

**PARTICIPANT COMMITMENT  
IN CITY OF LA CROSSE  
ARCHITECTURAL AND ENGINEERING ANALYSIS PROGRAM**

The City of La Crosse, Wisconsin, hereinafter referred to as City, is administering an Architectural and Engineering Analysis program under the Community Development Block Grant Program from the U.S. Department of Housing and Urban Development. This program is a prerequisite for participating in other publicly funded programs. A participant must select his or her own registered architect to conduct the analysis for the basic scope of work as outlined below. To be eligible an applicant must be current on all obligations to city including all real estate and personal property taxes due to the City of La Crosse.

**SCOPE OF WORK**

The Scope of Work will consist of providing services and written reports for individual participating. The objective of providing architectural services **and financial feasibility analysis** is to bring properties to a point where design development and financing options are the next steps toward commercial revitalization. The Scope of Work will be included in the architect's final report.

- **Building Documentation** consists of an overview of a structure's condition, field measuring, photographic data log, plans, and elevation drafting.
- **Code and Zoning Analysis** includes a review of restrictions and parameters placed on a building's current use and development potential.
- **Structural/Systems Analysis** includes examination and documentation by a structural and mechanical engineer regarding the overall condition of a building's structural and mechanical systems.
- **Historic Impact Study** is an assessment by an architectural historian regarding past history, special features, and possible involvement in the National Register of Historic Places for tax incentives from rehabilitation investments.
- **Design/Planning** element consists of preparing a design plan(s) for all buildings and elevation rehabilitation treatments that would support implementation of that design plan.
- **Cost Estimates** will be made for all necessary building rehabilitation work.
- **Project Pro Forma Spreadsheet will be prepared utilizing the format suggested by the National Main Street Center (see attached) to prepare a cost and revenue summary and potential Net Operating Income (NOI) summary for the proposed use.**
- **Final Report** will be prepared summarizing the above items. Three (3) final reports will be prepared for each property and delivered to the City of La Crosse Planning Department.

**COMPENSATION**

Compensation for services as listed in the Scope of Work will be on a fixed fee for each participating property or building. The fee for basic services for each building will be based on total floor area, including the basement. The fee schedule is as follows:

	<b>Fixed Fee</b>	<b>You pay 20%</b>
Under 5,000 square feet	<b>\$3,700</b>	<b>\$740</b>
5,001 square feet to 10,000 square feet	<b>\$5,200</b>	<b>\$1,040</b>
10,001 square feet to 20,000 square feet	<b>\$6,000</b>	<b>\$1,200</b>
20,001 square feet to 30,000 square feet	<b>\$6,700</b>	<b>\$1,340</b>
30,001 square feet to 40,000 square feet	<b>\$7,000</b>	<b>\$1,400</b>
40,001 square feet to 50,000 square feet	<b>\$7,900</b>	<b>\$1,580</b>
50,001 square feet and over*		

\*Building area in excess of 50,000 square feet will be calculated by the above schedule. For example, the fee on a building of 54,000 square feet will be **\$7,900** (for the first 50,000 square feet) plus **\$3,700** (for the remaining 4,000 square feet), totaling **\$11,600**. The participant's share in this example would be 20% of the first 50,000 square feet ( $\$7,900 \times 20\% = \$1,580$ ) and 35% of the remaining 4,000 square feet ( $\$3,700 \times 35\% = \$1,295$ ), totaling \$2,875.

For the purpose of determining compensation for architectural services, buildings which have separate structural systems or two or more distinct businesses on the first floor or two or more distinct exterior designs may, as determined by the City Planning Department, be treated as either two separate buildings or one building.

Any architectural fees in excess of the above schedule or any architectural work performed in addition to the Scope of Work will be cost shared between the City of La Crosse and the participant on a 50/50 basis with prior approval by the City Planning Department. The timetable for completing architectural analysis will be based on a number of variables, e.g., the size of the building and phases of work requested or required. However, work will be completed no later than four (4) weeks from the date the participant signs this commitment.

A final report will be prepared by the architect and consist of results from each phase of the analysis undertaken. One copy of the report will be delivered to the participant, and two copies will be delivered to and retained by the City of La Crosse. Payment to the architect will be on completion. Invoice will be submitted to the City Planning Department for payment. All published and unpublished documents resulting from this architectural analysis work will be the property of the City of La Crosse.

The undersigned has read the above description of architectural analysis, wants to participate in an Architectural and Engineering Analysis Program, and agrees to:

1. Allow entry and access at reasonable times to the architect and the firms employees to the property addressed below for purposes of conducting the analysis.
2. Pay to the City twenty percent (20%) of the architectural analysis cost before the architect is authorized by the City to proceed with the project.

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Signature: \_\_\_\_\_

The architect, who is named below, will be conducting the analysis and receiving compensation as outlined above once the final report is delivered to the City of La Crosse Planning Department.

Date: \_\_\_\_\_ Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**TOTAL PROJECT DEVELOPMENT COST BUDGET WORKSHEET**

PROPERTY:		DATE:
		PREPARED BY:
Acquisition:		\$0.00
Land		
Building		
Title Insurance		
Closing & Recording Costs		
Hard Costs		\$0.00
Intervention		
Subcontractor's Costs		
General Contractor's Costs		
General Contractor's Profit		
General Contractor's Overhead		
Permits		
Insurance		
Payment Bond		
Performance Bond		
Soft Costs		\$0.00
Professional Fees		\$0.00
Architectural & Engineering Fees		
Surveyor		
Environmental Consultant		
Attorney		
Accountant		
Appraiser		
Marketing Research		
Developer Fees		
Developer Consultant		
Owner's Representative/Project Manager		
Financing Fees		\$0.00
Title Insurance		
Loan Origination & Bank Fees		
Closing & Recording Fees		
Real Estate Taxes		
Interest Accrued		
Other Fees		0.00
Broker		
Lease Up		
Marketing		
Reserves		0.00
Replacement Reserve		
Operating Reserve		
<b>TOTAL PROJECT DEVELOPMENT COSTS (TPDC's)</b>		<b>\$0.00</b>

## PROFORMA OPERATING STATEMENT

Property	Date
	Prepared by:

### INCOME/REVENUE

#### Gross Rents - Housing

	Qty	Monthly Rent	Extension
One Bedroom			
Two Bedroom			
Three Bedroom			

One Bedroom	AFF		
Two Bedroom	AFF		
Three Bedroom	AFF		

#### Gross Rents - Commercial

	SF	Annual Rent	Extension
Retail			
Bathrooms			

#### Gross Rents - Annual

Vacancies		
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#### Effective Gross Income (EGI-Net Rents)

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### OPERATING EXPENSES

Fixed Expenses Variable		
Expenses Operating		
Expenses Total		
Operating Expenses		

#### Net Operating Income

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DCR		
Adjusted Debt Service		

#### Total Debt Service

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Debt Service (1st)		
Debt Service (2nd)		
Debt Service (3rd)		

Cash Flow before Capital Reserve

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Capital Reserves

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