



July 17, 2019

Ken Gilliam
Fire Chief
La Crosse Fire Department
726 5th Avenue South
La Crosse, WI 54601

**SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR FEASIBILITY STUDY.
DESIGN AND CONSTRUCTION SERVICES FOR LA CROSSE FIRE
STATION- NORTH**

Dear Mr. Gilliam,

Thank you for requesting a proposal for professional services on this project. Attached is our proposal for services to Design and provide Construction Management/Project Coordination services for a new facility located on the North side of La Crosse, WI, hereinafter described as La Crosse Fire Station – North.

Our Study Phase scope outlined below will confirm the program of the new building space, its impact on site parking, circulation and utilities, the requirements for the various building systems (architectural, structural, mechanical, electrical, etc.). If you elect to proceed to the Preliminary Design Phase, we would advance the preferred alternative building and site layouts determined in the Study Phase, and provide more refined building and site drawings, along with preliminary building system designs and a more detailed preliminary design opinion of probable costs.

If you elect to proceed to the Final Design and Bid Phase, we would advance the building and site drawings to completion and publically issue the documents for competitive bidding to multiple contractors.

If you elect to proceed to the Construction Phase, we would proceed with Construction Administration and Project Coordinator/Construction Management services in accordance with General Municipal Law on your behalf through completion of this project.

Based on our discussions, the following is our understanding of the project scope:

A. SCOPE OF WORK

TASK A - Design: Immersion and Feasibility Study (Schematic Design Phase – 15% of Design fee):

- 1) Obtain existing site drawings for review and visit site to confirm existing conditions and future opportunities.
- 2) Issue and review a due diligence checklist and provide the owner assistance in obtaining the necessary information to complete purchase of the proposed site.
- 3) Conduct 1 day Immersion work session between the owner and design/construction team to:

- a) Conduct stakeholder/department interviews to confirm individual space program needs, support space requirements, area adjacency requirements, security concerns, future expansion accommodations, etc.
 - b) Prepare conceptual “bubble diagram” options for first and/or second floor plans showing global space needs and adjacencies.
 - c) Prepare a conceptual site plan diagram using aerial photos/maps to evaluate potential building expansion locations/orientation, utility service impacts and parking/circulation impacts.
 - d) Review/discuss advantages and disadvantages of each option with Owner and select preferred floor plan and site plan alternatives for further refinement.
- 4) Based on the results of the Immersion, evaluate potential building system options (architectural/civil/structural/mechanical/electrical/etc.) and perform a very high level design assessment to confirm their feasibility.
 - 5) Refine the conceptual floor diagram and site plan preferred alternatives based on the above assessments.
 - 6) Prepare a high-level, square foot-based budget opinion of probable project costs.
 - 7) Meet with owner to review preferred plans, building system options and budget costs and determine the next course of action.
 - 8) Retain the services of a qualified firm to prepare a preliminary geotechnical investigation to assess preliminary building addition foundation system design requirements. Detailed geotechnical investigation will be prepared prior to the start of final design.

TASK B - Design: Preliminary Design (Design Development Phase – 25% of Design fee):

- 1) Prepare a Basis of Design Document for owner’s review and concurrence including space program requirements, building code and system design requirements, site access, circulation and parking requirements, utility service requirements, energy efficiency and sustainability requirements, etc.
- 2) Retain the services of a qualified surveyor to perform a preliminary topographic survey of the site and prepare a base map for use in preliminary design. Detailed topographic and utility service survey will be prepared prior to the start of final design.
- 3) Conduct preliminary discussions with utility service providers (electric, gas, water, sanitary sewer, etc.) to confirm service load requirements.
- 4) Perform building and zoning code review and meet with local building officials to confirm concurrence with building and site requirements.
- 5) Advance the preferred building and site plans to the approximately 10% complete, preliminary design stage and prepare the following drawings:
 - a) Site layout plan
 - b) Architectural floor plans
 - c) Two colored, computer generated building renderings
- 6) Refine assessment of potential building architectural, structural, mechanical, electrical systems.
- 7) Evaluate potential energy savings funding options and incentives.
- 8) Prepare preliminary design level opinion of probable project costs.
- 9) Meet with owner to review preliminary building and site plans, potential building system requirements and preliminary design budget costs and determine the next course of action.

TASK C - Design: Final Design Services (Construction Document Phase – 40% of Design fee):

Based on the approved Preliminary Design and opinion of probable construction costs for this project, perform the following:

- 1) Perform any additional field visits necessary to verify existing drawings and further document/photograph existing conditions
- 2) Prepare updated building code review and code compliance drawings showing exiting requirements, fire separations, etc.
- 3) Attend eight (8) bi-weekly design meetings during an assumed four (4) month design duration with the Owner to review and coordinate the progress of design.
- 4) Based on the approved preliminary design report, prepare Construction Drawings and Technical Specifications suitable for competitive bidding that describe the size and character of facility systems and materials for each of the following disciplines:
 - a) Architectural
 - b) Structural
 - c) Civil
 - d) Landscaping
 - e) HVAC
 - f) Plumbing
 - g) Electrical
- 5) Refine the current 3D building perspectives based at the completion of the 30% design completion stage.
- 6) Present final Construction Documents to the Owner for sign-off and determine the next course of action for this project.

TASK D - Design: Bidding Services (Bidding Phase – 5% of fee):

- 1) Attend pre-bid meeting/site walk-thru and issue meeting minutes
- 2) Process RFI's and assist with assembling addendum
- 3) Assist with De-scope/interview of 2 lowest bids from each bid package
- 4) Attend a meeting with Owner to review bid recommendations and determine selected contractors for each bid package

TASK E - Design: Construction Administration Services (Construction Administration Phase – 15% of Design fee):

Based on the approved Final Preliminary and opinion of probable construction costs for Phase II work, perform the following:

- 1) Construction Kick-Off Meeting
 - a. The construction phase will be initiated by a Kick-Off meeting between the Owner, the Design Team, the Project Coordinator and the successful Contractors. This meeting will set the parameters for the construction phase process and the expectations for all aspects of the work.
- 2) Construction Review and Observation
 - a. Attend twenty (20) bi-weekly construction meetings during an assumed ten (10) month construction duration with the Owner, the Design Team, the Project Coordinator and the successful Contractors to review and coordinate the progress of construction.

- b. Perform periodic, technical site visits at intervals appropriate to the stage of the Contractor's operations to determine if the project is being constructed in general conformance with to the construction documents and the design intent. The following technical site visits have been assumed for an approximate Ten (10) month construction duration:
 - i. 20 architectural site visits.
 - ii. 2 Civil site visits
 - iii. 1 structural site visits
 - iv. 2 mechanical site visits
 - v. 2 electrical site visits
 - c. Site visit reports will be prepared and submitted to the Owner and Contractors, indicating the work performed that day, weather conditions, and noting any significant observations or decisions made while on site.
- 3) Requests for Information and Design Support
- a. Record and respond to Contractor Requests for Information (RFI).
 - b. Provide design responses to unanticipated or changed conditions.
 - c. Provide interpretation and clarification of design intent and make recommendations to the Owner regarding proposed changes.
- 4) Shop Drawings and Submittals
- a. The design team will work closely with the Project Coordinator to provide shop drawing and submittal review on a timely basis.
 - b. Shop drawings and submittals will be reviewed for general conformance with the construction documents and the design intent.
- 5) Contractor Pay Applications
- a. Review and certify the Contractor's monthly applications for payment and make appropriate recommendations to the Owner.
- 6) Change Proposal Requests and Change Orders
- a. Prepare additional work proposal requests, change order documentation and supplemental design documentation.
- 7) Punch List
- a. Assist the Owner and Project Coordinator in determining the dates of Substantial Completion and Final Completion and prepare a punch list of outstanding contractor items at Substantial Completion.

TASK F – Construction Management: Pre-Construction Services:

- 1) Solicit the interest of General, Mechanical and Electrical Construction contractors
- 2) Assemble and publically issue General, Mechanical and Electrical bid packages in accordance with and General Municipal Law
- 3) Prepare updated Opinion of Probable Cost Estimates at the approximately 30%, 60% and 90% design completion stages.
- 4) Review and comment on Design Documents at the approximately 30%, 60% and 90% design completion stages.
- 5) Conduct pre-bid meeting/site walk-thru and issue meeting minutes
- 6) Receive RFI's and facilitate issuing addendum
- 7) Receive and tabulate bids

- 8) De-scope/interview 2 lowest bids from each bid package and make recommendation of award to Owner
- 9) Attend a meeting with Owner to review bid recommendations and determine selected contractors for each bid package
- 10) Prepare construction contracts direct with Owner and issue NTP to contractors

TASK G - Construction Management: Project Coordination Services:

- 1) Assist Owner with obtaining building permit and coordination of utility service connections/upgrades.
- 2) Conduct pre-construction meeting with successful Multiple Prime Contractors at the project site. This meeting will set the parameters for the construction phase process and the expectations for all aspects of the work.
 - a. Prepare meeting agenda and distribute meeting minutes.
 - b. Review project scope, schedule and phasing milestones.
 - c. Review project administration procedures, requirements and responsibilities.
 - d. Review contracting requirements.
 - e. Review security procedures and site access.
 - f. Review contractor's responsibility for safety procedures.
 - g. Review site mobilization and logistics.
- 3) Prepare and maintain Master Project Schedule incorporating the activities of Owner, the Design Team and each Prime Contractor
- 4) Prepare and maintain Master Project Budget for cost control and provide monthly project budget updates using a fully-transparent, open-book format where all unused reserve funds are returned to Owner.
- 5) Assemble and issue 3rd Party Materials Testing/Special Inspections bid packages to local vendors for direct contract to Owner.
- 6) Provide full-time, on-site construction representative and administrative services in accordance with AIA Document 352 "Duties, Responsibilities and Limitations of the authority of the Architect's Project Representative" as follows:
 - a. Full-time on-site construction representative services to observe progress of construction.
 - b. Conduct weekly on-site construction meetings and issue meeting minutes
 - c. Coordinate Owner's 3rd Party Materials Testing and Special Inspections work with the Contractors.
 - d. Monitor and facilitate the RFI, submittal, shop drawing process
 - e. Negotiate all change orders with Multiple Prime Contractors
 - f. Prepare daily construction logs
 - g. Review the contractor's monthly applications for payment
 - h. Facilitate construction close-out procedures including assembling of punch lists, operations and maintenance manuals, record drawings, warranties/guarantees, Mechanical and Electrical system commissioning, start-up and testing, training, etc.

- 7) We are basing our professional fees on the following assumed weekly effort:
- a. Site CM: 40 hours per week for 10 months (44 weeks)
 - b. Project Manager: 16 hours per week for 10 months (44 weeks)
 - c. Project Admin: 8 hours per week for 10 months (44 weeks)

B. ASSUMPTIONS

- 1) Professional services not outlined above are not included in this scope of services, but could be included as additional services. Examples of these services include, but are not limited to, the following:
- a. Special Inspections and hazardous materials removal air monitoring.
 - b. Professional services associated with the LEED certification process, sustainability design, etc. and commissioning services
 - c. Surveying, geotechnical engineering, archeological and/or environmental testing, investigations and professional design services.
 - d. Design and detailing of major, publicly or privately owned utility relocations and/or upgrades.
 - e. Assistance with design and construction services related to furniture, fixtures and equipment (FF&E)
 - f. Data network Head end equipment and data cabling
 - g. Telephone Cabling and telephone system
 - h. Colored renderings or 3D images of the building or site beyond those outlined above
 - i. Fast-Tracking or phasing of project deliverables

C. PROPOSAL FEE:

We trust the above scope of work meets La Crosse Fire Station- North requirements. We are proposing to perform the scope of work presented in this proposal for a lump sum fee. The proposed fee for the project is detailed below.

PROPOSAL FEE		
Task	Proposed Fee	
	Fee	Fee Type
Wendel		
Task A thru E- Architectural Design Services Fee	7.5% of Cost of Work	Lump Sum
Task F - CM: Preconstruction Phase Services	\$33,000.00	Lump Sum
Task G- CM: Project Coordination Services Fee	3.0% of Cost of Work	Lump Sum
Task G- CM: Project Coordination Labor and General Conditions are estimated to be \$31,000 per month during Construction. (See note 4 below)		

Fee Notes:

- 1) Reimbursable expenses are in addition to the fees noted above and include out-of-pocket expenses directly related to this project, such as mileage, travel, lodging, printing costs, postage, etc.
- 2) For purposes of this agreement, the Cost of the Work shall be in the total cost to the owner to construct all elements of the project design or specified by the Architect and shall include the construction management costs and the general contractors' general conditions costs, overhead and profit. The cost of the work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies in the work or other costs that are the responsibility of the owner.
- 3) Design Services Fee will be broken down and invoiced in the following percentages allowing the client to review each task before pursuing the next phase:
 - i. TASK A - Schematic Design Phase: 15% of Design fee
 - ii. TASK B - Design Development Phase: 25% of Design fee
 - iii. TASK C - Construction Document Phase: 40% of Design fee
 - iv. TASK D - Bidding Phase: 5% of Design fee
 - v. TASK E - Construction Administration Phase: 15% of Design fee
- 4) Construction Management fees will be invoiced on a monthly basis at cost and will include on-site superintendent, project manager, administrative, on-site office supplies, travel mileage, etc. Staff will be billed using the following hourly rates:
 - i. Site Superintendent: \$115/hour
 - ii. Project Manager: \$125/hour
 - iii. Project Admin: \$55/hour
- 5) Should Wendel be required to perform additional services beyond those outlined above, we shall be compensated on an hourly or fixed sum basis for a mutually agreed scope of services.
- 6) Our fee and schedule proposal is valid for 45 days. If we do not receive a signed notice to proceed before that date, we respectfully reserve the right to re-evaluate our proposal.
- 7) Time and Expense (T&E) Estimated and Allowance budgets may require fee adjustments, up or down, depending on the actual level of effort required and/or requested.
- 8) Alternate Bids, if any, shall be compensated at a percentage fee of 7.5% of the Cost of the Work and shall be invoiced at 80% of the fee for items designed and bid but not built and at 100% of the fee for items designed, bid and built.

D. PROPOSED SCHEDULE:

Milestone	Proposed Dates
Immersion/Study	August 2019
Preliminary Design	September to October of 2019
Final Design	November to January of 2019
Bidding	February 2020
Construction Phase	Spring of 2020 construction with a duration of 10 months maximum.

Wendel anticipates starting work within five (5) days from written notice to proceed. Timely receipt of technical documents, design criteria and approvals from others are necessary to accomplish our design work within the suggested schedule.

E. TERMS:

This proposal and the attached "Appendix A" Professional Services Terms and Conditions are intended to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal and attached general conditions are acceptable to you, please indicate your acceptance by signing both originals and return one (1) executed original to our office.

We would be pleased to answer questions you may have or to clarify the various points above. If this proposal is acceptable to you, please indicate your acceptance/notice-to-proceed by signing both originals and returning one fully executed original to our office.

Sincerely,



Mark D. Molnar, PE
Principal



Robert Krzyzanowski
Director of Emergency Services

Should Wendel's proposal be accepted, Wendel Architecture P.C., a State of Wisconsin licensed architectural firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say "Wendel" and we will refer to ourselves as Wendel throughout the project.

ACCEPTANCE / AUTHORIZATION:

Accepted this _____ day of _____, 20

Print Name:

Signature:

Title: _____

RETURN TO:

Wendel
Attn: Kait Heschke
375 Essjay Road, Suite 200
Williamsville, NY 14221