

*****ATTACHMENTS*****

OFFICE USE ONLY
CDBG PROGRAM YEAR _____
APPLICATION REC'D DATE _____

OFFICE USE ONLY
DATED APP'D BY RDA _____
DOLLAR AMT APP'D _____

CITY OF SHEBOYGAN
APPLICATION FOR HISTORIC PRESERVATION GRANT PROGRAM
FAÇADE GRANT FOR RESEARCH WORK
Amended by RDA, August 6, 2014

Completed application is to be filed with the Department of City Development, 828 Center Avenue, Suite 104, Sheboygan, WI 53081. Applications that are not complete or legible will not be accepted. Applications must be approved by the Redevelopment Authority before work may begin.

1. GENERAL INFORMATION

DATE OF APPLICATION SUBMITTAL: Aug. 18, 2014

APPLICANT: Mark Zimmer PHONE: (920) 457-4455

NAME OF FIRM: Ballhorn Chapels

APPLICANT'S ADDRESS: 1201 N 8th Street, Sheboygan, WI 53081

ARCHITECT: Jennifer L. Lehrke, AIA PHONE: (920) 783-6303

ADDRESS: 529 Ontario Avenue, Suite FN1, Sheboygan, WI 53081

2. PROJECT INFORMATION (Costs must be verified with a written estimate for the research work from design professional)

PROJECT LOCATION: Ballhorn Funeral Chapels, 1201 N 8th Street

FAÇADE GRANT REQUEST \$ 5,000

3. CERTIFICATION

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Jennifer L. Lehrke
APPLICANT'S SIGNATURE

Aug. 18, 2014
DATE

Jennifer L. Lehrke
PRINT ABOVE NAME

4. NOTES

PURPOSE: To promote facade renovation of historic buildings, to conserve valuable architecture and to preserve the City's ethnic and cultural heritage as reflected in its historic structures.

ELIGIBILITY: The Redevelopment Authority (RDA) will give priority to projects completed along Michigan Ave (from N. 14th to N. 8th St), 8th Street (from Michigan to Indiana Ave) and Indiana Ave (from S. 8th to S. 14th). Projects located in other areas will be considered if funding is available and determined eligible by the RDA.

GRANT REQUIREMENTS: The research work/design must be prepared by a qualified historic preservation design professional and must reflect the original design, materials and character of the building including cost estimates for the proposed work. It must be approved by designated agencies.

CITY PARTICIPATION: The City will fund up to a maximum of \$5,000 and pay 100% of the cost of preliminary architectural and historical research, if deemed acceptable by the Redevelopment Authority (RDA). 75% of the façade grant for research work will be paid upon completion of the design. The remaining 25% of the façade grant for research work will be paid to the applicant upon completion of the construction project per the Architect's architectural and historical research. Funding will be provided on a first-come, first-served basis.

COMPLETION: Research work shall be completed within 6 months of authorization to proceed by the Redevelopment Authority. Work completed prior to approval will not be eligible for funding.

5. ACTION BY THE CITY OF SHEBOYGAN

DATE APPROVED BY REDEVELOPMENT AUTHORITY: _____



LEGACY
architecture

529 Ontario Avenue, Suite FN1
Sheboygan, Wisconsin 53081
(920) 783-6303
info@legacy-architecture.com
www.legacy-architecture.com

August 11, 2014

Mark Zimmer, Funeral Director
Ballhorn Chapels
1201 North 8th Street
Sheboygan, WI 53081

Re: Renovations of Ballhorn Chapels

Dear Mr. Zimmer:

It was a pleasure meeting with you and Dick Hammes last week at Ballhorn Chapels to discuss your planned renovation. Thank you for your interest in Legacy Architecture, Inc.

While we believe that a master plan of the entire complex would be warranted, your primary objectives for window replacement, elevator replacement, and toilet room renovations are well defined. Therefore, we suggest an approach that focuses on those items only. If during the course of our work, other areas of the building need to be addressed, we can expand upon our contract to include them.

Windows, Elevator, and Toilet Rooms

That being said, we propose the following scope of work for the windows, elevator, and toilet rooms:

1. Visit the site to verify existing conditions and take field measurements and photographs of the first floor and the south and west elevations.
2. Draft existing first floor plan and south and west elevations.
3. Review requirements of the *International Existing Building Code*, applicable portions of the *International Building Code*, and *ICC A117.1 Accessible and Usable Buildings and Facilities* as they pertain to the planned remodeling.
4. Prepare schematic/concept design options.
5. Meet with you to review design options and arrive at a preferred design concept.
6. Procure structural engineering services and incorporate them into our work, including Calculations and Worksheets as required for City of Sheboygan Building Inspection Department plan review and approval (\$1,100 allowance).
7. Prepare architectural construction documents for the project including a site plan, first floor plan, south and west elevations, sections, details, specifications, and COM Check Building Energy Compliance Statement as required for City of Sheboygan Building Inspection Department plan review and approval.
8. Meet with you to finalize the construction documents before they are released for plan review, bidding, and construction.
9. Prepare and submit documents and meet with the City of Sheboygan Architectural Review Board for review and approval.
10. Prepare and submit documents required for City of Sheboygan Building Inspection Department plan review and approval.
11. Distribute plan sets and solicit bids from four local commercial general contractors.
12. Perform a pre-bid walk-thru with the general contractors and their subcontractors so they can familiarize themselves with existing conditions.

13. Consult with the contractors and issue any addenda for clarification purposes during bidding.
14. Review and evaluate bids and make a contractor selection recommendation.
15. Prepare a construction contract between you and the chosen general contractor.
16. Coordinate with plumbing, mechanical, and electrical design-build contractors while they produce their drawings and prepare their submittals.
17. Advise and consult with you and the general contractor during construction via phone and email and respond to Requests for Information.
18. Review and approve Shop Drawing and Product Submittals for windows, toilet accessories, plumbing fixtures, and elevator to ensure compliance with the construction documents.
19. Review and approve Change Orders and Applications for Payment.
20. We are required by law to perform on-site observations to determine if the construction is in substantial compliance with the approved plans. We have included three job site observations for this project.
21. Prepare punch list citing deficiencies or non-conforming work observed during the on-site observation.

Master Plan

Should a master plan be desired, we propose the following additional work items:

1. Meet with you and City staff regarding the project.
2. Prepare and submit documents and meet with the City of Sheboygan Redevelopment Authority for review and approval of a Historic Preservation Grant.
3. Visit the site to verify existing conditions and take field measurements and photographs of the basement, second and third floors, and the north and east elevations.
4. Draft existing basement, second, and third floor plans and north and east elevations.
5. Review requirements of the *International Existing Building Code*, applicable portions of the *International Building Code*, and *ICC A117.1 Accessible and Usable Buildings and Facilities* as they pertain to the master plan.
6. Prepare schematic design options.
7. Meet with you up to three times to review design options and arrive at a preferred design concept.

Fees

We prefer to work on an hourly basis. Our Schedule of Rates is as follows:

Principal Architect & Historic Preservation Consultant III	\$90/hour
Architectural Intern III	\$65/hour
Architectural Intern II & Historic Preservation Consultant II	\$55/hour
Architectural Intern I & Historic Preservation Consultant I	\$50/hour
Architectural Intern I & Historic Preservation Assistant	\$40/hour
Administrative Assistant	\$30/hour
Reimbursable Expenses	Cost + 10%

We estimate the fees for the architectural services outlined above for the windows, elevator, and toilet rooms may be \$16,900. The fees for the master plan would be an additional \$7,500, of which the first 75% will be billed directly to and paid by the City of Sheboygan as part of their Historic Preservation Grant program (if pre-approved) and the remaining 25% will your responsibility. If you proceed with construction as designed, the City may reimburse your 25% investment.

Reimbursable expenses such as plan review fees, printing, mileage, postage, and additional work not specifically mentioned above are in addition to these fees. Fees for services rendered and reimbursable expenses accrued will be invoiced on a monthly basis with payment due and payable on the 21st of each month. Outstanding balances will incur interest at a rate of 18% per year.

We appreciate the opportunity to provide this proposal and look forward to working with you. Please contact us if there are any questions or if you require further information. Signing and dating of this letter and returning it to Legacy Architecture, Inc. will indicate your acceptance.

Sincerely,

Legacy Architecture, Inc.



Jennifer L. Lehrke, AIA, LEED AP, NCARB
Principal Architect & Historic Preservation Consultant

Acceptance:

Signature

Date

Note: The Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant's officers, directors, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, employees, shareholders, owners and subconsultants shall not exceed \$50,000, or the Consultant's total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

