

**RESOLUTION NO. 2021-07**

**RESOLUTION ACCEPTING THE PROPOSAL FROM FGM ARCHITECTS FOR ARCHITECTURAL SERVICES**

**WHEREAS**, the Village of Caledonia, has determined that Caledonia Police Station is no longer adequate, and structural deficiencies and needed repairs render the building obsolete; and

**WHEREAS**, the Public Safety Committee has determined that a space needs analysis shall be conducted to determine the feasibility of constructing a new Police Department or Public Safety Building; and

**WHEREAS**, the Public Safety Committee has interviewed architects and selected FGM Architects to conduct the space needs analysis as described in the attached proposal dated December 16, 2020, with a total cost not to exceed \$24,000; and

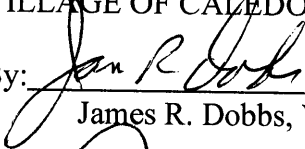
**WHEREAS**, the Village of Caledonia has sufficient funding available within General Fund Contingency, account number 100-90-65100, to fund this project; and

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board that the proposal by FGM Architects set forth in Exhibit A, which is attached hereto and incorporated herein, is accepted and approved, and the Village Administrator is authorized to execute the proposal and approve contingencies with the total not to exceed \$24,000.

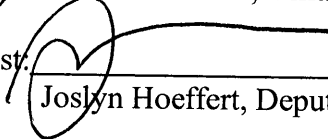
Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 15<sup>th</sup> day of February 2021.

VILLAGE OF CALEDONIA

By: \_\_\_\_\_

  
James R. Dobbs, Village President

Attest: \_\_\_\_\_

  
Joslyn Hoeffert, Deputy Village Clerk

FISCAL NOTE RESOLUTION NO: 2021-07

Exhibit "A"

Fiscal Year: 2021

Account Name	Account Number	Current Balance	Transferred out	Transferred in	Proposed Expenditure	Remaining
--------------	----------------	-----------------	-----------------	----------------	----------------------	-----------

General Fund:

Contingency	100-90-65100	<u>74,000.00</u>	<u>-</u>	<u>-</u>	<u>24,000.00</u>	<u>50,000.00</u>
-------------	--------------	------------------	----------	----------	------------------	------------------

Totals:		74,000.00	-	-	24,000.00	50,000.00
---------	--	-----------	---	---	-----------	-----------

# FGMARCHITECTS

Proposal for

Architectural Services

for

**Village of Caledonia**  
**Public Safety Building Pre-Design Study**  
Caledonia, Wisconsin

Submitted to:

**Village of Caledonia**  
**Mr. Tom Christensen**  
**Village Administrator**  
5043 Chester Lane  
Caledonia, Wisconsin 53402

By:

**FGM ARCHITECTS INC.**  
219 North Milwaukee Street, Suite 325  
Milwaukee, WI 53202

December 16, 2020

# FGMA ARCHITECTS

## 1.0 SCOPE OF PROJECT

The Village of Caledonia would like an Architectural Firm, specializing in architectural programming and design of public safety facilities, to prepare a program, conceptual design, project budget and project schedule for the new Police Station or Public Safety Building to be located on vacant land adjacent to the existing Village Hall. The lot is located near 5043 Chester Lane, Caledonia, WI.

The goal of the project is to provide the Village with an informational foundation which will be used to move forward with the full design and construction of either the new stand-alone Police Station, or Public Safety Building in two phases. The Village would like the Police Department portion of the new building to commence construction in Fall 2021.

The Village of Caledonia is hereinafter referred to as the Owner.

## 2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following Consulting Services for the Project:

### 2.1 Pre-Design Study

FGMA is to prepare a needs assessment report for the Police & Fire Departments which will include the following:

- 2.1.1 FGMA will review the Caledonia Police and Fire Departments' operations, long-term goals, and requirements. As part of this review, we will review current and projected long-term needs.
- 2.1.2 FGMA will establish a project building programs for both the Police and Fire Departments indicating space needs and identifying all functional elements required. We will meet with select personnel from the Police Department, Fire Department and Village to gather data for the building program. We will also generate a building program for a combined police and fire facility.
- 2.1.3 From Owner approved project building programs, FGMA will develop conceptual site and floor plans indicating proposed locations of the facilities and potential future expansion. The conceptual planning will include parking and stormwater management.
  - .1 Conceptual floor plans will be laid out on a departmental level, i.e.: administration, patrol, investigations, etc. and will not be a detailed floor plan.
- 2.1.4 FGMA will generate conceptual appearance drawings to illustrate to the Owner what the building may look like. The drawings will include building elevations and a perspective drawing.
- 2.1.5 FGMA will prepare a conceptual project budget: Utilizing all information generated, we will provide a total project budget which will include a construction budget utilizing cost per square foot calculations, furniture, fixtures and equipment allowances, fees, contingencies, and other soft costs for a total project budget.

2.2 Consultants: FGM will perform all work in-house and consultants are not included as part of this phase.

2.3 Complete design and project documentation and implementation (Schematic Design, Design Development, Construction Documents, Construction Administration) will be covered under a future Project.

## 2.4 Project Deliverables

### 2.4.1 Building Program Spreadsheets for each of the following:

- Combined Public Safety Building
- Police Department
- Fire Department

The spreadsheets will identify 2021 space needs and 2041 projected space needs.

### 2.4.2 Concept Floor Plan and Site Plan (up to three options) on large format print and PDF.

### 2.4.3 Conceptual Appearance Drawings (combination of elevations and/or perspective drawings).

### 2.4.4 Conceptual Project Budget.

## 3.0 ARCHITECT'S COMPENSATION

The Village of Caledonia shall compensate FGM Architects for consulting services rendered in connection with the Project under this Proposal as follows:

### 3.1 For all Consulting Services as described in Section 2.0 above, we propose the following **Lump Sum Fee** plus Reimbursable Expenses.

<b>Public Safety Building Pre-Design Study</b>	<b>\$23,000.00</b>
--	--------------------

### 3.2 Reimbursable Expenses

In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect's actual direct cost of same, for the below items. We recommend establishing a Reimbursable Allowance of \$500, which FGM shall not exceed without prior written approval of the Owner. Reimbursable Allowance includes costs for items below.

3.2.1 Expense of postage and/or delivery.

3.2.2 Travel and living expenses in connection with Architect's out-of-town travel (if required) as authorized by the Owner.

3.2.3 Expenses of any specialty consultants with Owner's prior approval.

3.2.4 Expense of printing required for presentations.

3.2.5 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner's prior approval.

Local travel (travel less than 100 miles), phone, fax, and printing of review sets shall not be charged as a Reimbursable Expense.

### 3.3 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect's actual direct cost of same.

# FGMA ARCHITECTS

3.4 For any Additional Services authorized in writing by the Owner beyond the scope of this Proposal, FGMA shall be compensated based on the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.

3.5 Payments

3.3.1 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the State of Wisconsin Prompt Payment Statute.

3.3.2 Non-payment of invoices shall constitute grounds for discontinuing service.

## 4.0 Additional Requirements

4.1 Architect will assist the Owner in coordination and review of soil boring / geotechnical proposals for design considerations on the Village owned vacant lot. This consultant would be contracted directly with the Village.

4.2 **Architect will credit the Owner 80%** of the fee described in 3.1 above once an Owner/Architect Agreement for project documentation and implementation (Schematic Design through Construction Administration) has been entered between the two parties.

## 5.0 Form of Agreement

5.1 For this project, your signature on the bottom of this proposal will serve as our contractual agreement. If this proposal is acceptable to you, please sign the bottom of this letter, which will authorize FGMA to proceed with the work.

We look forward to this opportunity to be of service to the Village of Caledonia.

Sincerely,

FGM ARCHITECTS INC.

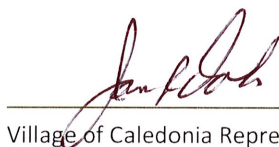


Raymond K. Lee, AIA | Principal in Charge  
[rayl@fgmarchitects.com](mailto:rayl@fgmarchitects.com)



Andrew J. Mayo, AIA, | Project Manager  
[andrewm@fgmarchitects.com](mailto:andrewm@fgmarchitects.com)

Proposal Accepted By:

  
Village of Caledonia Representative

Village President

Title

2-3-21

Date

# FGMARCHITECTS

## HOURLY RATE SCHEDULE Effective November 1, 2020\*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

### FGM Architects

Principal (Board of Directors)	\$250.00
Arch IV	\$195.00
Arch III	\$150.00
Arch II	\$120.00
Arch I	\$90.00
Intern	\$65.00
Interior Designer IV	\$185.00
Interior Designer III	\$145.00
Interior Designer II	\$120.00
Interior Designer I	\$85.00
Landscape Architect	\$160.00
Project Administrator III	\$110.00
Project Administrator II	\$85.00
Project Administrator I	\$75.00

\*Rates are subject to adjustment each November 1st.