

# FGMA<sup>R</sup>CHITECTS

Proposal for

Architectural Services

for

**Village of Cottage Grove**  
**Village-wide Facility Assessment & Space Needs Analysis**  
Cottage Grove, Wisconsin

Submitted to:

**Village of Cottage Grove**  
**Mr. Matt Giese**  
**Village Administrator**  
221 E. Cottage Grove Road  
Cottage Grove, Wisconsin 53527

By:

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

March 5, 2021

## 1.0 SCOPE OF PROJECT

The Village of Cottage Grove would like an Architectural Firm, specializing in architectural programming and design of municipal facilities, to prepare a Facilities Assessment and Space Needs Analysis Report for the Village. The study includes developing an assessment of the facility needs for the Village and preparation of an existing conditions report for the following facilities:

- Village Hall
- Municipal Services Building
- Old Public Works Facility

Upon completion of the assessment of facility needs and existing conditions, a facilities master plan is to be developed which includes identifying options to meet the facility needs, budget development, prioritization and cost benefit analyses.

The goal of the study is to provide the Village with an informational foundation which will be used to make consensus driven informed decisions on how to best address the long-term facility needs of the Village. The study will account for population growth projections, and associated staff projections, for the next 20 years.

The Village of Cottage Grove 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 Space Needs Analysis

FGMA is to prepare a needs assessment report for the Village departments which will include the following:

- 2.1.1 Review existing information related to the Village departments. This includes annual reports, organizational charts, and standard operating procedures.
- 2.1.2 Meet with Village Staff to gather information about each Department's needs. This proposal includes up to **2 meetings / workshops** with each department. FGMA will conduct interviews (either in person or via videoconference) with staff from the following:
  - .1 Administration
  - .2 Forestry
  - .3 Parks & Recreation
  - .4 Police
  - .5 Public Works
- 2.1.3 Observe Department operations and review for operational efficiency.

2.1.4 Prepare a space needs program. The space needs program will be developed for both current and future needs based on population projections and potential changes in operations.

2.1.5 Review space needs programs with the Owner and incorporate changes as required.

## 2.2 Existing Conditions Report/Facility Assessment

2.2.1 FGMA will analyze the exiting site, exterior, and interior conditions of the existing buildings and prepare a report identifying deficiencies and potential solutions. Please note that this analysis will be based on visual observations and no invasive or destructive testing is included in this proposal.

.1 Building components and systems including the site, structure, roof, exterior and interior walls, fenestration (windows and doors)

.2 Review of building systems, including mechanical, electrical, plumbing, fire protection, and low voltage (data) systems

.3 Review compliance with accessibility codes and laws (ADA architectural guidelines).

.4 Identify code violations since the building was originally built or remodeled.

.5 Review the condition of electronic security, surveillance cameras and recording systems.

.6 Perform a general review of the condition and functionality of existing furniture and furnishings.

.7 Identify police specific regulatory requirements/best practices including CALEA & WILEAG Standards and Department of Corrections.

.8 Identify fire specific regulatory requirements/best practices including NFPA Guidelines and CFAI standards.

.9 Identify remaining life cycle of components and systems.

.10 Determine potential solutions for each deficiency and develop conceptual budgets for each solution.

.11 Develop a priority matrix, including financial impact, and recommended timeframe for corrective actions necessary to address any identified deficiency.

2.2.1 FGMA will incorporate any available maintenance plans into this assessment.

## 2.3 Master Plan Development

2.3.1 FGMA will determine all viable options, and develop **up to 3 options**, to meet the facility needs of the Village. Options may include:

.1 Renovations

.2 Potential Additions and renovations

.3 New stand-alone facilities.

2.3.2 For each option, a square footage conceptual construction estimate and an all-inclusive project budget including site and building construction costs, furniture,



## 4.0 ADDITIONAL REQUIREMENTS

- 4.1 It is assumed that existing conditions drawings of each facility will be provided by the Owner. The architect will review field conditions against this plan.

## 5.0 ADDITIONAL SERVICES AVAILABLE

- 5.1 Review Village need for additional facilities for expanded services, such as a Library, Community Center, or Senior Center.
  - 5.1.1 Space Needs Assessment based on FGMA's extensive experience with municipal facilities, as well as analysis of surrounding communities of similar size and service level.
  - 5.1.2 Concept Plan Development
    - .1 2 Options for each facility.
    - .2 FGMA will provide a complete project budget based on historic per square foot costs. The budget will include all construction and soft costs to provide the Village with a complete project budget. Cost Escalation will be included in the budget based on assumed construction start date.
  - 5.1.2 Conceptual Site Planning for additional facilities – up to 2 conceptual site plans.
  - 5.1.3 Lump Sum Fee for Additional Services identified in 5.1
    - .1 **\$6,500** per facility
    - .2 **\$9,000** per building (if multiple uses combined into single building)
- 5.2 Conceptual Life Cycle analysis of proposed options using CoveTool energy modelling software.
  - 5.2.1 Deliverable – CoveTool Energy Cost & Life Cycle Report
  - 5.2.2 Lump Sum Fee for Additional Services identified in 5.2
    - .1 **\$8,500** per option

## 6.0 PROJECT SCHEDULE

- 6.1 Space Needs Analysis and Facility Assessment Report draft for staff review to be completed within 60 days of executed agreement, contingent on staff availability for meetings / workshops.
- 6.2 Master Plan draft for staff review to be completed within 30 days of staff acceptance of Space Needs Analysis and Facility Assessment Report.
- 6.3 Final Draft Report & Master Plan to be completed within 21 days of staff acceptance of Master Plan.
- 6.4 Final Presentation to be available for inclusion in Village Board agenda within 14 days of staff acceptance of Final Report & Master Plan.

**7.0 FORM OF AGREEMENT**

7.1 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 again be of service to the Village of Cottage Grove.

Sincerely,  
**FGM ARCHITECTS INC.**



Brian Meade, AIA, LEED AP  
Principal-in-Charge



Andrew Mayo, AIA  
Project Manager

Proposal Accepted By:

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Village of Cottage Grove Representative

Title

Date

**HOURLY RATE SCHEDULE**

**Effective February 1, 2021\***

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:

Principal	\$250.00
Arch IV	220.00
Arch III	175.00
Arch II	145.00
Arch I	105.00
Interior Designer IV	215.00
Interior Designer III	170.00
Interior Designer II	145.00
Interior Designer I	100.00
Landscape Architect	180.00
Project Administrator	100.00

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