

**VILLAGE OF WINDSOR  
BOARD RESOLUTION 2018-08**

**AUTHORIZING A CONTRACT WITH DIMENSION IV MADISON DESIGN GROUP TO PERFORM A  
SPACE NEEDS ANALYSIS & BUILDING PROGRAMMING STUDY FOR A VILLAGE MUNICIPAL  
CAMPUS**

**WHEREAS**, on December 20, 2017, the Village published a request for proposals to perform a space needs and building programming study for a Village Municipal Campus ("the RFP"); and

**WHEREAS**, the Village received three (3) responses to the RFP, including a proposal from Dimension IV Madison Design Group ("the Proposal"); and

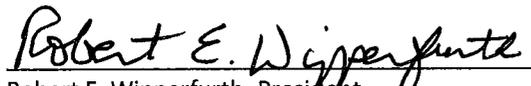
**WHEREAS**, after consideration of the proposals received, and recommendation of Village Staff, the Village Board finds it in the public interest to enter into a contract with Dimension IV Madison Design Group for the above described work.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Windsor as follows:

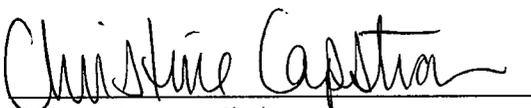
The Village President, Village Attorney and Staff are hereby authorized and directed to negotiate and enter into a contract with Dimension IV Madison Design Group to perform a space needs analysis and building programming study for a Village Municipal Campus, under terms consistent with the RFP and the Proposal, and acceptable to the Village President and Village Attorney.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor held on January 18, 2018, by a vote of 5 in favor and 0 opposed.

**VILLAGE OF WINDSOR**

  
Robert E. Wipperfurth, President

**Attested by:**

  
Christine Capstran, Clerk

**INCORPORATED BY REFERENCE:**

Request for Proposal dated December 20, 2017

Response to the Request for Proposal of Dimension IV Madison Design Group



# Windsor

Growing Forward

## **REQUEST FOR PROPOSAL**

### **SPACE NEEDS ANALYSIS & BUILDING PROGRAMMING FOR VILLAGE MUNICIPAL CAMPUS**

**Responses to this RFP shall be submitted by 4:00 p.m. on January 12, 2018**

**For further information, please contact:**

Jamie Rybarczyk  
Deputy Administrator | Director of Economic Development  
4084 Mueller Road  
DeForest, WI 53532  
608-846-3854  
jamie@windsorwi.gov

## Introduction:

The Village of Windsor invites qualified and experienced firms to submit a Request for Proposal (RFP) response to perform a space needs analysis and building programming for the potential Village Municipal Campus. The analysis will include current and future Village Staff needs and service functions for the Windsor Municipal Building, Windsor Utilities, Windsor Police Department, DeForest Area Community Center, DeForest Area Historical Society, and Windsor Post Office. The site for the potential Village of Windsor Municipal Campus is located south of Windsor Road, east of Canadian Pacific Railroad – Soo Line Railroad, west of Windsor Ridge Lane, and north of Windsor’s Fireman’s Park (See Exhibit A). The site encompasses four single family residential properties, two multifamily properties, one vacant property and several properties owned by the Village that includes facilities for Windsor Utilities.

The selected firm will prepare, with the Village of Windsor President (Mr. Robert Wipperfurth), Administrator (Ms. Tina Butteris) and Deputy Administrator (Mr. Jamie Rybarczyk), a report that outlines the space needs for Village Staff, building programming to accommodate the space needs, and recommendations to obtain efficiencies between the space needs analysis and building programming for the Village of Windsor Municipal Campus. The report should be based on sound forecast methodology and incorporate the following goals/objectives:

- Quality work space for Village Staff and the public;
- Equitable allocation of space according to industry standards;
- Strategic location of uses to foster inter- and intra-department communication and efficient public services; and
- Cost effective solutions for new space and infrastructure.

## Project Background:

The Village of Windsor is a former town that incorporated as a Village in November 2015, and comprises approximately 30 square miles in area with 20% of the land being urban and 80% being rural. The Village Comprehensive Plan: 2035 sets forth the preservation of the rural area for the future. The current population is 7,430 with a conservative growth projection of 8,380 by 2035.

The Village administrative staff and many service functions are located at 4084 Mueller Road. This site includes the following:

### Village Hall: Windsor (main & lower floors)

- Constructed in 1993;
- Approximate 3,500 ft<sup>2</sup>;
- Accommodates eight full-time positions & two part-time positions: Administrator, Deputy Administrator, Clerk, Village Engineer (PT), Director of Planning & Zoning, Treasurer (PT), Deputy Clerk/Deputy Treasurer, and Administrative Assistant; and
- Provides public space, office space, meeting space, and storage space.

### Village Hall: Dane County Sheriff’s Office Northeast Precinct (main & lower floors)

- Constructed in 1993;
- Approximate 3,500 ft<sup>2</sup>;
- Accommodates administrative staff and service functions of the Dane County Sheriff’s Office Northeast Precinct; and
- Provides public space, office space, meeting space, and storage space.

*Note: The Village of Windsor contracts with the Dane County Sheriff’s Office Northeast Precinct for law enforcement. Windsor has three full-time deputies and one vehicle.*

### Department of Public Works

- Constructed in 1960;
- Approximate 4,000 ft<sup>2</sup>;
- Accommodates three full-time positions and several seasonal part-time positions; and
- Provides office space, mechanical space, cold storage, and salt storage space.

*Note: The Village of Windsor recently purchased a satellite DPW facility (approximate 9,500 ft<sup>2</sup> on 0.4 acres) located at 6770 Depot Street.*

## **Scope of Work:**

The firm awarded this project will prepare a space needs analysis and building programming for the potential Village Municipal Campus. The scope of work will include the following tasks:

### Space Needs Analysis

The firm will work with the Village of Windsor President, Administrator and Deputy Administrator to prepare space needs analysis. The analysis will examine the current and future needs of the Village Staff by member and department based on demographic trends and industry standards. The analysis will also examine current and future service functions provided by the Windsor Municipal Building, Windsor Utilities, Windsor Police Department, DeForest Area Community Center, DeForest Area Historical Society, and Windsor Post Office. The analysis will evaluate the space needs analysis on a 10-, 20- and 30-year increment.

### Building Programming

Based on the space needs analysis, the firm will provide building programming. The programming will include public space, office space, ancillary and accessory space (i.e. data and telecommunications; conference rooms; printer, file and storage space), and functional space (i.e. restrooms; mechanical space; vestibules; stairwells, elevators and hallways). The programming shall be analyzed by member, department and service function and formatted into use relationships for building purposes. The programming shall recommend standards for safety and security. The programming will identify how to best meet the building needs on a 10-, 20- and 30-year increment.

### Space Needs Efficiency and Deficiency Analysis

The firm will identify and document any efficiencies and deficiencies of space between the Village Staff, by member and department (i.e. office space and ancillary and accessory space), building programming (i.e. functional space), and public. The firm will also identify whether the future service functions should be programmed in a single building or multiple buildings on the Village Municipal Campus. The analysis will evaluate the space needs efficiencies and deficiencies on a 10-, 20- and 30-year increment.

### Cost Analysis

The firm will prepare an estimated cost in current dollars for design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs for the 10-, 20- and 30-year increment. The level of construction shall be higher than the current service functions with a focus on sustainability. The Village recognizes that as a long-term building owner the additional cost of construction in the short-term will be offset in the long-term through energy savings.

## **Proposal Content:**

- Firm name, address, contact person and information;
- Firm overview;
- A statement of interest and qualifications for the project;
- A description of the firm's understanding of, capabilities and expertise applicable to carry out the project, including any concerns the firm may have regarding the availability of information, schedule, etc.;
- A description of the firm's proposed approach and methodology to perform the project, including a project timeline;
- List of key personnel to be assigned to the project including detailed resumes for each. The resumes should list the general project duties and experience that directly relates to the project;
- Three examples of the firm's specific knowledge, expertise and project experience relative to the project; and
- A cost estimate (Not-To-Exceed) to perform the project with a breakdown by project task and meeting.

## **Proposal Requirements:**

- Provide one (1) electronic copy, via email, and three (3) hard copies of the response. Hard copies shall be submitted within a single sealed envelope. The envelope should have the following notation: "Space Need Analysis & Building Programming for Village Municipal Campus".

- Responses shall be received no later than 4:00 p.m. on January 12, 2018 by:  
Jamie Rybarczyk  
Deputy Administrator | Director of Economic Development  
4084 Mueller Road  
DeForest, WI 53532  
608-846-3854  
jamie@windsorwi.gov
- Responses received after the above day and time will NOT be accepted and will be returned to the sender unopened.
- Submit all questions in writing to Jamie Rybarczyk using the contact information above.
- Any restrictions on the use of information contained within your response must be clearly stated in the response itself. Any restrictions on the use of information in the response based upon confidentiality of information, proprietary interests, trade secrets, copyright information, or similar basis shall be clearly stated in the response. From the time responses are received until completion of negotiations with the selected firm, the contents of all responses will be confidential. Due to public records law considerations, nondisclosure cannot be guaranteed after completion of the negotiation phase of this procurement.
- The Village of Windsor reserves the right to negotiate the terms of the contract, including the award amount, with the selected firm in order to establish the final scope of work and professional fee to be earned by the selected firm prior to the Village of Windsor entering into a contract.
- The Village of Windsor reserves the right to reject in whole or in part any and all responses, to waive all informalities, and to accept the responses determined to be in the best interest of the Village of Windsor. This RFP may also be canceled in whole or in part if determined to be in the best interest of the Village of Windsor.

### **Proposal Selection Process:**

The following criteria will be considered in evaluating the responses:

- Firm's analysis of the project requirements;
- Firm's approach and methodology;
- Firm's qualifications, professional skills of key personnel, and assigned roles of same;
- Firm's previous work experience on related projects; and
- Firm's references (maximum of three).

### **Proposal Selection Process:**

All responses received will be reviewed by the Village of Windsor President, Administrator and Deputy Administrator on or about January 15, 2018. The Village President, Administrator and Deputy Administrator will present its recommendation to the Village Board on January 17, 2018. The Village President, Administrator and Deputy Administrator reserve the right to modify the proposal selection process in the best interest of the Village of Windsor.

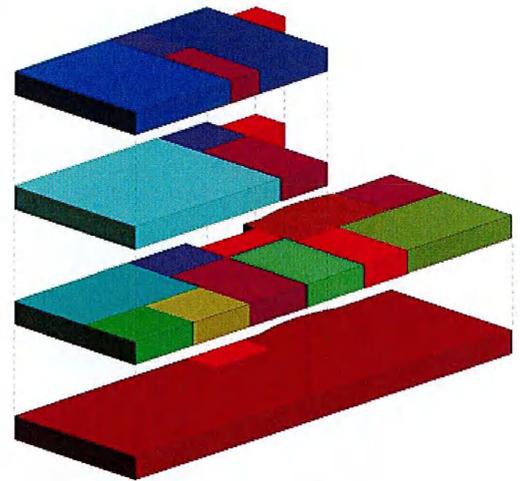
Exhibit A



# PROPOSAL & STATEMENT OF QUALIFICATIONS



SPACE NEEDS ANALYSIS & BUILDING PROGRAMMING  
VILLAGE MUNICIPAL CAMPUS  
VILLAGE OF WINDSOR  
January 12, 2018



OPTION D



architecture · interior design · planning

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## MISSION STATEMENT

We will provide thorough, attentive services to our clients, listening to user needs, introducing and exploring innovative ideas with a goal of providing creative, functional and affordable architecture that is sustainable and will stand the test of time.

# OVERVIEW OF FIRM

## Name and Address of Firm

### Dimension IV Madison Design Group

6515 Grand Teton Plaza, Suite 120  
Madison, Wisconsin 53719

Phone: 608.829.4444

Fax: 608.829.4445

## Principals/Owners of Firm

Jim Gersich, AIA, RLA, WRID

Jerry Bourquin, AIA

Ron Siggelkow, AIA

Ray White, AIA

Sheila Ace

Tina Gordon, NCIDQ

Primary Contact: Jim Gersich  
jgersich@dimensionivmadison.com  
608.829.4453

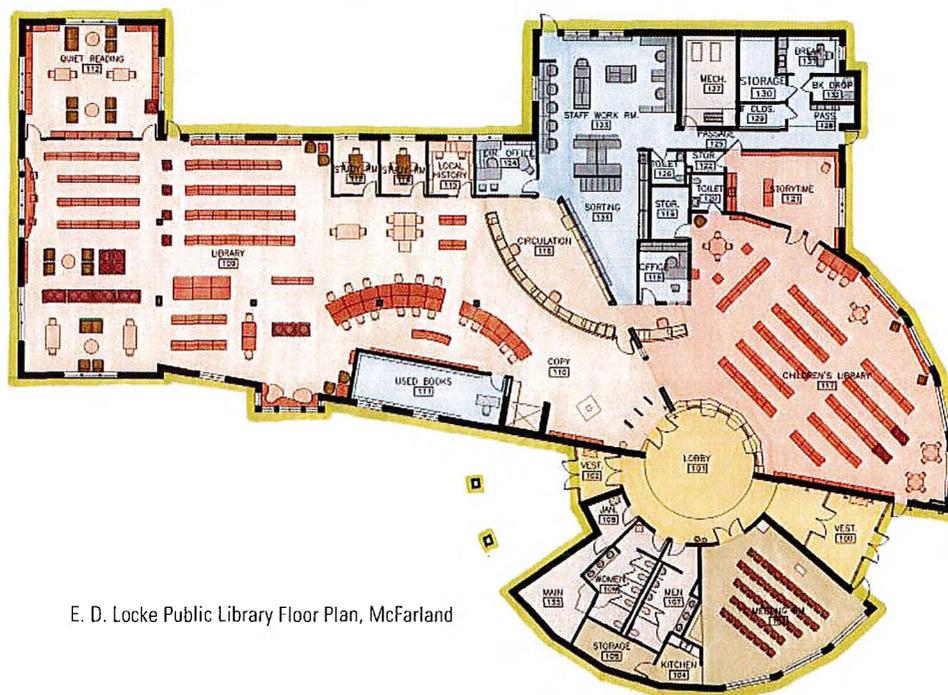
## Staff

Currently our staff consists of 17 design professionals and technical support staff, each of whom provides a unique contribution to our success. Seven of our design professionals are licensed in architecture, two are LEED® Accredited Professionals, two are LEED® Green Associates, and one of our principals is registered in multiple disciplines.



Dimension IV Madison Staff

# OVERVIEW OF FIRM



E. D. Locke Public Library Floor Plan, McFarland

We are a design firm offering architecture, interior design, site planning, and landscape architecture services for new construction, additions, renovations, remodeling projects, master planning, feasibility, and **space needs and building programming** studies. Collectively, our staff has over 200 years of experience, representing decades of work on projects ranging from a few thousand square feet to hundreds of thousands of square feet. We like what we do, and we take pride in doing it well. While the majority of our work is in the design and implementation of buildings, their sites, and interiors, almost all of our work begins with space planning.

The foundation of our firm is built on a vision of architecture and professional services that puts the client and users, the building function, and the project budget at the forefront. We take a **collaborative approach** to each and every project, enhanced by a willingness to **listen carefully** to the needs, wants, dreams, and concerns of the client and users. We greatly enjoy teamwork and collaboration and view them as critical to a highly successful outcome. We have always met the project schedule.

Dimension IV Madison Design Group brings a depth of experience working to creatively solve design challenges. Our in-house team of architects and interior designers will work diligently and interactively with you to develop **creative, cost-effective solutions** to meet your needs. Our team enjoys a highly participatory, consensus-building process leading to great solutions and satisfied clients.

We take great pride in our services and success. Our team brings the unique qualities to your project of:

- **A Proven Team Member**
- **Experience and Ability**
- **Past Knowledge**
- **Forward Vision**
- **Quality of Work/Life**
- **Value**

Our staff has experience in a wide range of project types, but as a firm we have chosen to focus on the following:

- Civic/Governmental
- Multi-Unit Housing
- Mixed-Use
- Senior Housing
- Higher Education & K-12 Schools
- Commercial
- Industrial
- Hospitality
- Historic
- Religious

## Services

Dimension IV Madison Design Group offers a broad range of services with our in-house staff. We customize our services to better serve each client and successfully deliver each project.

### Space Needs Analyses

Surveys of current and projected space needs, functional relationships, equipment and furnishings space requirements, departmental and workflow analysis.

### Planning

Program development, long-range facilities planning, feasibility studies, adaptive reuse analysis.

### Site Planning and Design

Master planning, campus planning, site selection, parking studies, site lighting, site development, and landscaping.

### Design Architecture

Complete design services, from concepts to construction documents and specifications for new buildings, additions, renovations, and facility maintenance and improvement projects.

### Sustainable Design

LEED® certification, Energy Star, sustainable sites, rain gardens, water efficiency, energy efficiency, materials and resources (reuse, recycling, and reduction), indoor air quality.

### Interior Design

Space planning, space programming, tenant improvements, FF&E (furniture, fixtures, equipment) specification and procurement, materials, colors, signage, physical relocation assistance/coordination, equipment inventories.

### Building Evaluations

Code and life safety analysis, accessibility compliance, renovation/expansion feasibility, review of technology deficiencies, building energy performance, long-term maintenance and cost analysis.

### Historic Architecture

Rehabilitation and adaptive reuse; restoration/preservation work with local, state, and national agencies and commissions.

### Cost Estimating

Analysis for life-cycle costing, cost/benefit analysis, detailed project cost estimating.

### Project Management

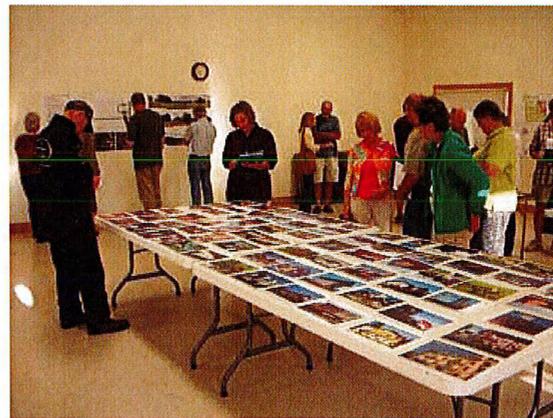
Conceptual budgets, scheduling, construction delivery, system analysis, quality control, project phasing.

### Construction Administration

Site observations, shop drawing review, progress reports, contractor payment certifications, post occupancy follow-up.

### Other Services

Renderings, Model Making, 3-D Graphics, Building Information Modeling, Lender Verification Services.



New Glarus Design Workshop



# INTEREST & QUALIFICATIONS

Several members of our firm are residents of the growing east Madison metropolitan area, and active in their communities. To say that "...Windsor is developing..." would be a gross understatement given the dynamics. We recognize and appreciate the impact these developments have upon the local political scene as well as the ripple effect on 'infrastructure,' ranging from parkland to traffic to public safety and the overall leadership and administration of the Village.

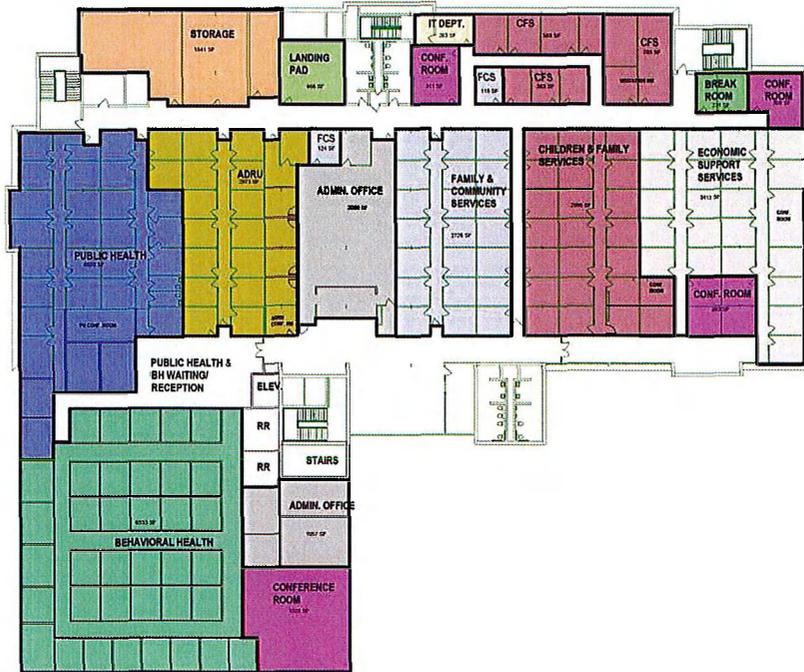
Consequently, we are much more than casually interested in the future of Windsor. We have a vested interest in the long-term success of Windsor as a safe, yet growing community; a great place to live, work and play.

We have been commissioned to conduct space needs analyses by the City of Fitchburg, the City of Portage, the Village of Stratford, and Waupaca County, which has provided us the experience of knowing how the Village manages its affairs. That experience helps qualify us for the Space Needs Analysis undertaking.

In addition to those experiences, we have also enjoyed working with numerous town, village, city,

county and state governmental units in the analysis of existing facilities, projection of staffing patterns, and development of their space needs programs. A few of these municipalities and counties include the City of Brodhead; the Village of Poynette; the Town of Hull (Portage County); the Village of New Glarus; the Town of New Glarus; the City of Verona; the Village of McFarland; the City of Madison; and Portage and Dane Counties. In all these cases we were engaged in some form of space needs projections, programming and work flow analysis.

Lastly, we wish to underscore our deep understanding of the dynamics in Windsor. Some of these dynamics can be described as planned growth. Windsor is also a community of growing ethnic, cultural and economic diversity. Each of these bring its own impact, such as ESL (English as a Second Language). The Village Municipal Campus should continue to be a strong service-oriented resource for all Windsor citizens, as well as a source of great pride, as our community buildings and common resources tell the story about a municipality and its people.



Waupaca County Courthouse Second Floor Plan Alternate 3

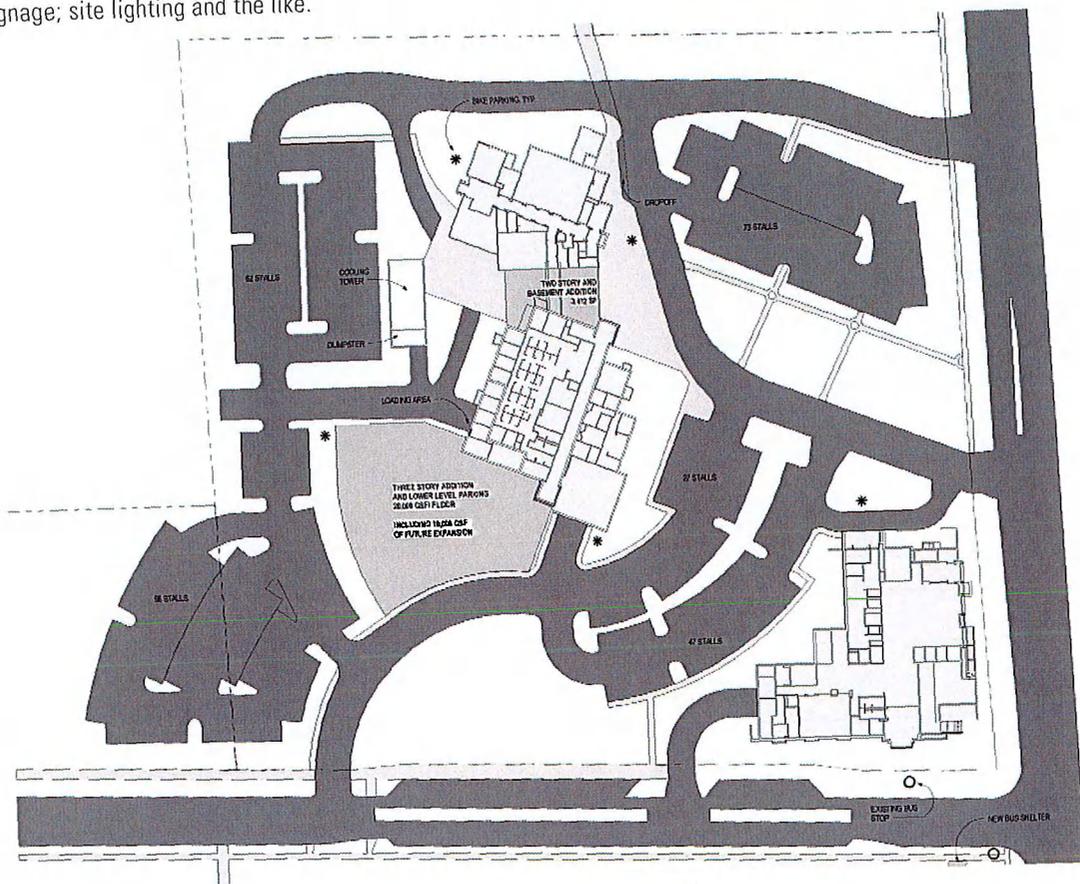
# UNDERSTANDING & CAPABILITIES

We understand the work involved to include a staffing analysis, demographic data, building space needs programming, analysis of work spaces and flow, adjacencies, and a cost and sustainability analysis for all options. Further, this information is needed for the current, 10, 20 and 30 year points in time. Information on trends also needs to be woven throughout, as some trends may have a significant impact on staffing, space needs, and new or expanded community services that may be required. All of this will also have an effect on the physical spaces needed to support each function/service. These program elements are based on the current uses of existing facilities: municipal offices, multipurpose rooms, police services, and additional review of spaces not located in the Village Hall.

Naturally, each of these program elements will impact one another, easily leading to confusion unless presented in a coherent, cohesive, and succinct manner. While Dimension IV Madison Design Group has extensive experience with space needs analyses and projected building programming, incorporating all of these particular elements on a multilayered scale (i.e. multiple services and building functions in multiple buildings) will be greatly aided by careful analysis of age and condition of building envelopes and infrastructure (HVAC, etc.).

Dimension IV Madison Design Group will function in the various capacities of overall Project Manager, Architect, Landscape Architect, and Interior Designer; we have licensed design professionals in all these disciplines. We will be assisted in the Space Needs Building Programming by Lyle Heller, Talent Assets, known for on-line surveying capabilities.

Our skillset includes experience with master planning. One of the deliverables we envision you will need and want as a result of this process, is an overall master plan drawing that indicates where building locations can or should not occur; traffic analyses and parking expansions, service and drives; retaining open greenspace; pedestrian patterns and bike paths; signage; site lighting and the like.



Fitchburg Site Master Plan Final

# PROPOSED APPROACH & METHODOLOGY

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We have developed a list of tasks and a timeline for the completion of the scope of services. Included is a schedule correlated to each work element. The timeline also indicates when meetings will occur.

Whenever we use the term "Design Team" we mean it to include the representatives of the Village and the representatives of our design staff. The focus of the following timeline will be to highlight interactive tasks of the entire Design Team as opposed to tasks limited to only one of the participants.

## **Tasks & Durations**

<u>Task</u>	<u>Duration/Milestone</u>
1. Design Team project initiation "Kick-Off" Meeting	At Outset
2. Review of all available information (site, facilities, etc.)	Week 1
3. Conduct Space Needs and Staffing Analyses	Weeks 2-4
4. Analysis of current work space and flow	Weeks 3-5
5. Staff and Public input process integrated, on-line surveying	Week 3
6. Conduct data-gathering session with Stakeholders (#1)	Week 4
7. Initial staff-analysis efforts: demographics and projections	Weeks 4-6
8. Conduct data-gathering session with Stakeholders (#2)	Week 5
9. Design Team Meeting to review progress	Week 6
10. Building programming in 10, 20, 30-year increments	Weeks 6-8
11. Detailed Cost & Sustainability Analyses	Weeks 6-9
12. Design Team Meeting to review progress	Week 9
13. Prepare pre-final report, spreadsheets, etc.	Weeks 9-10
14. Design Team Meeting to review draft report	Week 10
15. Submit draft report for final review	Week 11
16. Design Team Meeting to review final report	Week 12
18. Finalize report	Week 13
19. Submit report to Village for distribution	Week 13
20. Present final report/recommendations to Village Board	As Scheduled

## Existing Conditions

Detailed review of both drawings and existing facilities, conditions, and sites will provide the context necessary to understand the project objectives. That context can be analyzed in several ways, such as via the Village's leadership team, the users of the facility, both staff and public, and the locations where future building expansions can be both vertical and horizontal. With building expansion comes parking expansion, as well as other support elements such as drives, waste, and a desire to maximize open, greenspace.

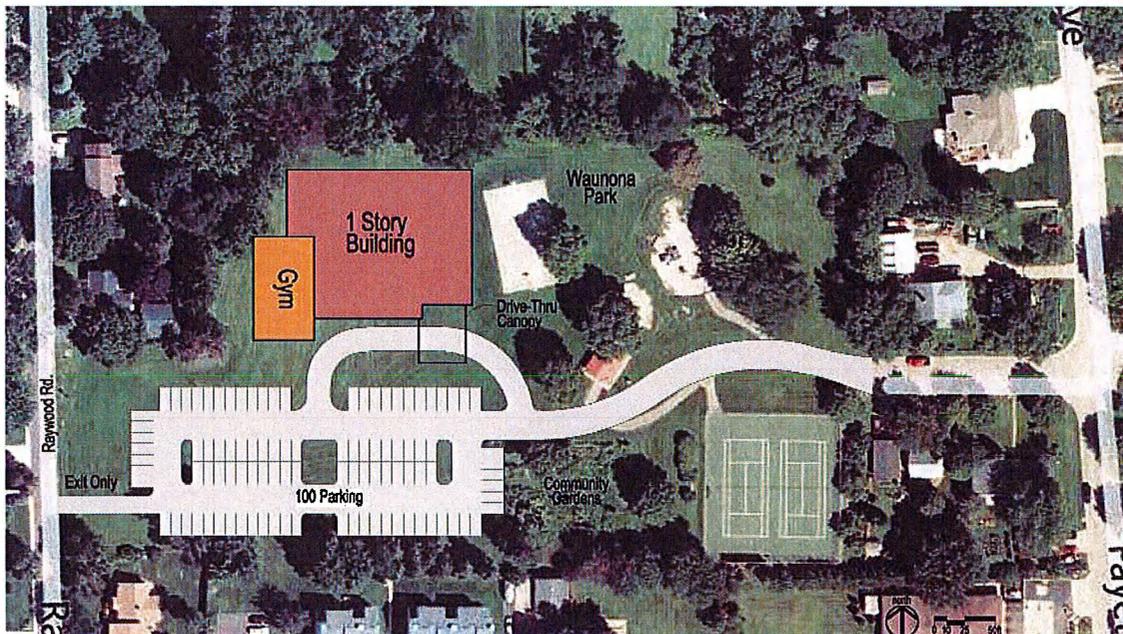
We are always careful to fully understand the goals and expectations of the client's leadership team, whether they represent the various Departments located at the new Village Municipal Campus; Historical Society; De Forest Area Community Center; U. S. Postal Service; the Public Works and Fire-EMS Department; the municipal political and administration levels, the staff members and volunteers as well as the member of the public as the primary beneficiaries of these facilities.

Understanding their points of view is critical to the project's success. They are each constituents in their own ways, and on occasion their preferences can be in conflict with one another. We work hard to find a common ground that addresses the goals and objectives for the project in a very positive way.

## Specific Tasks to Accomplish the Project

We see the Data Gathering-Analysis Phase as the most critical set of tasks to be accomplished for ultimate project success. Why? First, we believe the verification and further development of the space needs programming and planning that the Village has undertaken will create the foundation upon which the entire project will rest. We have the experience and ability to adapt non-specific project goals and objectives into tangible space needs requirements, very quickly.

For example, knowing that the Community Center is also a polling place, and that the space needs will also reflect use as a senior center, another layer of complexity is added via directional flow, walking paths within the building, and surface parking on the site without causing interference with the traffic patterns.



Bridge Lake Point Waunona Community Center Feasibility Study, Madison

# PROPOSED APPROACH & METHODOLOGY

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Next, we believe in setting out for Owner's review several conceptual alternatives to the master plan design, to compare and contrast, to evaluate and criticize, and to use as stepping stones toward the ultimate concept scheme that is preferred. This process requires broad conceptual thinking and creativity; it is common to our design experience and we have developed a somewhat unique process that facilitates the successful development of a strong design concept.

We will explore various strategies for a **public-private partnership** approach to several of the components envisioned or possible for the new Village Municipal Campus. Examples might include compatible and synergistic retail, a long-term potential public library, incubator space for entrepreneurial advancement, and possibly even some form of residential occupancy in a condominium legal structure.

Also, we are very careful to **never** propose something that is unaffordable or unrealistic. The careful orchestration of budget and schedule implications into the early design phase is critical for project success.

## **What If?**

Another key question relates to the success or timing of design, bidding and construction of various components given the gap in the schedule required for capital budgeting, entitlements and potential land acquisition. Planning ahead in an era of rising costs is critical.

## **FF&E and Low Voltage Systems**

We believe that anticipating the needs of Furnishings, Fixtures and Equipment (FF&E) and Low Voltage Systems is mandatory for the proper integration of electronic technologies into the concept. Besides budgeting for furnishings, the various Low Voltage Systems (such as radio communications, WiFi and computer networking, door security control systems, camera security systems, VOIP telephone, etc.) will be addressed early-on.

One key question relates to the reuse of such existing FF&E components. We will secure an inventory of any existing and you will help us decide the useful life of existing vs new key pieces to be acquired in the future as a part of building expansion.

## **Surveying, Soil Testing and Stormwater Management**

We do not anticipate the need for detailed architectural surveys of the intended site. They will be necessary at a later time, to depict the existing underground utilities on/near the site, and those that will serve the new building(s). In the short-term we will study topography in a broader context.

We will also discuss with you the future need for soil testing/borings and geotechnical reports that the International Building Code requires. Until then, we will make assumptions upon which foundation design and related construction cost can be based.

Lastly, as you know, NR151 related to stormwater management has significant implications for on-site storm water management for all sites one (1) acre or larger. Still, the implications of proper stormwater management such as erosion control, apply to every project and site. We will address the issues with you during concept design.

We do not recommend including, at the juncture, the preparation of a Stormwater Management Plan with accompanying County approvals, but will include concepts detailing the stormwater strategies, such as detention pond(s), rain gardens, erosion control and the like. With more hardscape (roofs, future parking, etc.) comes more stormwater detention.

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**Schedule** (February through May, 2018)

Design Team project initiation "Kick-Off" Meeting	January 17-31 TBD
Review of all available information (site, facilities, etc.)	February 5 - 9
Design Team Question Discovery Meeting/Facility Objectives	February 12
Conduct Space Needs and Staffing Analyses	February 12 - March 2
Analysis of current workspace and flow	February 19 - March 9
Staff and public input process integrated, on-line surveys	February 19 - 23
Conduct data-gathering session with Stakeholders (#1)	February 21
Initial staff-analysis efforts: demographics and projections	February 26 - March 16
Conduct data-gathering session with Stakeholders (#2)	March 1
Design Team Meeting to review progress	March 5
Building programming in 10, 20, 30-year increments	March 12 - 23
Detail Cost & Sustainability Analyses	March 12 - 30
Design Team Meeting, review progress	March 19
Prepare pre-final report, spreadsheets, etc.	March 26 - April 6
Submit draft report for final review	April 6
Design Team Meeting to review final report	April 18
Finalize report	April 19 - 27
Submit report to Village for distribution	April 30
Present final report/recommendations to Village Board	In May

# KEY PERSONNEL

## Key Personnel

To ensure the success of your project, we bring together an experienced team that enjoys working together and is committed to the success of our clients. This team is committed for the duration of the project.



**A. James (Jim) Gersich, AIA, RLA, WRID** is a founding member of Dimension IV Madison Design Group which has been in business since 2002. Jim has over 40 years of professional experience and will be the Principal-in-Charge and Project Manager for this work, roles he has performed many times on numerous, similar projects. Jim brings many years of space needs analysis and building programming expertise with governmental buildings and their sites. Some of the counties and municipalities he has worked with include Waupaca County, Dane County, Portage County, La Crosse County, and governmental units in New Glarus, Boulder Junction, Clinton, McFarland, Prairie du Sac, Marshall, Madison, Prairie du Chien, Verona, Manitowoc, Monroe, La Crosse, Hull, Stevens Point, Viroqua, Poynette, Beloit, Brodhead, Stratford, and Fitchburg.



**Tina Gordon, NCIDQ, IIDA**, is a principal/owner of Dimension IV Madison Design Group and will be the Interior Designer for the work, assisting with the space needs, programming and interior assessments. Tina has extensive experience with building evaluations, space needs analyses, and building programming.



**Robert Ahern, AIA, LEED® AP**, joined Dimension IV Madison Design Group in 2016 and brings over 17 years of professional experience. Robert is an architect and sustainable design-construction strategist who will assist in identifying sustainable design goals and options for the project. Robert will also manage checklist tracking of potential credits via Leed v4.

Full resumes for Jim and Tina follow this page.

## Leadership

Dimension IV Madison Design Group brings strong project leadership and design experience to every project. This combination gives you the personal attention and flexibility you need, while also providing the high degree of knowledge, creativity and professionalism that is essential to ensure a project's success.

# RESUME

## A. JAMES GERSICH, AIA, RLA, WRID

### Experience

**Principal  
Architect  
Landscape Architect  
Interior Designer**  
40+ years of experience

### Education/Training

**MBA, University of Wisconsin-  
La Crosse (1986)**

**Bachelor of Architecture,  
University of Illinois,  
Urbana-Champaign (1973)**

**National Council of  
Architectural Registration  
Boards Certification (NCARB)**

### Registration/Accreditation

**Registered Architect in  
Wisconsin, Colorado, Illinois,  
Indiana, Iowa, Michigan,  
Minnesota, Mississippi, New  
York, Ohio, and South Carolina**

**Registered/Certified Interior  
Designer in Wisconsin  
and Minnesota**

**Registered Landscape Architect  
in Wisconsin**

### Organizations/Committees/ Memberships

**American Institute of Architects  
(AIA)**

**AIA National Ethics Council  
(2010 Chair)**

**Wisconsin Architects  
Foundation (President  
2010-2011)**

**Architects Section, State of  
Wisconsin Joint Examining  
Board (2012-2018 Secretary)**

**AIA Continuing Education  
Committee (2018 Chair)**



Village of Stratford Public Works Department Concept Sketch

### Civic Center Campus, Fitchburg, Wisconsin

Space needs analysis and projected building program based on current city population and 20-year growth. Study included analyzing future staffing and space needs for Center Campus municipal departments, including City Hall, community/senior center, and public library; staff and space needs for 5, 10, and 20 year horizons; long-range future trends in the city; various options for future growth building expansion and overall site master plan; future expansion options, including horizontal and vertical expansion, separate police department building and branch library; estimating capital and facility operating costs associated with future staffing and space needs; and estimating costs, ranging from potential construction costs for site improvements, building addition/remodel, and/or stand-alone building.

### Waupaca County Courthouse, Waupaca, Wisconsin

Space and facilities needs assessment for the Waupaca County Courthouse based on current organizational needs and 20-year future growth needs, including development and analysis of options and master plan recommendations. The courthouse houses three circuit court branches and their administrative support areas; a public health clinic, including patient examination rooms; and several large meeting spaces.

### Department of Public Works, Stratford, Wisconsin

5-, 10-, and 25-year space needs study, including evaluation of existing six sites, potential relocation site, and a greenfield site; conceptual options, including co-locating the Police Department with new Department of Public Works, and relocating the Historical Society and Village Hall into a new Community Center; cost options; and final feasibility study written report.

### Public Works/Parks & Recreation Building Needs Facility Plan & Veterans Memorial Field Master Plan, Portage, Wisconsin

Building programming and space needs analysis for a replacement public works/utilities and parks and recreation building, plus an expansion of the existing water utility administration building. Data collection, mapping, public involvement, analyses, cost estimating, recommendations, inspections, and other services as required to prepare a master plan for Veterans Memorial

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Field, Lawton Field, Siegel Field, the Little League Complex, grandstand (a designated historic structure), public works shop, yard and storage facilities, water utility maintenance facility, and emergency storm shelter.

**Prairie Maison Redevelopment Master Plan Feasibility Study, Prairie du Chien, Wisconsin**

Feasibility study, concept options, master planning and budgeting for the redevelopment of a vacated two-square-block area in a residential neighborhood of the city. The final report included project parameters, optional schemes, outline specifications, sustainable design analyses, building code analyses, cost estimates, and sources-uses of funds discussions.

**Bridge Lake Point Waunona Community Center Feasibility Study, Madison, Wisconsin**

Feasibility study and master plan for new southside community center of approximately 22,000 square feet to include administrative spaces; space for a preschool daycare, elementary school after-school programs, and middle and high school youth activities, with associated spaces including a gymnasium/multipurpose room; vehicle repair training facilities; areas for senior activities and dining; a food pantry; common shared areas such as reading rooms, lockers-showers-toilets, fitness room, hair salon, café, retail space; and a food prep kitchen. Outdoor spaces to include parking, bike racks, a playground, vegetable garden, flower garden, gazebo, and pool. In collaboration with Van Mell Associates.

**Kish Health System, DeKalb, Illinois**

Hospital concept master plan. 55-acre, 50-year plan to double current capacity, expand services, and create a multifunctional, comprehensive healthcare campus in the fastest growing county in the U.S. In collaboration with Van Mell Associates.

**Boulder Junction Community Center, Boulder Junction, Wisconsin**

Feasibility study for the expansion, renovation or replacement of the current community center that included the public library, police department, administrative offices, and a multipurpose community/meeting room. The feasibility study included numerous options, ranging from minimal maintenance and accessibility improvements to a major renovation of the existing building and a new library wing addition, to a replacement building on the existing site. Additional factors considered in developing expansion and replacement building options included wastewater treatment, rain gardens, and use of the existing building during construction.

**Washington County A/V & Technology Master Plan, West Bend, Wisconsin**

Audiovisual system upgrades to four courtrooms, arraignment room, jury deliberation rooms, board room, Board of Supervisors room, and multiple conference rooms. Also included work on the Jail and Sheriff's Department video camera surveillance system. The new A/V system includes large format visual presentation technology, video switching between multiple inputs and outputs, a digital document camera, digital annotation devices, user video and audio inputs, video teleconferencing, an infrared assisted hearing system, and monaural speech and stereo program audio reinforcement.

**Dane County Homeless Day Resource Center, Town of Madison, Wisconsin**

Program and space needs development, preliminary and final design for the conversion and renovation of the Porchlight, Inc. facility at 1490 Martin Street to expand the services offered within the 5,000 square foot existing facility.

**Second Harvest Foodbank of Southern Wisconsin, Madison, Wisconsin**

Feasibility study, space needs programming, and concept planning for potential replacement facility, including warehouse facilities, loading docks, meeting rooms, and offices.

**Dane County Public Works Miscellaneous Projects, Madison, Verona, Waunakee, and Edgerton, Wisconsin**

Master planning, space needs programming, and preliminary site-buildings design through construction documents for several projects for Parks, Badger Prairie Healthcare, Alliant Energy Center, and Health & Human Services.

# RESUME

TINA GORDON, NCIDQ

## Experience

**Principal  
Interior Designer**  
19 years of experience

## Registration/Accreditation

**NCIDQ Certified Interior  
Designer**

## Education/Training

**Bachelor of Fine Arts in Interior  
Design, Iowa State University,  
Ames, Iowa (1998)**

## Organizations/Committees/ Memberships

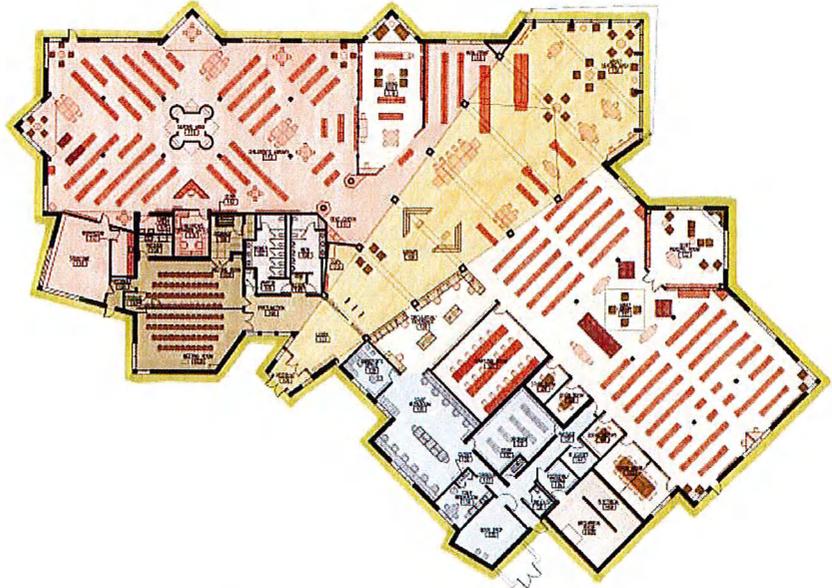
**International Interior Design  
Association (IIDA)**

**4H Club Volunteer**

## FF&E Services

**Along with more traditional  
interior design services, Tina  
provides full furniture, fixtures  
and equipment (FF&E) services.**

**FF&E services are integrated  
from the beginning of the design  
process and cover such things  
as layout, evaluation of existing  
versus new, matching FF&E to  
the interior architecture, FF&E  
selection, and the coordination  
and procurement of all FF&E,  
keeping within the client's  
budget.**



Verona Public Library Floor Plan

## **Civic Center Campus, Fitchburg, Wisconsin**

Space needs analysis and projected building program based on current city population and 20-year growth. Study included analyzing future staffing and space needs for Center Campus municipal departments, including City Hall, community/senior center, and public library; staff and space needs for 5, 10, and 20 year horizons; long-range future trends in the city; various options for future growth building expansion and overall site master plan; future expansion options, including horizontal and vertical expansion, separate police department building and branch library; estimating capital and facility operating costs associated with future staffing and space needs; and estimating costs, ranging from potential construction costs for site improvements, building addition/remodel, and/or stand-alone building.

## **Sacred Heart Seminary & School of Theology, Franklin, Wisconsin**

10-year master plan for the renovation, expansion, and modernization of the seminary. Services included programming, master planning, architectural and interior design, cost estimating, and FF&E. Phase 1 lobby renovations received the 2015 IIDA Wisconsin Award of Excellence in the liturgical project category.

## **Boulder Junction Community Center, Boulder Junction, Wisconsin**

Feasibility study for the expansion, renovation or replacement of the current community center that included the public library, police department, administrative offices, and a multipurpose community/meeting room. The feasibility study included numerous options, ranging from minimal maintenance and accessibility improvements to a major renovation of the existing building and a new library wing addition, to a replacement building on the existing site. Additional factors considered in developing expansion and replacement building options included wastewater treatment, rain gardens, and use of the existing building during construction.

# RESUME

**Public Works/Parks & Recreation Building Needs Facility Plan & Veterans Memorial Field Master Plan, Portage, Wisconsin**

Building programming and space needs analysis for a replacement public works/utilities and parks and recreation building, plus an expansion of the existing water utility administration building. Data collection, mapping, public involvement, analyses, cost estimating, recommendations, inspections, and other services as required to prepare a master plan for Veterans Memorial Field, Lawton Field, Siegel Field, the Little League Complex, grandstand (a designated historic structure), public works shop, yard and storage facilities, water utility maintenance facility, and emergency storm shelter.

**Dane County Homeless Day Resource Center, Town of Madison, Wisconsin**

Program and space needs development, preliminary and final design for the conversion and renovation of the Porchlight, Inc. facility at 1490 Martin Street to expand the services offered within the 5,000 square foot existing facility.

**Dane County Public Works Miscellaneous Projects, Madison, Verona, Waunakee, and Edgerton, Wisconsin**

Master planning, space needs programming, and preliminary site-buildings design through construction documents for several projects for Parks, Badger Prairie Healthcare, Alliant Energy Center, and Health & Human Services.

**Wisconsin Manufacturers & Commerce, Madison, Wisconsin**

Provided space planning for entire three-story building, including reorganization of floor plan and updated finishes/interior design throughout. Reorganization of the layout improved staff work flow and collaboration, and included planning for additional work spaces for future growth within the existing footprint.

**Verona Public Library, Verona, Wisconsin**

New 31,100 square foot public library and community/meeting room for 100.

**E. D. Locke Public Library, McFarland, Wisconsin**

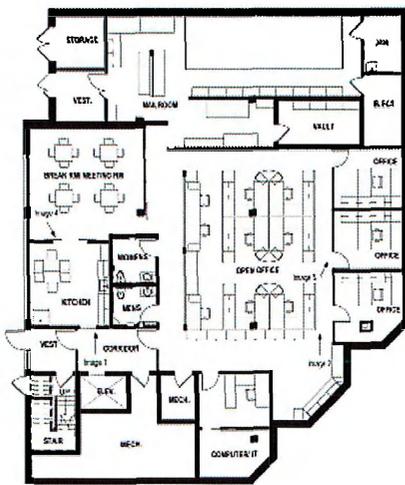
New 17,820 square foot public library and community meeting room.

**Memorial Public Library, Brodhead, Wisconsin**

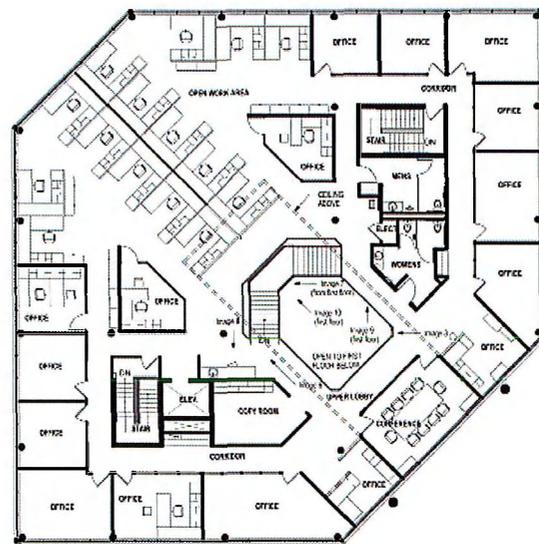
New 15,210 square foot public library and community meeting room.

**Poynette Area Public Library, Poynette, Wisconsin**

A 4,251 square foot expansion of the library into the existing adjacent Jamieson Building, along with new finishes within the existing 3,294 square foot library space.



1 LOWER LEVEL FLOOR PLAN



2 SECOND FLOOR FLOOR PLAN

Wisconsin Manufacturers & Commerce Office Remodel Floor Plan



# SIMILAR PROJECT EXAMPLES

## Civic Center Campus, Fitchburg, Wisconsin



Space needs analysis and projected building program based on current city population and 20-year growth. Study included analyzing future staffing and space needs for Center Campus municipal departments, including City Hall, community/senior center, and public library; staff and space needs for 5, 10, and 20 year horizons; long-range future trends in the city; various options for future growth building expansion and overall site master plan; future expansion options, including horizontal and vertical expansion, separate police department building and branch library; estimating capital and facility operating costs associated with future staffing and space needs; and estimating costs, ranging from potential construction costs for site improvements, building addition/remodel, and/or stand-alone building.

Completed February	2015
Cost of Services	\$48,000
Efforts Included	<ul style="list-style-type: none"> <li>Focus groups, staff steering committee and departmental meetings</li> <li>Question-based planning and demographic analyses</li> <li>Staff forecasting (5, 10, and 20-year horizons)</li> <li>Building and site analysis</li> <li>Evaluation of existing facilities, systems, infrastructure and site</li> <li>Staff needs analyses leading to space needs program statement at workstation level</li> <li>Campus master plan</li> <li>Statement of facility objectives and scorecard related to alternatives</li> <li>Sustainable design and construction strategies</li> <li>Building code analyses</li> <li>Construction budget analyses (detailed cost estimates of alternatives, \$20-\$24,000,000)</li> <li>Furnishings, fixtures, and equipment inventories and budgets</li> <li>Information technology and security systems</li> <li>Capital and operational cost estimates</li> <li>Timeline</li> <li>Design options related to preferred present space needs and future space needs</li> <li>Identification and impact of immediate space needs, short-term space needs, and long-term needs</li> </ul>

**Waupaca County Courthouse, Waupaca, Wisconsin**

Space and facilities needs assessment for the Waupaca County Courthouse based on current organizational needs and 20-year future growth needs, including development and analysis of options and master plan recommendations. The courthouse houses three circuit court branches and their administrative support areas; a public health clinic, including patient examination rooms; and several large meeting spaces.

Completed October	2017
Cost of Services	\$48,000
Efforts Included	<ul style="list-style-type: none"> <li>Focus groups, staff steering committee and departmental meetings</li> <li>On-line survey instruments and analysis</li> <li>Question-based planning and demographic analyses</li> <li>Staff forecasting (5, 10, and 20-year horizons)</li> <li>Building and site analysis</li> <li>Evaluation of existing facilities, systems, infrastructure and site</li> <li>Staff needs analyses leading to space needs program statement at workstation level</li> <li>Campus master plan</li> <li>Statement of facility objectives and scorecard related to alternatives</li> <li>Sustainable design and construction strategies</li> <li>Building code analyses</li> <li>Construction budget analyses (detailed cost estimates of alternatives, \$10-\$14,500,000)</li> <li>Furnishings, fixtures, and equipment budgets</li> <li>Information technology and security systems</li> <li>Capital and operational cost estimates</li> <li>Timeline</li> <li>Design options related to preferred present space needs and future space needs</li> <li>Identification and impact of immediate space needs, short-term space needs, and long-term needs</li> <li>“Urgent Needs” identification, estimates, and recommended solutions</li> </ul>



2nd Floor, 5-10 Year Floor Plan



# SIMILAR PROJECT EXAMPLES

## Public Works/Parks & Recreation Building Needs Facility Plan & Veterans Memorial Field Master Plan, Portage, Wisconsin

Building programming and space needs analysis for a replacement public works/ utilities and parks and recreation building, plus an expansion of the existing water utility administration building. Data collection, mapping, public involvement, analyses, cost estimating, recommendations, inspections, and other services as required to prepare a master plan for Veterans Memorial Field (county fairgrounds, carnival and camping), Lawton Field, Siegel Field, the Little League Complex, grandstand (a designated historic structure), public works shop, yard and storage facilities, water utility maintenance facility, parks, recreation and forestry offices and shop, and emergency storm shelter.



Veterans Memorial Field Master Plan

Completed	July 2014
Cost of Services	\$33,000
Efforts Included	<ul style="list-style-type: none"> <li>Staff Steering Committee and Departmental meetings</li> <li>Public Listening Sessions</li> <li>Question-Based Planning and demographic analyses</li> <li>Staff and Equipment Forecasting (25-year horizon)</li> <li>Evaluation of 12+ City-owned parcels for the proposed new Public Works/Parks-Rec building</li> <li>Building and Site Analyses</li> <li>Evaluation of existing facilities, systems, infrastructure and site</li> <li>Staff Needs analyses leading to Space Needs Program Statement at workstation level</li> <li>Campus Master Plan</li> <li>Sustainable Design and Construction Strategies</li> <li>Building Code Analyses</li> <li>Construction Budget Analyses (detailed cost estimates of Alternatives)</li> <li>Furnishings, Fixtures and Equipment inventories and budgets</li> <li>Information Technology and Security Systems</li> <li>Capital and Operational Cost Estimates</li> <li>Timeline</li> <li>Design options related to preferred present space needs and future space needs</li> <li>Identification and impact of Immediate Space Needs, Short-Term Needs and Long-Term Needs</li> <li>Deferred maintenance items identified and cost-estimated</li> </ul>