

Statement of Qualifications for the :

The Highground Veterans Memorial Building



Presented to:

Ike Rebout

**Program Development
Coordinator**

The Highground Veterans Memorial Park
W7031 Ridge Rd
Neillsville, WI 54456

FUNKTION

Design Studio

May 2, 2019

207 Windtree Drive
Wausau, WI 54401

**The
Highground**
Veterans Memorial Park



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May 2, 2019

Ike Rebout
Program Development Coordinator
The Highground Veterans Memorial Park
W7031 Ridge Rd
Neillsville, WI 54456

Re: Highground Veterans Memorial Building

Dear Ike,

Funktion Design Studio, LLC is pleased to submit a Conceptual Design and a Statement of Qualifications for the new Highground Veterans Memorial Building, in response to your letter and our discussion on April 2, 2019. As requested, we have also included a brief description of the our firm, typical phases of architectural design, our proposed services outline for each design phase and a brief description of the available project delivery methods.

Funktion Design Studio, LLC a full service architectural firm located in Wausau, established in 2016 through the collaboration of Melody Hamlin and Rick Schroeder with over 60 years of combined experience. The Highground Veterans Memorial Park will benefit from Funktion Design's previous experience, having successfully completed a vast array of space needs analysis, site selection, feasibility studies, master planning, design and construction projects throughout Wisconsin. Our firm is experienced in Public Space Architecture. We bring the expertise necessary to collaborate with you, staff and the board members to create a successful project. We are enthusiastic about the opportunity to work with you to create a facility that is aesthetically superior, encompassing the site environment and views, functional, interactive, engaging and inspiring environment for your patrons and staff. The new Highground Veterans Memorial Building will become something very special for Wisconsin Veterans and the many tourists that visit the Highground Veterans Memorial Park.

In addition to our Conceptual Designs, we have included some of our initial thoughts and ideas for the Highground Veterans Memorial Building. These designs and thoughts are not definitive solutions but are meant to convey our team's initial ideas on the various solutions that could be applied to this project. We will collaborate with the Highground Veterans Memorial Park staff and stakeholders to develop a final project design that achieves your goals and complies with local and state regulations.

Committed to exceeding our client's expectations, we understand that designer/client collaboration is key to building consensus for a particular design approach and to ensure that the design is appropriate for the client and the patrons they serve. We partner with our clients, we understand our clients, we listen...we don't dictate...but we guide our clients to achieve their goals. Our interactive design process with you, staff and the Highground Veterans Memorial Park board members will be fun, engaging and interactive, arriving at creative solutions to be translated into a graphical design and developing consensus as to which solutions best serve the needs of the Highground Veterans Memorial Park.

A Cover Letter

Our policy of being client-driven and responsive translates to, “being there every step of the way” reassurance that Funktion Design Studio represents a trustworthy project partner. You can be confident in selecting the Funktion Design Studio Team to provide your professional architectural services to be engaging, delivering a conceptual schematic design that you assisted in developing to meet the requirements and expectations of your stakeholders, staff and patrons.

Sincerely,



Melody Hamlin, AAIA
Project Manager



Rick Schroeder, AIA
Project Architect

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OUR COMPANY

Funktion Design Studio is a full service architecture studio with offices in Wausau, Wisconsin. We partner with our clients, we understand our clients, we listen...we don't dictate...but we guide our clients to achieve their goals.

Funktion Design Studio sets the benchmark for design firms by keeping current with the most up-to-date professional design software packages on the market. These packages include the 2017 premium version of Autodesk's Building Design Suite. This architectural package includes programs such as Revit and AutoCAD Architecture. These technologies allow our staff to produce clear documentation and detailed finished documents.

OUR BUSINESS PHILOSOPHY

Funktion Design Studio's overriding business philosophy is that of providing insight, responsiveness, and quality service to our clients. We provide high-quality technical documents that are practical for use in the real world and which meet the goals of the project. Our Team can understand and identify the implications of design and construction actions, including financial implications, and always proceeds with the client's best interests in mind.

We assess each client's project needs and apply a combination of innovative problem solving, new technology, and proven methods to meet them. Although only recently formed, Funktion Design Studio has a staff with over 60 years of diverse education, expertise, and experience. Our policy of being client-driven and responsive translates to, "being there every step of the way" reassurance that Funktion Design Studio represents a trustworthy project partner.

OUR DESIGN PHILOSOPHY

Our design process is implemented through collaboration in an open design studio with each other, allowing valuable input from each staff member to enhance our strengths and design capabilities. Our success in design is built on partnership with our clients, consultants, and extended design team members. We work as facilitators and collaborators, leading the design process while maintaining a clear project vision, allowing us to achieve a fully integrated and coordinated design for each project.

We will begin by engaging you in a collaborative design process where together we will clearly define the functional, spatial, technical, and aesthetic requirements of the design. Stakeholder engagement is part of every project our team works on.

Our team will use the following key elements to encourage an open and successful dialogue:

- Practice good listening skills. An emphasis on listening is an absolute necessity for success on any project.
- Manage effective meetings and/or events. This includes strategizing an efficient and practical process, defining a meeting format, providing handouts and support materials, and facilitating the meeting.
- Clearly and concisely document and communicate the process and outcomes from each meeting or event to all stakeholders.
- Communicate key technical information by breaking down complex technical data into interesting and understandable messages.
- Conduct follow up communications as necessary with the owner and other key stakeholders to discuss next steps and modifications to the process necessary to address conflicts.

We also see that success in design services is attained by having designers with field construction experience. Our designers live with the plans and specifications they develop; they work directly with contractors to get the project completed accurately. Only through such efforts can a designer develop the capabilities to provide truly excellent construction documents. Complete and thorough design documents minimize change orders, prevent financial overruns, and lessens liability for the client.

1 Company Profile

OUR PROJECT TEAM

The Project Team assembled by Funktion Design Studio, LLC, is one that has significant experience on projects similar in size and scope to the Highground Veterans Memorial Building. Partnering with structural, mechanical, electrical, and plumbing (MEP), our handpicked Project Team consists of experts in the fields of building, structural and MEP design. Our subconsultants for this project bring with them a team of experienced and talented staff members who will represent their individual discipline. We will coordinate with the Owner's chosen Civil Engineering / Site and Landscaping Design firms.

Architecture

Melody Hamlin, Associate AIA, LEED Green Associate, has over 28 years of experience including museums, libraries, retail buildings, municipal buildings, community centers, municipal garages, town halls, fire stations and offices. Throughout her career, she has completed numerous commercial building alterations, assessments, space needs analysis, and masterplans. Melody will serve as your Project Manager and be your primary point of contact. Having one point of contact reduces the potential for missed or conflicting information between the Building Committee Representative and our Project Team.

Melody will lead project management, team coordination, and project design development. She will coordinate the project team members and will oversee the incorporation of the Highground Veterans Memorial Park Building Committee's and stakeholder's thoughts, ideas, and concerns into the project. Melody will assign tasks to other staff and subconsultants based on the specific requirements of each task and the expertise required to complete them successfully.

Rick Schroeder, AIA, has over 32 years of experience including museums, libraries, retail facilities, municipal buildings, industrial and storage buildings, educational and institutional facilities. Rick is a Licensed Architect in Wisconsin and Michigan. He also has a large amount of experience in adaptive reuse, renovations and alteration projects. Throughout his career, he has completed numerous building renovation and alteration projects, schematic design development, assessments, structure reports, and masterplans. Rick will be the Project Architect and will provide code analysis, assist in the preparation of the Contract Documents and assist Melody with the Schematic Design of the project. He will also be responsible for overall quality control of the project.

MEP Engineering

JDR Engineering, Inc., of Madison, WI, has also consistently served as a valued resource for Melody and Rick relating to HVAC, Plumbing and electrical systems for building projects. Melody and Rick have partnered with JDR Engineering on many projects for their efficient and valuable expertise. **Tim D. Meeker, PE, LEED Accredited Professional** and Senior Partner at JDR, will coordinate the HVAC review portion of the project. **Christopher Gehrke, DE**, Senior Designer at JDR, will coordinate the plumbing and fire protection work. **Michael J. Klubertanz, DE, LC**, Lighting Certified Registered Designer at JDR, will coordinate the electrical, voice, and data work.

JDR is located at 5525 Nobel Drive, Suite 110, Madison, WI 53711. They can be contacted via their phone number at: 608-277-1728 or website: www.jdrengineering.com.

Structural Engineering

ddk Engineering, of Oshkosh has consistently served as a valued resource for Funktion Design Studio relating to structural systems for building projects. **David D. Kampe, PE** will coordinate the structural portion of the project. Dave is a senior registered structural engineer with 34 years of varied design experience ranging from heavy industry to light commercial, wood, and residential. ddk's office is located at 6311 Black Wolf Point Road, Oshkosh, WI 54902.

2 Project Team

DATA GATHERING

Our team visited the site to meet with Museum Staff, take photographs and to gain a better perspective on the existing conditions, site access, and adjacent land uses. We have also thoroughly read through the RFP and understand the expectations and responsibilities for the project.

PROGRAMMING

Based on the data provided and gathered we put together a Program for the new facility. Architectural programming is the thorough and systematic evaluation of the interrelated values, goals, facts, client needs and site attributes. A well-conceived program leads to high-quality design. Funktion Design Studio considered the following Program:

Site Related Items

- The new facility should be sited on the current footprint of the Existing Learning Center (top of the hill between Ridge Road and Hwy 10) positioned as close to the Military Working Dog Tribute as possible.
- Building will have a presence over Hwy 10 that intrigues those passing by to stop.
- Best views from the site are to the south and west and secondarily to the north.
- Ability to add on to the facility to the east in the future.

Functional Items

- The Facility should be designed to be as flexible as possible, creating an open facility that allows the ability to adapt as needs change. Museum and Store spaces should be able to be reconfigured/moved with relative ease in the need that future requirements dictate such change.
- Museum displays will be a combination of Core Exhibitions, Temporary Exhibitions and Travelling or 'Blockbuster' Exhibitions. Could have as many as seven Travelling Exhibitions per year.
- Provide Relaxation/Sacred Area.
- Facility to be Barrier Free.
- Design of Facility to incorporate LEED design principles.
 - ◆ LEED Certification.*

Interior Design Items

- Vast amounts of natural lighting.
- Ceiling on main floor to be no less than 20' height.
- Flooring on main floor should be able to sustain 80-ton vehicle within museum section of the facility.
- Clean design doors that allow the ability to bring large vehicles indoors for display.*
- Maximize views to the south, west and north from the main spaces.
- A Basement is required under the building that will open on the area along the north (9' minimum ceiling) and come up to parking lot that will be to the east of the building.
- Support spaces such as Offices, Conference Rooms, Kitchenette, and Restrooms should not restrict views to the south, and should limit the restriction of views to the west.
- UV Filtered Glass Museum Quality.*
- UV Filtered Lighting in Museum Space.*

3 Project Understanding

Exterior Design Items

- Exterior design that looks like the Timberframe building located on the grounds.*
- Exterior design that does not look industrial.
- Deck overlooking the grounds to the Western part of the park.*
- Ability to add Solar Panels to the facility.*

Space Requirements

- Main Space:
 - ◆ Museum Space to be able to serve 150-200 people
 - ◆ Gift Shop
 - ◆ Public Restrooms
- Staff Area:
 - ◆ 1 Executive Office
 - ◆ 1 Administrative Assistant area outside of the Executive Office
 - ◆ 5 Admin Offices
 - ◆ 1 Conference Room to hold 20 - 40 people
 - ◆ 1 Conference Room to hold 10 - 15 people
 - ◆ Staff Restrooms and Kitchenette
- Storage Areas:
 - ◆ Storage above offices and conference rooms for office supplies, store materials, and museum items.
 - ◆ Storage under the building for approximately 15 golf carts and a truck with snow plow.

Budget

- Cost should not exceed \$2,500,000.

* Asterisked items are design features that could be introduced based on costs

Design Approach 4

The next step of the architectural design process, is taking the developed Program and the information we've gathered from you and through our field visit to create a design option for your consideration. We have presented this design option in the form of a sketch, so you can visualize your project. The following is a verbal description of our proposed Design Concept:

Site Design

- We have located the new facility on the current footprint of the Existing Learning Center (top of the hill between Ridge Road and Hwy 10) positioned close to the Military Working Dog Tribute
- Main Entrance on south side of building
- Covered patios on south side of the building for outdoor exhibits, retail display and/or relaxation/mediation, taking advantage of south views
- Designed with the ability to add on to the facility to the east in the future
- Deck located on the West side of the building accessed from the Large Conference Room overlooking the grounds to the western part of the park.
- Building has large graphic sign on the north side visible to passersby on Hwy 10
- Taking advantage of site contours to have at grade access to building's Lower Level on north side

Lower Level

- The Lower Level contains a partial basement with 9' minimum clear ceiling heights
- The basement contains:
 - ◆ Storage for approximately 15 golf carts and a truck with snow plow
 - ◆ Mechanical spaces
 - ◆ Intake room
 - ◆ Archive room
- Grade level access on northside with overhead door
- Elevator & stair access to upper levels

Main Level

- The Main Level contains three main spaces:
 - ◆ Vestibule / Entry Space
 - ◇ Located on south side of building
 - ◇ Glass on exterior walls to let in light
 - ◆ Flexible Exhibit Space
 - ◇ 20' ceiling height
 - ◇ Floor slab designed to take heavy loads
 - ◇ Flexible "Open Concept" to be laid out as needs require
 - ◇ Gift shop space shown to be in the southwest area, but could be located anywhere in the exhibit area through the use of movable partitions
 - ◇ Accessible Toilet Rooms on north side of Exhibit Space
 - ◇ Expansive glass lites on the north and south sides for views and natural light
 - ◇ Clerestory windows above for natural lighting
 - ◇ Glass vertical bifold doors on the east side that allow the ability to bring in large items for display
 - ◇ Elevator and stair access to upper and lower levels

4 Design Approach

Main Level Continued

- ◆ Administrative Space
 - ◇ Located on the west side of the building, contains the following spaces:
 - * Large Conference Room (685 square feet) with views to the north and west
 - * Flexible Office Space (517 square feet) with views to the west
 - * Executive Directors Office (136 square feet) with views to the west
 - * Reception adjacent to Flexible Office Space, Executive Directors Office and Flexible Exhibit Space
 - * Small Conference Room (344 square feet) with views to the south and west
 - * Break Room with accessible Employees Restroom and views to the south

Upper Level

- The Upper Level is located above the public toilet rooms on the north, the Administrative Space on the west and along the south side of the building and contains the following spaces:
 - ◆ Flexible space that can be used for storage, exhibit area and/or observation of the Exhibit space below and exterior views to the west and south
 - ◇ Located on south and west sides of building
 - ◇ A Lookout Alcove is located on the south side above the entry that has excellent views of the Highground site that could be used for meditation
 - ◆ Mechanical space on the north side
- The Upper Level is fully accessible via an elevator and stairways from the Main Level

Exterior Design Elements

- The building's exterior is designed to be compatible with the Timberframe building located on the grounds, containing the following design cues:
 - ◆ Pitched roofs
 - ◆ Timber framed sunshades
 - ◆ Horizontal siding band on gable ends
 - ◆ Timber framed exposed truss on Vestibule entry
 - ◆ Deck on west side similar to existing building
- Ability to add Solar Panels to the south facing pitched roof

Conceptual plans, interior and exterior perspective elevations and renderings follow.



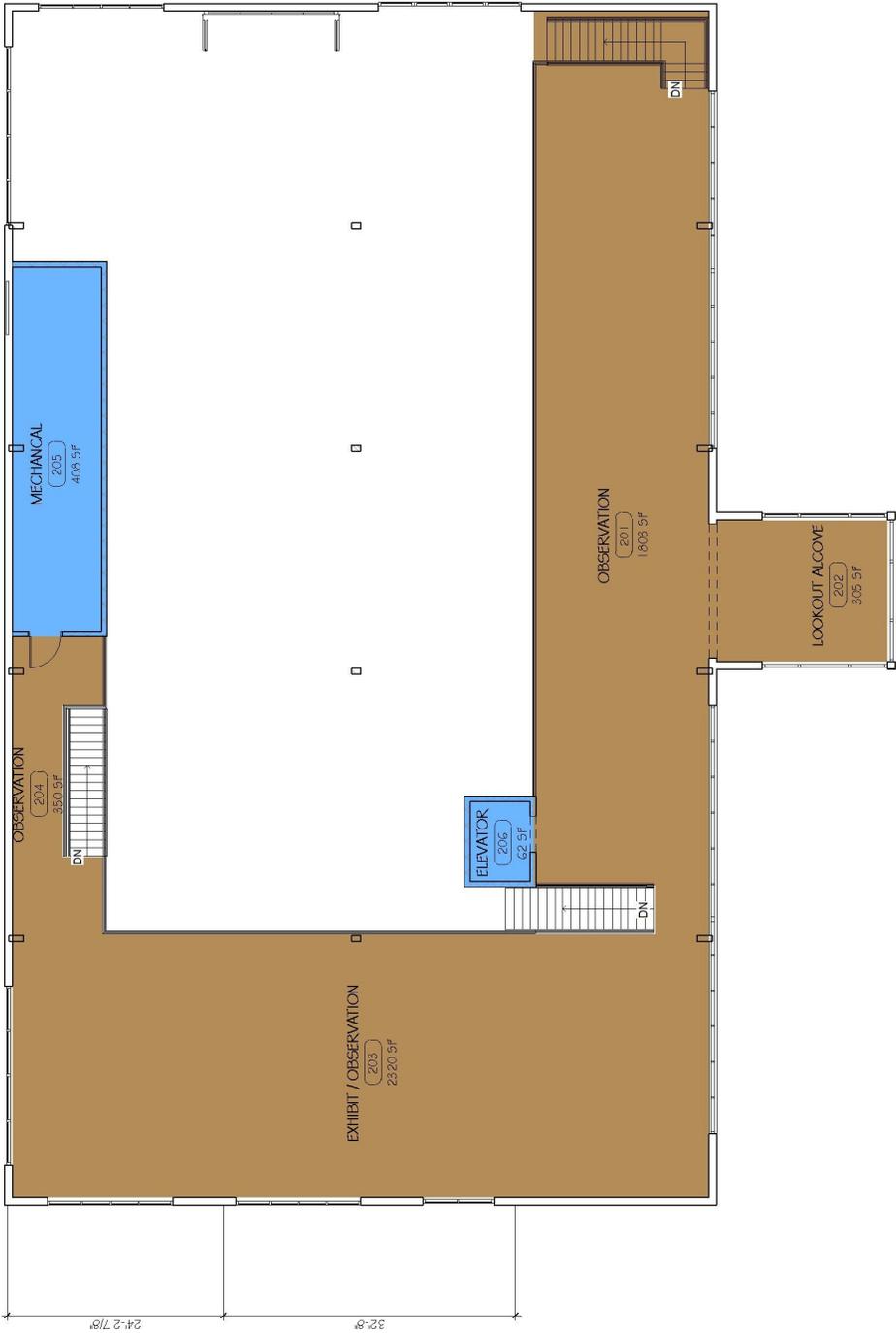
LOWER LEVEL PLAN

4 Design Approach



MAIN LEVEL PLAN





UPPER LEVEL PLAN

4 Design Approach



SOUTHWEST VIEW



SOUTHEAST VIEW



NORTHWEST VIEW



NORTHEAST VIEW

4 Design Approach



EXHIBIT AREA LOOKING WEST



EXHIBIT AREA LOOKING SOUTHWEST



UPPER LEVEL LOOKING WEST

4 Design Approach

Typical Architectural Services 5

TYPICAL PROJECT PHASES

At this point we would like to discuss the five design phases to architectural services. They are (in order) Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration. Funktion Design Studio, LLC uses each phase as a progression in defining our design services and our role in design.

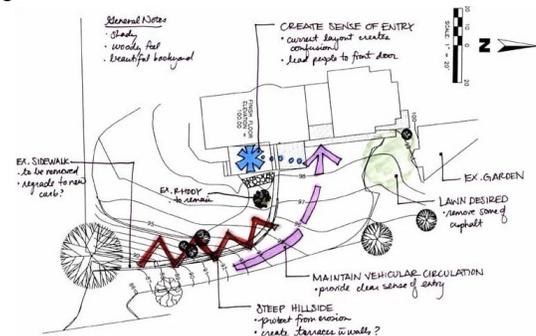
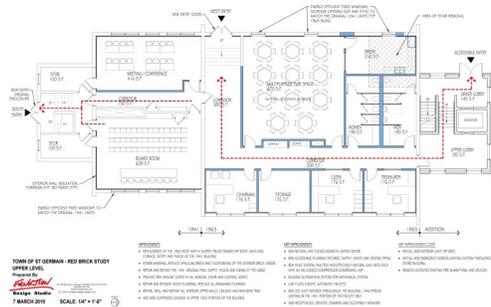
The five phases of design allows us to separate the design into categories allowing the client to understand how the project is structured. The phases are typically a linear sequence, however they overlap and interact in many ways. At this point we have touched the Schematic Design Phase by doing some of the programing and conceptual design.

Schematic Design (10%-15% of fees)

The first steps of a project are to gain familiarity with the site and understanding of the client's needs and goals, defined as the "program" through the process of design workshops with the client. The program is clarified or refined in this phase, as general expectations and desires are articulated. Basic site analysis parameters are established, site evaluation, topography review, building orientation for solar access, wind and weather patterns, light quality and site views. Design objectives are defined including program spaces, functionality and square footage allocation, define operational flow, building size, and the facility aesthetic goals and objectives.

Conceptual design ideas integrate with the defined clients goals, program and preferences through conceptual coherent design options, including code research, rough budgets and time lines in the schematic design phase.

The project begins to take shape, first as conceptual loose sketches defining the program, the conceptual sketches are narrowed down to a final conceptual design plan that progresses into CAD plans and a 3-D model. As constraints are encountered and various possibilities explored, we work closely with the client to focus the goals of the project into an innovative design that merges function, form, environment and budget.



Design Development (10%-15% of fees)

In the Design Development phase, the design that emerged out of the schematic phase gets refined, and the structure of the building evolves. We continue to interact with the client as the design develops. The focus of the design shifts to issues such as space optimization or adaptability. Interaction with sub consultants is introduced into the design development phase, typically involving geotechnical and civil engineers, structural and mechanical engineers. At the end of design development, all basic parameters of the building are established in plan, elevation and section. Refined code research, project budgets are developed in detail, and project scheduled time lines are finalized to meet the final design project in the design development phase.

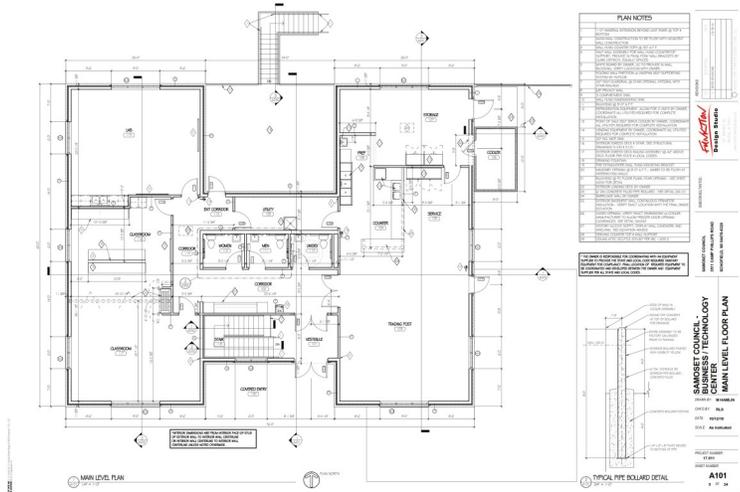


5 Typical Architectural Services

Construction Documentation (50%-45% of fees)

The Construction Documents Phase is the largest of all the five phases. In the construction document phase the architect and engineers finalize all the technical design and engineering including structural engineering and detailing, heating air conditioning and ventilation systems, plumbing, electrical, gas, energy calculations, and all products and materials are selected and scheduled. The construction documents include final specifications and complete set of drawings are included in what is known as contract documents.

This phase includes the permitting period wherein the Wisconsin Department of Safety and Professional Services and local jurisdictions review the contract documents and determine whether the proposed design is in accordance with local building codes and design review.



Bidding (5% of fees)

Bidding is the process of obtaining a project cost from qualified contractors. The architect's role here is to assist the client, answer contractor's questions, provide any additional documentation if requested by or needed by the contractor. The owner prepares to select the contractor for the job and sign contracts to proceed with construction.

There are a number of bidding delivery methods available for a private client. The client may engage multiple contractors to submit bids on the job or the client can directly hire a contractor without getting competitive bids completed. If the client has a relationship with a preferred contractor, they may be included to consult and review the schematic design, design development, and construction drawings from the beginning in order to ensure the project is within the specified budget. See page 31 for further discussion of delivery methods.

Construction Administration (20%-25% of fees)

The Construction Administration phase of architectural services is the final phase. We divide the phase into two separate categories, construction administration and observation.

The administration category organizes the contractual processes with the contracted contractor. We work as the client representative interpreting the contract documents, issuing clarifications, review product submittal shop drawings, request for change orders, certify the contractors request for payments, conduct substantial completion sites visit to establish a punch list, substantial completion certificate and review the contractor's final application for payment.

The observation category is the observation of construction to determine design compliance, monitoring the general progress and quality of work, and attendance at scheduled progress meetings as the owner's representative.

A certain level of oversight is needed to ensure the proper execution of a design, and to make sure that a building reaches its potential. Good communication between the contractor and the architect is in the client's best interest, and regular site visits during construction are of great value. We typically engage in weekly site visits to the project with the contractor, subcontractors and client, to observe the progress and ensure the contractor is following the plans. We are available to answer questions and provide additional information to issues that arise.

The Wisconsin Department of Safety and Professional Services requires the design professional to perform multiple progress inspections during construction, preparation of the substantial completion certificate for the owner to obtain a Certificate of Occupancy and any other certificates required for operation and use of the building.

PROJECT APPROACH SERVICES OUTLINE

Even though we have already prepared a program and conceptual design, if selected as the architect for the Highground Veterans Memorial Building we propose to start with the Schematic Design Phase, using what we have already prepared as a starting discussion point. The following outlines the efforts, tasks, development and design process that ensures that the design of the Highground Veterans Memorial Building meets your committee's requirements. The Deliverables for this phase will include Conceptual final schematic design of the Highground Veterans Memorial Building, presentation perspectives (2) of the conceptual final schematic design, a Conceptual Opinion of Probable cost and a project budget with contingencies. This information can be used for fundraising prior to moving on to the rest of the phases.

PHASE ONE – SCHEMATIC DESIGN PHASE SERVICES

A. Project Kick Off Meeting and Workshop: On site meeting with Funktion Design Studio, LLC

- Conduct a meeting with the client and stakeholders to evaluate and discuss the client's specific requirements and design objectives:
 - ◆ Review initial program and conceptual designs
 - ◆ Review project goals and desired outcomes
 - ◆ Evaluate requirements for space, special equipment and systems
 - ◆ Discuss project development schedule
 - ◆ Discuss project budget guidelines

B. Data Gathering, Organizing and Research the project site locations:

- Gather and review site information
 - ◆ Review existing site documentation and coordinate with the chosen Civil Design Consultant
 - ◆ Observe, verify, and document existing site conditions
- Review the project schedule – Incorporate milestones for Phase One

C. Project Concept Evaluation:

- Funktion Design Studio will develop a schematic design in conjunction with the client, incorporating specific requirements discussed during the workshops for the building project. The FDS Design Team will evaluate the specific facility requirements and design objectives:
 - ◆ Program Spaces
 - * Review current square footage allocations and evaluate the need for additional square foot allocations
 - * Define the operational flow of the business, define the specific departments and areas of the business
 - ◆ Functionality
 - * Review exhibit space, storage and office standards
 - * Review adjacencies throughout the facility
 - ◆ Aesthetics
 - * Proposed exterior design materials and locations
 - * Proposed interior design materials, elements, and areas of embellishment
 - ◆ Site Development
 - * Develop space program reviewing current and future needs
 - * Establish approximate site area needs
 - * Coordinate Site/Facility layout illustrating layout, flow, land utilization, utilities, circulation and parking with the chosen Civil Design Consultant
 - ◆ Mechanical/Electrical/Plumbing systems
 - * Overview of the systems and equipment to be integrated into the project for all design disciplines

6 Project Approach

C. Project Concept Evaluation Continued:

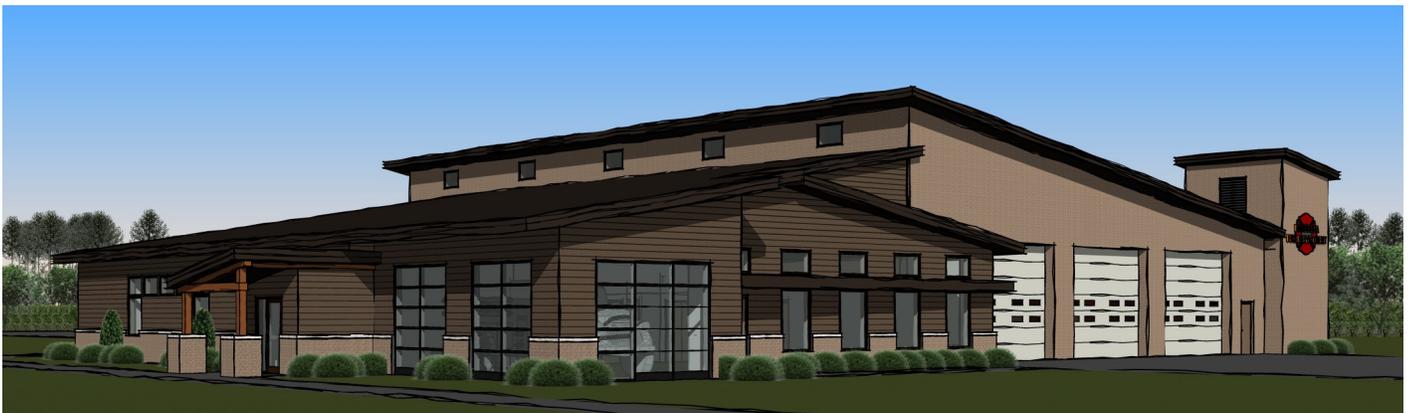
- ◆ Sustainability (research and evaluate the potential options for energy savings)
- ◆ Preliminary building code review
- ◆ Prepare Preliminary Opinion of Probable Cost
- ◆ Establish initial Project Budget with contingencies

D. Presentation of the Building Program/Conceptual Schematic Design for the project: On site meeting

- Conduct presentation of the Building Program and Conceptual Schematic Design to the Client and answer questions regarding the Building Program and Design
- Revise Building Program/Conceptual Schematic Design to incorporate Client's ideas and directives

E. Presentation of the revised Building Program/ Conceptual Schematic Design Revisions for the project: On site meeting

- Present the revised Building Program and Conceptual Schematic Design



We have included the following outline of future phases of the project:

PHASE TWO – DESIGN DEVELOPMENT DESIGN PHASE SERVICES (FUTURE)

A. *Design Development Design:*

- Obtain service agreement for the design development of the Structural and MEP (HVAC, Electrical and Plumbing) engineering systems
- Define the final recommended building systems and materials
- Define the Design Development plan per the Wisconsin Commercial Building Code, NFPA requirements, and Americans with Disabilities Act
- Civil Design
 - ◆ Coordinate Site Design with the chosen Civil Design Consultant
 - ◆ Coordinate geotechnical borings for pavement and foundation design – per owner approval (owner direct cost)
- Architectural Design
 - ◆ Prepare Design Development floor plan including:
 - * Exterior walls with fenestration
 - * Overall building dimensions
 - * Preliminary mechanical & electrical spaces; shafts and chases
 - ◆ Prepare Building Exterior Elevations showing:
 - * Main exterior elevations indicating approximate dimensions and preliminary selection of materials
 - * 3D View (Exterior Model)
- Structural Design
 - ◆ Prepare Schematic Drawings including:
 - * Foundation Plans showing:
 - ◇ Locations of footings and walls with preliminary sizes
 - * Framing Plans showing:
 - ◇ Preliminary framing layout
 - ◇ Column locations
 - ◇ Beam/joist spacing
- Plumbing Design
 - ◆ Establish location of major equipment
- Fire Protection Design
 - ◆ Establish location of major equipment
- HVAC Design
 - ◆ Establish location of major equipment
 - ◆ Location of major duct runs established
- Electrical Design
 - ◆ Selection of major electrical equipment
 - ◆ Establish location of major equipment
 - ◆ Establish location of major duct bank, conduit, and/or cable tray runs established
 - ◆ Data/Cabling and Technology/AV, fire alarm, security, public address, will be handled by owner; coordinate between architect, electrical designer, and third party vendor
- Prepare Preliminary Opinion of Probable Cost for the new Facility

6 Project Approach

B. Presentation of the Design Development project: On site meeting

- Conduct presentation of the Design Development Design to the Client and answer questions regarding the Building Program, Design,

C. Finalize Design

- Revise Design Development Design to incorporate Client's ideas and directives
- Update the opinion of cost for the final design and project budget
- Client sign-off on final design and project budget with contingencies

D. Planning and Zoning Commission: As required, 3 meetings included in the fee

- Attend and comply with Planning and Zoning regulations and procedures as required
- Attend hearings as a representative of the Client as required
- Attend Conditional Use Plan Committee as required

PHASE THREE – CONSTRUCTION DOCUMENTATION PHASE SERVICES (FUTURE)

A. Construction Document Preparation

- Documents will be based on the approved final Design Development Documents
- Use CAD Software to create electronic drawings (Revit, AutoCAD, Civil 3D)
- Prepare the Project Manual of bidding documents, general conditions for construction, and material/equipment specifications
- Civil
 - ◆ Site Layout and Grading Plan showing:
 - * Building location plan interfaced with owner provided survey
 - * Building located dimensionally with pertinent adjacencies, street lines and grades, property lines, required setbacks, assessments and rights of way
 - * Main entry level elevation with key exterior grades at building perimeter
 - * Site grading plan, and indication of all areaways, vaults, access to subgrade spaces, paths, stairs, ramps, berms, terraces, etc.
 - ◆ Site Utility Plan showing:
 - * Integration of utilities information with surveying complete including easements, rights of way, etc. Indicate size and location
 - * Utility entry points coordinated with architectural, mechanical, and electrical disciplines and entry points
 - * Utility services including gas, electric and sanitary from the septic as required
- Architectural
 - ◆ Floor plans showing:
 - * Building perimeter with exterior wall type
 - * Major mechanical/electrical systems and chases
 - * All internal partitions of appropriate thickness shown with wall types noted
 - * Dimensions provided to adequately lay out the space
 - * Floor elevations
 - * Room and door numbers
 - * Door, window and room finish schedules

- ◆ Reflected Ceiling Plans showing:
 - * Soffits, coves, furring
 - * Ceiling locations and types
 - * Acoustic treatments
 - * Relationships with partitions
 - * Interface with window walls
- ◆ Roof Plans showing:
 - * Roof layout
- ◆ Building Exterior Elevations showing:
 - * All fenestrations fixed and coordinated with interior walls and slab heights
 - * Glazing types identified and dimensioned
 - * Overall vertical building and floor heights indicated and related to established building datum
 - * Applicable sections referenced and indicated
 - * Set-backs, building profiles, expansion joints, etc.
 - * Indicate treatment of visible mechanical equipment (if applicable)
- ◆ Wall Sections showing:
 - * Foundation and perimeter treatment
 - * Typical wall construction
 - * Ceiling heights
 - * Window location and insulation methods
 - * Flashing
 - * Masonry coursing
 - * Elevation marks
 - * Mechanical/electrical penetrations and related impacts (i.e. furring, seals, etc.)
- ◆ Exterior Details
 - * Exterior details including special features or unique conditions on the project indicating key conditions with non-repetitive details.
 - * Masonry/stone/wood
 - * Basic head/jamb/sill details for windows and louvers
 - * Roof and flashing details
- ◆ Interior Elevations & Details
 - * Interior details of special features or unique areas of the project
 - * Interior partition types keyed to plans and schedules
 - * Built-in furniture items adequate to convey design intent
- ◆ Reflected Ceiling Plans showing:
 - * Soffits, coves, furring
 - * Ceiling locations and types
 - * Acoustic treatments
 - * Relationships with partitions
 - * Interface with window walls

6 Project Approach

- ◆ Structural Drawings Showing:
 - * Foundation Plans showing locations of footings and walls with sizes
 - * Framing Plans showing framing layout with member sizes including column locations, beam/joist spacing, bracing/shear wall locations.
 - * Project-specific structural notes
 - * Typical details
 - * General Notes and Framing Schedules
- ◆ Plumbing Drawings showing:
 - * All below grade plumbing drawings and specifications
 - * Location of major equipment
 - * Above grade plumbing plans and specifications showing fixture layouts, domestic water piping, sewer piping with venting routed to final location, and enlarged toilet room plans as necessary to illustrate piping schematics
 - * Plumbing Isometrics, Schedules and Details
- ◆ HVAC Drawings showing:
 - * Shafts and chases with dimensions
 - * Location of major equipment, equipment specifications, coordinated with structural framing plan
 - * Sizing and location of all duct runs, including diffuser locations coordinated with architectural drawings
 - * HVAC Schedules indicating equipment and accessories
- ◆ Electrical Drawings showing:
 - * All below grade electrical drawings and specifications for the installation of site utilities.
 - * Above grade electrical drawings and specifications including the following:
 - ◇ Integrated diagrammatic lighting plans indicating overhead mechanical and electrical equipment for typical floor spaces
 - ◇ Light switch and duplex, telecommunication and data receptacle layout
 - ◇ Locations of all switchboards, panel boards, transformers, and motor control centers
 - * Location of major equipment coordinated to the structural layout and framing plan
 - * Data/Cabling, Technology/AV, fire alarm, security, public address, conduit layout and device layout only. Architect and electrical designer will coordinate the design location with the Owners third party vendor to design and install
 - * Electrical motor, equipment , panel board and transformer schedule

B. Construction Documents Additional Services

- Subconsultant to design the Data/ IT/ Technology/ Fire Alarm/ Security Design

C. Review of Construction Documents

- Prepare progress prints for review at 50% and 100% completion
- Meet with client to review progress with the design team at 50% review and discuss the construction documents
- Revise documents to incorporate the comments and directives
- Present the contract documents to the client for final review and approval prior to distribution to contractors

D. Contract Document Bid Package Deliverable

- The building project will have its own set of bidding contract document drawings and project manual specifications.

E. Agency Approvals per building project

- Prepare plan submittal to the State of Wisconsin DSPS for plan approval of the building.
- Prepare plan submittal to the State of Wisconsin DSPS for plan approval of the HVAC and plumbing plans
- Plan fee will be a direct reimbursement. The design professional will submit the approval fee with the DSPS submittal and invoice the exact amount for reimbursement.

PHASE FOUR – BIDDING BASIC SERVICES (FUTURE)

A. Assist the Client with the Bid Process

- Prepare one Bid Ad for the instructions to bid both building projects at the same time
- Execute bid process through Quest online bidding and distribute the contract documents to owner, sub consultants and builder's exchanges
- Answer contractor/supplier questions regarding the bid documents
- Issue addenda to clarify construction documents during bidding period
- Conduct a Pre-Bid Conference to present and discuss the project scope, construction and bidding requirements
- Attend Bid Opening
- Prepare Bid Tab, Evaluate Bid, Bid recommendation for each building project
- Prepare Owner/Contractor Agreement

PHASE FIVE – CONSTRUCTION BASIC SERVICES (FUTURE)

A. Construction Phase

- Construction Administration
 - ◆ Interpret the documents during construction and issue clarifications
 - ◆ Review the Contractor's Project Schedule, Schedule of Values and Submittal Schedule
 - ◆ Maintain a correspondence file of request for proposals, change orders, and directives
- Contractor Submittal Reviews
 - ◆ Review product submittals and shop drawings
 - ◆ Review construction testing performed by the contractor to verify conformance with contract documents
 - ◆ Review change order requests regarding revisions to the scope of the project
 - ◆ Review and certify the General Contractor's request for payments
- Project Meetings/Site Visit
 - ◆ Conduct a pre-construction conference
 - ◆ Attend construction progress meetings as the client's representative, once every two weeks, maximum total of eight visits
 - ◆ Monitor general progress and quality of work
 - ◆ Verify Compliance with Construction Documents
 - ◆ Project documentation – records
 - ◆ Structural subconsultant up to two construction visits
 - ◆ MEP two construction visit
- Project Meetings/Site Visit
 - ◆ Attend construction progress meetings as the client representative, twice a month
 - ◆ Monitor general progress and quality of work
 - ◆ Verify Compliance with Construction Documents
 - ◆ Record project documentation
 - ◆ Sub Consultants will inspect their respective disciplines at intervals throughout the project as requested by architect/client/contractor. All visits will be preapproved by the Client Representative.

6 Project Approach

- Project Closeout
 - ◆ Conduct a substantial completion site visit to establish a punch list of items remaining to be finished
 - ◆ Assist with Training coordination
 - ◆ Issue a Substantial Completion Certificate
 - ◆ Issue a HVAC Substantial Completion Certificate
 - ◆ Conduct a final site visit to verify the punch list items have been completed
 - ◆ Review and certify the final application for payment
 - ◆ Collect the Record Drawings from the General Contractor



DELIVERY METHODS

Funktion Design Studio, LLC is well versed in the different delivery models. We would offer to assist you with additional information and act as your design representative as you evaluate the different delivery methods with local general contractors and construction managers. Note that we have experience in all three methods and can also provide a hybrid of services that allows you the flexibility of separating the design services from the building contract, allowing the Architect to act in the interest of the owner.

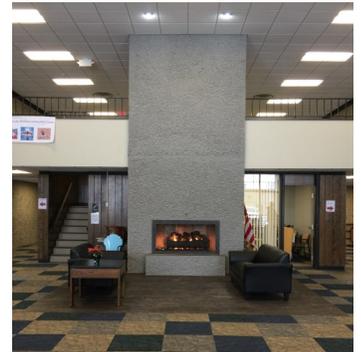
DBB - DESIGN-BID-BUILD

Also known as the "traditional approach" The design team, as the client's advocate, completes the design development and construction document phase, the project is then released for bidding. General Contractors review the construction documents and assemble their subcontractors to determine the amount they will charge you to build the project. Typically, the contractor with the lowest price (bid) is awarded the project. The successful general contractor will be retained under a separate contract, to the owner. The design team provides additional construction oversight.



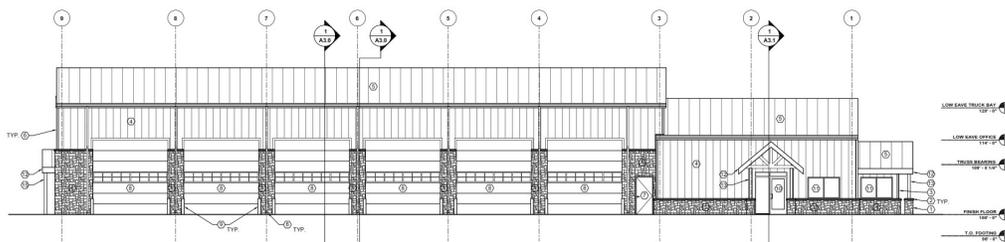
DB – DESIGN-BUILD

The Design-Build process brings an architect and a contractor together on a single team, typically under a single contract. The team designer and builder work together from the beginning of the project to establish a fixed price early in the process, and coordinate between design and construction. One of the disadvantages of Design-Build is the potential for you as the owner to have less involvement or control over the final product due to the builder's influence on the building's design. To reduce this risk, consider providing the Design Build team with "Bridging Documents." Bridging documents allow you to work with a design firm on the programming and concept design and, if desired, establish a budget that aligns with your design. The architect and engineers will develop drawings to a specified level at which point the documents are packaged for a design builder.



CM - CONSTRUCTION MANAGEMENT AT RISK

This delivery method engages a construction manager under contract to you, the owner, at the beginning of the development and design for the project. The design team holds a separate contract with the owner. Throughout the course of the design of the building the CM will monitor the project cost, offer recommendations for materials, constructability, and ultimately take on the actual construction of the project and engage subcontractors to execute the work through a bidding process.



7 Delivery Methods

OUR PROJECT EXPERIENCE

While at Funktion Design Studio and previously at Becher Hoppe, Melody and Rick have successfully completed a vast array of architectural master planning, design, and construction projects throughout Wisconsin with complexities similar to the proposed Highground Veterans Memorial Building. Melody and Rick have substantial experience working with their clients throughout the feasibility, design and construction process. Our staff is well versed in the development criteria for such facilities, we look at each entity within the programmed space of the project and apply our knowledge to develop each entity to function within the completed project design. Our knowledge of the constructability of various construction types assists in meeting the expectations of the client needs while providing an aesthetically superior project within budget.

Funktion Design Studio is a firm committed to the successful completion of projects. We have highlighted the following examples of recently completed and relevant projects.

FEASIBILITY & STUDY PROJECTS

Town Hall/Community Center Feasibility Study, Hazelhurst, WI*

The Town of Hazelhurst desired to conduct a study of the existing town hall facility to identify deficiencies and consider the feasibility of facility improvements to enhance safety, provide operational program space, and provide ADA accessibility to the entire facility. An opinion of construction cost was developed, comparing the cost of renovation to construction of a new town hall facility.

Melody and Rick conducted an assessment of the existing facility and held a workshop with stakeholders. Based on the findings, a conceptual layout plan to illustrate the required space needs, site conditions, and department objectives for the existing facility and a preliminary "opinion of probable cost" was prepared. To compare renovating the existing facility to the cost of a new facility, a conceptual modeled perspective and layout plan were prepared to illustrate space needs, site requirements, and department objectives for a new facility. A preliminary "opinion of probable cost" for the new facility concept design was also prepared.



8 Project Experience

Camp Tesomas Master Plan, Rhinelander, WI*

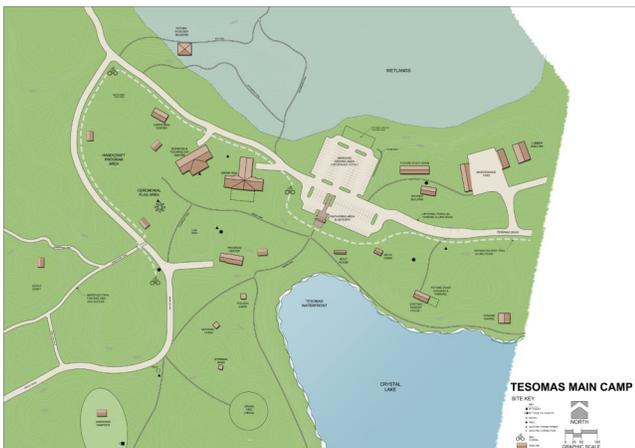
The Tesomas Scout Camp was founded in 1935 and has grown into one of the premier Scout camps in the United States. Over the decades, the camps have evolved and adapted to the needs of the Scouting culture. Crystal Lake Scout Reservation wanted to develop a 20-year vision and master plan to evaluate where the scout camp has been, where they are now, and where they are going.

While employed at Becher Hoppe Associates, Melody Hamlin, Project Manager, partnered with raSmith to add site master planning skill sets to complete our experienced team of design professionals. Our team closely worked with the scout camp director and stakeholders to build a vision for the master plan of the 1600 acre scout reservation that provided a starting point to move ahead with improvements to existing facilities, new business technology center, senior staff housing, restroom shower facilities, camp council fire ring, camp site and trail system on site.

Priorities included fully understand the various programming that occurs throughout the year during all seasons, respect the history of the camp, acknowledge that current and future trends needed to be integrated into the master plan to maintain the viability and success into the future.

Our team engaged the client and stakeholders through the process of multiple charrette workshops to determine the assessment of needs, vision for the future, environmental impacts. With our defined vision for the reservation we developed design standards for the site elements, existing facility improvements and new facilities. Evaluations of the existing site and facilities were completed for the development of the final site and facilities master plan. The final developed masterplan included the workshop notes, surveys, needs assessment, inventory of assets, design standards for the facilities, site way findings, trail, pedestrian and vehicle separation barrier systems, future site elements including a BMX area, Ecology center and campsites, opinion of probable cost, and site master plan mapping with detailed exhibits of specific areas.

The master plan included improving circulation and trails, opening up remote areas of the property for programming, upgrading and adding buildings and tornado shelters, separating bicycle lanes from vehicle areas and integrating innovative stormwater best management practices and green buildings and infrastructure.



"I wanted to be sure that you really know how much I appreciate the extreme diligence and guidance provided in the development of our long-range plan for the Crystal Lake Scout Reservation. Your professionalism, insight and, most importantly, listening made my dream of a succinct plan for the future a reality. You made the process smooth and most importantly, FUN. Thank you for your dedication to our youth and assisting Samoset Council remain the Council Where Camping is King!"

Todd Sann - Project Scouting Stakeholder

Project Experience 8

Winter Park Feasibility Study, Hazelhurst, WI

Minocqua Winter Park Board Members and The Town of Minocqua desired to review the condition of the existing Winter Park Chalet to determine if it is feasible to propose additional space to accommodate high volume weekend visitors and potential off-season uses or to plan for a new chalet.

The project team visited the existing facility built over nearly 40 years to conduct a review of the conditions, deficiencies and code related concerns. Once the existing facility was reviewed and documented the team conduct a workshop with the Winter Park Stakeholders to develop a year around functional facility, conceptual layouts where developed to create a state of the Art Chalet to meet the goals of a year around facility. The project was completed for the use of generating interest in the future fundraising to make to concept and study a reality.



Lincoln County Highway Facilities Study, Merrill and Tomahawk, WI

Lincoln County determined the need to conduct a study of it's aging existing Highway facilities to identify deficiencies and consider the feasibility of facility improvements to enhance safety, provide operational programmed space, and provide ADA accessibility to both facilities.

Melody and Rick conducted an assessment of the existing facilities to determine the condition of the buildings and sites. Mechanical, Plumbing and Electrical Systems were reviewed to determine code compliance, condition and needed repairs. Based on the findings, a report was prepared outlining existing conditions, building code compliance, ADA compliance, proposed corrections/repairs and improvement recommendations. A preliminary "opinion of probable cost" for the repairs and upgrades was also prepared.



8 Project Experience

A & B Process Systems 2020 Site Evaluation Master Plan, Stratford, WI

A & B Process Systems desired to have a assessment evaluation of their existing campus facilities for a time period of the next 3-5 years of operation. The objective of the assessment evaluation is to expand the value stream manufacturing assembly space square footage of each plant, incorporate displaced staff into the adjacent service area/plant, increase productivity and reduce waste. The first step in our process for evaluation was to gather the available existing building plans and site information for the facility. The drawings were used for base information during our general arm's length observation facility and site conditions. The Evaluation Team performed an arm's length evaluation of the facility's architectural and site elements.

We documented and researched the code related non-compliant issues, existing square footage matrix of the current programmed spaces, employee counts, process flow observation of the value streams, welding introduction to the existing and future welding technology within all the plants on campus.

An employee survey was developed based on the evaluation objectives, existing conditions, and observed process flow of the value streams. Performed interviews with members of the A&B Evaluation Team. A tabulation of findings was generated to provide the initial information used in developing the initial proposed campus plans.

We presented the initial findings in the form of six potential options that accommodated the masterplan key objectives. The basis of the evaluation process data findings was translated through the exercise of developing the initial programmed square footage matrix, comparing the required square footage with the current assigned square foot program spaces. The Flow Process Team met to evaluate the 6 options, FDS met with the team to collaborate the expertise of each member to develop the most efficient and effective option that will meet all the proposed key objectives.

Funktion Design Studio coordinated the masterplan findings encompassing the results of the general observations of the existing facility reviews, surveys, interviews, collaboration of the implemented equipment per value stream, and the opinion of probable expected cost.



Project Experience 8

St. Germain Facilities Study, St. Germain, WI

Town of St. Germain is required a comprehensive facility study that assessed and evaluated their current Community Center and vacant Red Brick School House. We reviewed options such as reconfiguring or adding on to the Community Center, reuse and repurposing all or part of the Red Brick School House or demolition of the Red Brick School House were considered. Conceptual building and site plans were prepared based on findings of the study. The study will provided the Town of St. Germain's leaders information related to housing current town office, meeting and recreation needs and future facility requirements, allowing them to make the best possible decisions on behalf of Town residents.

Funktion Design Studio compiled information for the Town's review regarding the existing facilities, current needs and future potential requirements to keep pace with the needs of the Town. The information compiled by Funktion Design Studio incorporated key town official and staff input, programming of the buildings and sites, space adjacency planning, site required traffic flow as it relates to the building functions, facility and site development concepts for the facility and site as requested.

The Facilities Feasibility Study included:

- Evaluation of current and future space requirements for town government, meeting and recreation needs
- Determination of the suitability of the existing buildings
- Provide opinion of probable costs for remodeling the existing buildings, possible additions to the Community Center, reuse and/or demolition of the Red Brick School House

The following items were evaluated, documented and included in the study report:

- Site plan – grounds, parking lots, open area
- Building Layouts
- Documentation of code violations and recommendations for improvements
- ADA accessibility requirements and recommendations for improvements



8 Project Experience

MUSEUM PROJECTS

Huey's Hideaway - Children's Museum, Medford, WI

The project consisted of turning a dilapidated 7070 square foot retail building into a safe environment for children to grow and learn. The mission was to inspire children, connect families and build community through exploration, creativity, lifelong learning, and play. A portion of the building was demolished and the rest of the building was completely renovated inside and out. The new layout included accessible toilet rooms, a lobby, interactive play spaces, classroom, art space, large motor function playroom, litebrite room. New code compliant stairways and a LULA elevator were installed. New thermal efficient windows were installed to bring more natural light into the interior. Melody Hamlin was the Project Manager for the Project and Rick Schroeder was the Project Architect.



Wausau Historical Society Museum, Wausau, WI *

Senior Project Technician responsible for the collection of existing facility verification, the preparation of conceptual design concepts, opinions of probable cost and colored illustrated presentation drawings of final preliminary design. Assisted in the development of the contract documents for construction, bidding the building state approval process. Participated in the facilitation of workshop charrettes, implementing the design objectives into the preliminary design and final contract documents. The project was to reconfigure space within the existing museum building to improve accessibility and functional efficiency. Create a new accessible "Main Entrance" on the northwest side, adjacent to the new lobby and existing elevator to serve as a reception and introduction space to the Museum. Designing floor level transitions that will allowed the two buildings to work together efficiently. Developed new public restrooms that are convenient and accessible.

Merrill Historical Society Museum, Merrill, WI *

Senior Project Technician responsible for the collection of existing facility verification, the preparation of conceptual design concepts, opinions of probable cost and 3D modeling of the final preliminary design. Participated in the facilitation of workshop charrettes, implementing the design objectives into the preliminary design. The project was to incorporate the existing early 1900's church with the addition of a new facility incorporating a heritage center, meeting rooms, lobby, office, research library, exhibit space, elevator and accessible restrooms.

Neenah Historical Society, Neenah, WI*

Project architect for the restoration of the National Register listed Hiram Smith Octagon House for use by the Neenah Historical Society as a static display. Based on the recommendations in the historic structure report, prepared earlier, the project consisted of design, construction documents, and construction administration for foundation repair, re-roofing, accessible ramp, HVAC installation, and cupola restoration.

Project Experience 8

Ripon Historical Society, Ripon, WI*

Project architect for two projects at the Ripon Historical Society:

The first project consisted of the exterior restoration of the c. 1870's Pickard House. The restoration included window repair/replacement, siding repair/replacement, trim repair/replacement, re-roofing, addition of gutters and downspouts, and re-creation of the historic front porch. Responsible for historic research, design, construction documents, and construction administration.

The second project consisted of construction of a 3600 square foot two-story addition to the rear of the Pickard House, to contain offices, meeting rooms, work rooms, kitchen, and accessible toilet rooms and elevator. The building was designed to be compatible with the existing historic house. Responsible for programming, schematic design, construction documents, bidding, and construction management.

Oshkosh Public Museum – Annex Building Rehabilitation, Oshkosh, WI*

For many years the National Register-listed 1919 Sawyer Carriage House, also known as the Annex Building, was underused. The goal of this project was to update the building's MEP systems, add fire protection, and make the building more efficient for its use as a storage/workshop building. Work also included the repair and restoration of exterior doors and windows. Responsible for programming, preliminary design, construction documents, bidding, and construction administration.

Oshkosh Public Museum – Exterior Restoration, Oshkosh, WI*

Project architect for the exterior restoration of the National Register listed 1919 Sawyer House and 1980's Steiger wing of the Oshkosh Public Museum. The project included clay and stone masonry repointing, masonry cleaning, and joint sealants. Responsible for construction documents, bidding, and construction administration.

RELATED PROJECTS

Aspirus, Inc. Corporate Office Interior Renovations, Wausau, WI

The renovation was designed to provide the executive and corporate staff a welcoming state of the art working environment within the existing historic facility. The original wood and stone interiors were reconditioned to new condition. The entire facility received new interior finishes. The existing toilet rooms were redesigned to incorporate additional fixtures and ADA Accessibility. The first floor atrium includes an employee gathering area that can be used for special occasions, enlarged toilet rooms and an employee vending point of sale area. The second floor was remodeled to incorporate exterior wall offices, new break room area and seating, expanded and remodeled toilet rooms, office cubicles to accommodate eight individual departments with their own identity, video conferencing conference rooms and interior collaboration areas. The third floor is the executive area which includes a redesigned board room, conference rooms, strategic planning room, CEO executive Suite, break room and employee lounge. The lighting and mechanical systems of the entire facility were upgraded to provide operating energy savings.



8 Project Experience

City of Merrill Fire Station, Merrill, WI*

Melody and Rick provided design, bidding and construction services for a new 21,750 square foot fire station. The facility is constructed with an exterior reinforced CMU wall system, concrete floors, structural steel columns, PEMB roof beams, purlins and frame components, EPDM membrane and metal roofing system. The facility includes office space, living quarters, fire truck and equipment storage for full time fire department and public safety personnel. Design plans included site grading and erosion control, MEP design for HVAC, plumbing and fire protection, and electrical services.



* Denotes projects completed by Funktion Design Studio's principals while employed at another firm.

FUNKTION

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