 6                                    | Construction Start                                     | 15-Aug-14        | River Architects + City of La Crosse        |
| 7                                    | Construction Finish                                    | 15-Dec-14        | River Architects + City of La Crosse        |

\* Historical, electrical, plumbing and structural consultants to be provided by River Architects, Inc. The City of La Crosse to be responsible for assisting with landscape design and providing all civil engineering work necessary for the project.

\*\* River Architects, Inc. to assist the City of La Crosse with development of a project component cost totalling \$200,000 that includes all playground-related expenses, not limited to playground equipment, playground surface, safety fencing, lighting, plantings, and benches.

Schedule by: Chad Bloedel, Assoc. AIA This constitutes our understanding of the timeline presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail c.bloedel@river-architects.com if there are any discrepancies.

- G. Work with the playground equipment supplier to coordinate their work with the General Contractor.
- H. Work with Margaret Lichter to develop the interpretive concepts for the park.
- I. River Architects will provide one public review meeting for the community's review and input.

#### **TEAM**

I will lead the overall development of your project as Project Principal and will be your point of contact and responsibility throughout the process. Chad Bloedel will be the Project Manager. Our firm is strictly an architectural firm, and is associated with engineering consultants for each project based on the project's specific requirements. The civil engineering and landscaping aspects of this project will be handled by the City of La Crosse. For the structural engineering we are using Structural Design Group, Inc. of Rochester, Minnesota. Al Hiniker will be the Principal in Charge of the project. For the plumbing and electrical engineering we have selected GEC of La Crosse. Chris Olson will be the Project Principal for that portion of the project. Margaret Lichter will be working with River to develop the overall concepts and will work with the design team as our Interpretive Consultant.

#### **ASSUMPTIONS**

In presenting this proposal we made the following assumptions:

- A. The design work will be done as outlined in the attached schedule dated March 4, 2014.
- B. The Parks and Recreation Department will take the lead in obtaining council and City approvals.
- C. The City of La Crosse will be doing the civil engineering work and helping River Architects with the landscaping plan.
- D. The City of La Crosse will purchase the playground equipment directly and will coordinate this through the General Contractor.
- E. The splash park will be engineered by the splash park contractor.
- F. City of La Crosse will be directly handling the updates on the toilet rooms and warming house.
- G. The project budget is \$550,000 not including the improvements that the City will do on the warming house.

### BASIS OF COMPENSATION

We are proposing to complete the design services on an hourly basis not to exceed \$49,500.

| PHASE                          | Architectural<br>(River Architects) | Int. Consulting<br>(Margaret Lichter) | Structural<br>Engineering (SDG) | Plumbing/Electrical<br>Engineering (GEC) | TOTAL           |
|--------------------------------|-------------------------------------|---------------------------------------|---------------------------------|--|-----------------|
| Schematic Design               | \$4,000                             | \$1,000                               |                                 | \$500                                    | \$ 5,500        |
| Design<br>Development          | \$5,000                             | \$1,000                               |                                 | \$500                                    | 6,500           |
| Construction<br>Documents      | \$22,000                            | \$2,000                               | \$500                           | \$5,000                                  | \$ 29,500       |
| Bidding &<br>Negotiations      | \$1,500                             |                                       |                                 | \$500                                    | \$ 2,000        |
| Construction<br>Administration | \$5,000                             |                                       |                                 | \$ 1,000                                 | \$ 6,000        |
| <b>TOTALS</b>                  | <b>\$37,500</b>                     | <b>\$4,000</b>                        | <b>\$500</b>                    | <b>\$7,500</b>                           | <b>\$49,500</b> |

### PAYMENT PROVISIONS

The total project billing would be done on a monthly basis with forty-five days to pay before 1-1/2 percent interest charges are added to the net balance. Each progress billing would be accompanied by a Project Summary Report including the amount spent to date versus the budget amount.

We appreciate the opportunity to share with you how our firm can assist you in your planning process. We hope that you find these fees acceptable, and we look forward to the opportunity to work with you. If you have any questions or ideas regarding our proposal, please do not hesitate to call me and I will review them with you.

Sincerely,



Michael W. Swinghamer, AIA

MWS/jhs

Encl: Project Schedule dated March 4, 2014 (1 page)