

23 October 2009

Richard M. Jones, P.E.
Dept. of Public Works
City of Racine
730 Washington Avenue
Racine, WI 53403

Re: Racine State Street Depot
West Canopy Platform Repair and Restoration
Proposal

Dear Mr. Jones,

Based upon our discussions of October 13, I am pleased to provide you with a proposal for your project, including an outline concerning approach, assumptions and proposed fee for your consideration.

This project will be a cooperative effort between the City of Racine, the Department of Housing and Urban Development, associated stakeholders and the Isthmus team. We propose a two part hands-on approach that encourages interaction and communication among the participants. The following outline describes the steps necessary to assist you with this project.

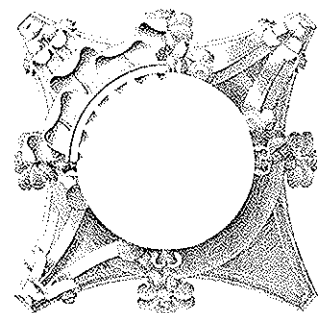
PART 1

Mobilization

- Initial meeting with the City of Racine.
- Develop general project approach and fee proposal.
- Submit draft proposal for review and comment.
- Develop final proposal and contract.
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- Execute agreement for services.

Design Report Phase

- Obtain relevant projects documents and site survey from City.
- Verify layout of building.
- Prepare base drawings.
- Conduct condition survey of building and meet with City.
- City provides report on hazardous materials survey of building.
- Conduct historical research for additional interior and exterior photographs of building and site.
- Develop design drawings illustrating the proposed rehabilitation work to the building and canopy. Prepare a parking plan for the site.
- Submit letter to the Wisconsin Historical Society to initiate compliance process.
- Meet with City to outline potential phased project strategies to meet ultimate goals.
- Prepare a ten page Restoration Report describing the goals and objectives, space program, schedule and conceptual probable costs.



PART 2

Construction Document Phase

- Based upon approved Restoration Report and owner authorized adjustments, proceed with Construction Document Phase.
- Prepare final drawings, details and specifications, setting forth the requirements for the construction of the project.
- Obtain and insert City of Racine standard specifications (front end).
- Prepare information for public meeting consisting of two mounted renderings and project fact sheet of the proposed project.
- Conduct one informational public meeting in Racine.
- Review results of meetings with City of Racine.
- Review meeting in Racine. Presentation to City Planning Commission.
- Submit Section 106 Compliance documents to the Wisconsin Historical Society.
- Approval of Section 106 Compliance by Wisconsin Historical Society.
- Coordination with State Street Improvement project schedule.
- Final coordination with local utilities and City of Racine
- Insert State and Federal wage rates provided by City of Racine.
- Submit five sets of documents to the City of Racine for review.
- Review and comment by City of Racine and HUD.
- Review meeting in Racine.
- Approval of documents by City of Racine.
- Issue one set of Plans, Specs. & Estimate (PS&E).
- Submit plans and specifications to Department of Commerce for review and approval.
- Approval of P.S. & E.
- Construction Easement with Union Pacific Railroad finalized by City of Racine.
- Approval of plans and specifications by Dept. of Commerce.

Bidding Phase

- Arrange for printing and delivery of bid documents for the City of Racine distribution.
- Prepare a three ring binder containing a table of contents, complete set of 11 x 17" contract documents and specifications and CDs containing a complete set of contract documents and specifications in PDF format.
- City of Racine advertises for bids.
- Conduct one pre-bid tour.
- Prepare one addendum.
- Assist City of Racine in opening and comparing bids at City Hall.
- Assist City of Racine in developing "Request to award" project.
- City of Racine submits bid documentation to HUD.

Construction Administration Phase

- City of Racine develops and awards construction contract.
- Conduct pre-construction meeting.
- Design team will make four site visits during construction process and prepare related field reports.
- Design team will review and process required shop drawings and equipment submittals.

Assumptions

- The project site is located at 1402 State Street in Racine.
- The property consists of a flat open site, single-story masonry building with brick walls and plaster interior walls attached to an open canopy. The building and canopy was constructed in 1901 as part of a railroad depot which still stands directly to the east.
- The building is listed on the National Register of Historic Places.
- All work is to comply with the Secretary of the Interiors Standards for Historic Preservation.
- The building is presently in fair condition.
- The City of Racine will schedule all meetings with City agencies or Commissions.
- The City of Racine will be the facilitator between the consultant team and all stakeholders.
- The City of Racine will make available to the consultant team full information on the owner's intent with regard to the projects requirements.
- The City of Racine will maintain all required records and files for the project.
- The City of Racine will provide final approval of project deliverables
- Construction documents will be issued as one single package.
- Change orders, field orders, logs, payment reviews and meeting notes will be by City of Racine Construction Representative consultant.
- The Project Schedule is yet to be confirmed.

Anticipated Contract Document Package

- Title sheet with Site Plan 1/20 scale
- Site survey 1/20 scale
- 3 Architectural sheets (plans, details, sections, schedules) 1/8" scale
- 1 Structural sheets (plans, details, sections, schedules) 1/8" scale
- 2 MEP Sheets (plans, details, sections, schedules) 1/8" scale
- Specifications

Project Team:

Peter Rott, AIA - Preservation Architect, Isthmus Architecture, Inc.
Jessie Powers, ASID - Project Manager, Isthmus Architecture, Inc.
Conor Nelan, P. E. - Consulting Engineer, Cold Spring Design, LLC.
Brandon Weisensel - Architectural Intern, Isthmus Architecture, Inc.

Estimated Professional fee

The following compensation is based upon the terms of this proposal and our current understanding of the project scope.

Design Report Phase Services	\$11,120
Construction Document Phase Services	\$20,455
Bid Phase Services	\$4,500
Construction Administration Services	\$9,275
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TOTAL FEE	\$45,350

Estimated Reimbursable Expenses

Reimbursable costs are billed at cost.

Mileage for site visits and meetings.	\$1,500
Materials testing (mortar, & brick) allowance	\$1,000
Courier, mailing, overnight delivery	\$150
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Total estimate for reimbursables	\$2,650

In conclusion, I want to emphasize our commitment to working as a team, with all stakeholders. We are prepared to begin upon your authorization and look forward to again work with the City of Racine.

Sincerely,

ISTHMUS ARCHITECTURE, INC.



Peter R. Rött, AIA, NCARB
Preservation Architect, Principal