

May 7, 2012

City of West Allis  
Attn: Chris St. Clair, Principal Engineer  
Engineering Department  
7525 West Greenfield Avenue  
West Allis, WI 53214-4688  
Via Email: [cst.clair@westalliswi.gov](mailto:cst.clair@westalliswi.gov)



Re: **Professional Architectural Consulting & Design Services for  
West Allis Fire Department – CPAT Storage Building**  
2040 South 67<sup>th</sup> Place  
West Allis, Wisconsin 53214  
Quorum Architects, Inc. Project Number: 12007.00

Chris,

Thank you for the opportunity to provide a professional fee proposal for the design, permit and construction documents of a new storage building for the West Allis Fire Department. Quorum Architects, Inc. appreciates the opportunity to continue working with the City of West Allis and is pleased to present the following proposal to provide architectural design services for the proposed CPAT storage building.

#### **Project Understanding**

The City of West Allis Fire Department would like to construct a new storage facility to be built near the training tower of Fire Station 2. The facility will be used to store equipment to run and support their Candidate Physical Ability Test (CPAT) program. West Allis provides nationally certified CPAT testing for fire departments and firefighter candidates throughout the spring, summer and fall (within specific weather parameters).

The desired location for the storage building is readily visible from the W. Becher Pl. street frontage. The City desires that the building look good and have design elements and/or use materials that are compatible with the existing buildings on the site. The City Planner recommends using quality and durable materials. It is important that the exterior complement the principal building as best possible. Window openings or some other exterior relief to break up blank facades should be considered. The structure must meet current City building requirements and will require review by the planning department. The new storage building will be sited close to the southeast corner of the principal building on the site, roughly in the area where a 2-car garage was removed previously. The garage will take up 2 existing parking spaces which will need to be relocated. Depending on location of the new storage garage, restriping of the existing parking and drive aisles in the area will need to be done. Additionally, existing grading on the site may require retaining walls and/or provisions for accommodating topography in the area of the new storage garage. The existing emergency generator and enclosure in that area will not be relocated into the new building per an email on 03-24-2012 from Peter Rohde, assistant chief. The new storage building will be less than 5,000 square feet in area and will not be required to have an automatic sprinkler system. Per the PowerPoint presentation provided by the West Allis Fire Department, the storage requirements for the new garage are as follows:

- CPAT Equipment to be stored:
  - Stair stepper, weighted vests and monitoring stand.
  - Forcible entry prop (winter storage)
  - Tool carrying prop (winter storage)
  - Ceiling prop (winter storage)



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- Ladders (winter storage)
- CPAT hose
- Barrels and cones
- Spare props
  
- Fire Department Equipment to be stored:
  - EMS Gator on trailer
  - Spare ladders
  - Spare hose with racks
  - Hose testing equipment
  - Ladder testing equipment
  - Pump testing equipment
  - Haz-Mat over pack drums
  - State Fair tent
  - State Fair race track hose with racks
  - State Fair misters
  - Oil absorbent
  - Vertical vent plywood
  - Various lawn care equipments (mowers, trimmer, rakes, shovels, etc.)
  - Snow plow blades
  - Snow removal equipment (blowers, shovels, salt spreader)
  - Gas for lawn and snow equipment
  - Contaminated gas cans with shelving
  - Demo fire houses
  
- Proposed specifications for the storage garage are as follows:
  - 42 foot x 24 foot building footprint (approximately 100 square feet)
  - 12 foot high exterior walls on concrete foundations
  - 6-inch concrete slab on grade
  - (2) 10' x 16' garage doors
  - (1) 8' x 8' garage door
  - (2) service doors - one on each end
  - Interior wall separating the wider doors with a service door connecting both sides
  - Proposed exterior materials:
    - Hardy plank (cement board) siding exterior - color to coordinate with station
    - Brick veneer for a portion of the walls
    - May require fire-rated masonry bearing walls depending on proximity to main firehouse structure (approx. 10 ft separation from adjacent structure or less)
    - Asphalt shingle pitched roof over wood roof deck on wood trusses.
  - Electrical: Interior lighting, outlets, trickle charger for Gator, garage door openers and exterior safety lights
  - Plumbing: No plumbing fixtures required. No floor drains - slab will pitch toward overhead doors. Exterior gutters will need to be connected to storm sewer or run to grade.
  - Mechanical: No heating required.

## SCOPE OF SERVICES

### Existing Conditions Documentation

- Quorum Architects will acquire copies of the original construction plans and any subsequent alterations from City of West Allis for the Fire Station 2 site. We will visually verify the existing conditions of the site within the scope of the project, as necessary based on these documents.
- Using the electronic plans provided by the City and field measurements, AutoCAD base plans will be prepared for the site.



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- A survey of the site will be required. It is assumed the City of West Allis will directly contract for a certified site survey for the project. We will use City record drawings of the latest project on the site to develop the base site plan. This proposal does not include having the site surveyed by a Certified Surveyor.
- All drawings will be produced in the most recent version of Autodesk® AutoCAD®.

#### **Code Review**

- Quorum will perform a comprehensive review of State of Wisconsin and Local Municipal codes as related to proposed modification of the facility and current exiting requirements.

#### **Pricing Plan and Budget**

- Quorum Architects, Inc. will meet with West Allis Fire Department staff to fully understand the scope of the project and document any other specific needs of the staff related to this project.
- Based on the existing conditions, code review and design intent, we will develop a proposed schematic plan showing the building layout and siting. Up to three options of the proposed exterior elevations will be provided for review and selection by the Owner.
- We will meet with the Owner to review the design. The Owner's comments will be incorporated into a revised plan that will be submitted to the Owner for approval prior to commencing construction documents.
- Once a plan is approved, Quorum will prepare a detailed pricing plan based on the approved schematic design plan showing layout of the space with the scope of work identified. Quorum will work with a contractor to develop a preliminary project budget and realistic construction schedule.

#### **Design Development Services**

- Quorum Architects will further develop the plan and will draw elevations of all major exterior elevations and provide a site landscaping plan for review and approval by City Planning.
- Quorum Architects will meet with the Owner to review the design development plans. Based on Owner comments, Quorum will provide up to one revision of the documents for Owner approval and subsequent presentation to the City Planning Commission.

#### **Civil Engineering Services**

- Using survey information provided by City of West Allis from previous projects, develop a site plan showing new and existing building locations, existing site structures and major utilities.
- Provide minimal spot elevations at perimeter of new building to allow for proper drainage. Does not include new site storm sewer structures, relocation of existing underground utilities or storm water management engineering.
- We assume the City of West Allis will develop a certified site survey. If a Boundary, Topographic & Utility Survey is required and requested for permitting, these services can be provided as an additional service to our proposal.

#### **Structural Engineering Services**

- The structure and foundation of the building will require review by a structural engineer. This contract proposal includes structural engineer review and fees as required for permitting.

#### **Construction Document Services**

- Based on the approved design development plan, Quorum Architect's will prepare complete architectural documents comprised of the following:

Title Page (indicating project location)  
Site / Landscaping Plan  
Construction Plan showing Electrical and Lighting



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Foundation Plan  
Roof Framing Plan  
Exterior Elevations specifying materials and colors  
Scope Specifications for Materials and Products



- Prepare specifications for competitive public bidding.
- Provide final cost estimates for construction.
- Submit contract documents to appropriate governing authority for plan review and bidding from subcontractors.

### **Bidding/Negotiations**

- Furnish original set of contract documents to Owner for reproduction and distribution to bidding subcontractors.
- Answer Subcontractor questions during bidding.
- Attend one pre-bid contractor walk-through.
- Prepare and furnish addenda as required.
- Meet with the City Plan Reviewer and apply for a building permit.
- Assist the City of West Allis in evaluating bids and attend one pre-construction kick-off meeting.

### **Construction Administration**

- Quorum will visit the jobsite at key intervals in the construction process to ascertain that the construction is proceeding in accordance with the plans and specifications. Includes four site visits during of construction.
- Review shop drawings and submittals: Includes one initial review and one re-submittal review maximum per component.
- Answer field questions and interpret construction documents.
- Issue Construction Bulletins as necessary.
- Field verify that construction is consistent with Construction Documents

### **Architectural Consultant Fees**

Quorum Architects, Inc. proposes to perform the above architectural services on a not to exceed basis of \$9,000.00 plus \$250.00 reimbursable expense allowance billed as described below, for a total of **\$9,250.00**.

### **Reimbursable Expenses**

Reimbursable expenses such as blueprinting, photography, long distance communications, application and filing of building permit, etc., will be provided on an as-needed basis and will be billed with a 5% administration charge.

### **Exclusions**

Please note that the above scope of services and fee do not include the following:

Site Design outside of proposed work area  
Boundary, Topographic & Utility Survey (additional service if required)  
Storm Water Management Plan  
Voice and Data Communication Design  
Mechanical and Plumbing Engineering  
Electrical Engineering (Design/Build per scope shown on plans)  
Equipment Selection and Specification  
Plan Exam and Permit Fees (reimbursable expense as necessary)

### **Preparation and Distribution of Electronic Media (Drawings / Specifications)**

Electronic Media including CADD files are deemed as tools of preparation and instruments of the Architect. Upon request for transfer of the files by the Owner / Client, an additional service billed on an hourly basis plus any reimbursable expenses incurred to create electronic or



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magnetic media (estimated not to exceed \$500). In the event that files are supplied to the Owner / Client for alteration or expansion of the project, we will assume no responsibility for reuse or alternations of the files by anyone other than Quorum Architects, Inc. and shall be held without liability.



**Additional Services:**

Should you request additional services due to a change in the above Scope of Services, we will proceed with said services upon your written approval, and invoice on an hourly basis, based on our standard hourly rates.

**Miscellaneous Provisions:**

This proposal is based on the terms and conditions of the Standard Form of Agreement Between Owner and Architect, AIA Document B141. Terms of the B141, if in conflict with this proposal, supersede the terms and conditions of this proposal.

Invoices will be sent monthly with payment due within 30 days of receipt. Should the production effort be interrupted due to late receipt of payments, it will be necessary to adjust the schedule. Interest will be billed at the rate of 2.0 percent per month on the balance outstanding, 30 days after the date of the invoice, and will be added and compounded monthly. We reserve the right to withhold plans and documents from the review, signature, or distribution process, if account is not currently paid.

As required by the Wisconsin Constitution Lien Law, Quorum Architects, Inc. hereby notifies Owner that persons or companies furnishing labor or materials for the construction on Owner's land may have lien rights on Owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned, are those who contract directly with the Owner or those who give the Owner notice within 60 days after they first furnish labor or materials for the construction.

Accordingly, Owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. Quorum Architects, Inc. agrees to cooperate with the Owner and his lender, if any, to see that all potential lien claimants are duly paid.

This proposal remains in effect for a period of one year from the date of acceptance. At that time, we reserve the right to revise our rates in accordance with changes in our operating costs. Written notification will be given 30 days prior to the effective date of any change in rates.

We appreciate the opportunity to continue to work with the City of West Allis. Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Mark W. Knapp'.

Mark W. Knapp, AIA  
Principal



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Acceptance Page

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**Acceptance of Terms:**

The undersigned contracts with Quorum Architects, Inc. for the Scope of Work described in the proposal dated May 7, 2012. Authorization to proceed with the Work is granted.

The terms of this proposal shall be invalid if not accepted within 30 days.

Accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name, Company

\_\_\_\_\_  
Name of Legal Entity of Contract

\_\_\_\_\_  
Address of Legal Entity of Contract

Date: \_\_\_\_\_

