



MEMORANDUM

DATE: April 27, 2026

TO: Alderman Frost, Chair
Members of the Finance and Personnel Committee

FROM: Rebecca Tyo, Fire Chief

RE: Professional Architectural Services Agreement – Fire Facilities Master Planning

CONTRACT DETAILS

Service: *Professional Services for Architectural Design of Fire Stations 2, 4, 5, 9, and 10; Fire Department Headquarters and the Fire Academy*

Vendor: *Larson & Darby, of Rockford, IL.*

Contract Amount: *\$192,950.00*

Contract Duration: *Two (2) year project duration*

Funding Source: *Fire Station 10 reallocation (2022 Budget Surplus Funds)*

NARRATIVE

Summary of Proposal

The Rockford Fire Department has received a comprehensive Facilities Improvement Master Plan proposal from Larson & Darby Group outlining a phased approach to modernize and improve multiple fire department facilities. The proposal includes schematic design services for Fire Stations 2, 4, 5, 9, and 10; Fire Department Headquarters (Phases 1 and 2); and the Fire Academy, along with associated site improvements.

The scope focuses on improving firefighter health, safety, and operational efficiency through reconfiguration of bunk rooms, addition of single-user restrooms, upgrades to living quarters, and modernization of training and administrative spaces. It also includes preliminary planning for a significant renovation and expansion of existing Fire Station 10, as well as enhancements to the Fire Academy to support training capacity and long-term workforce development.

The total cost for the proposed professional design and engineering services is **\$192,950**, which will provide schematic design and, for select projects, full design through construction administration phases necessary to advance these projects toward construction.

Funding Request

The Fire Department respectfully requests authorization to utilize previously allocated **Fire Station 10 relocation funding** to cover the cost of this design proposal.

These funds were originally set aside to address long-term facility needs associated with Station 10. Utilizing them for this master planning effort aligns directly with that intent by advancing not only Station 10 improvements, but also a system-wide strategy for facility modernization.

Justification

This proposal represents a critical first step in addressing aging infrastructure, evolving workforce needs, and modern fire service standards. The investment in design services will:

- Establish clear project scopes and cost estimates for informed future capital decisions
- Improve firefighter health, safety, and retention through modern living conditions
- Enhance operational readiness and efficiency across multiple stations
- Strengthen training capabilities through modernization of the Fire Academy and improved training environments
- Address long-standing limitations in apparatus bay space, equipment storage, and support facilities, ensuring the Department can safely house, maintain, and deploy modern apparatus and equipment
- Support long-term planning aligned with community growth and service demand

Additionally, completing schematic design now positions the City to pursue future grant opportunities and phased construction funding with well-defined, “shovel-ready” projects.

If you have any additional questions, feel free to contact Rebecca Tyo, Fire Chief, at 779-500-6526.

RESOLUTION
of the
CITY COUNCIL OF THE CITY OF ROCKFORD, ILLINOIS
SUBMITTED BY: FINANCE AND PERSONNEL COMMITTEE

RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES FOR ARCHITECTURAL
DESIGN OF FIRE STATIONS 2, 4, 5, 9, AND 10; FIRE DEPARTMENT HEADQUARTERS AND THE FIRE
ACADEMY

WHEREAS, the Compiled Statutes of the State of Illinois, in section 50 ILCS 510/5, provides for the selection of professional services shall, unless a satisfactory relationship already exists, be made through qualifications based selection and competitive, advertised requests for qualifications.

WHEREAS, a satisfactory relationship exists with an engineering firm to perform work for:

FIRE FACILITIES MASTER PLANNING

WHEREAS, the Finance and Personnel Committee of the City Council for the City of Rockford, Illinois has reviewed the recommendation and proposal received for the aforementioned item(s) and recommends awarding a professional services agreement as follows:

Vendor: LARSON & DARBY, OF ROCKFORD, IL.
Amount: \$192,950.00
Term: Two (2) year project duration

WHEREAS, the Finance and Personnel Committee has determined that the funding for the aforementioned agreement shall be as follows:

FIRE STATION 10 REALLOCATION (2022 BUDGET SURPLUS FUNDS)

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Rockford, Illinois that the Mayor execute an agreement with LARSON & DARBY, of ROCKFORD, IL for PROFESSIONAL SERVICES FOR ARCHITECTURAL DESIGN OF FIRE STATIONS 2, 4, 5, 9, AND 10; FIRE DEPARTMENT HEADQUARTERS AND THE FIRE ACADEMY in the amount of \$192,950.00, subject to the specifications in the contract.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effective immediately upon its adoption and the Legal Director is hereby authorized to prepare and deliver certified copies of this Resolution to the Central Services Manager.

The above and foregoing Resolution was adopted by the City Council of the City of Rockford, Illinois, this _____ day of _____, 2026.

ATTEST:

Thomas P. McNamara, Mayor
City of Rockford, Illinois

Angela L. Hammer, Legal Director and Ex-Officio

Keeper of the Records and Seal
City of Rockford, Illinois

Rockford, Illinois

Date: April 27, 2026

RECOMMENDATION FOR RESOLUTION

TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending **approval** of a professional services agreement with LARSON & DARBY, of ROCKFORD, IL for PROFESSIONAL SERVICES FOR ARCHITECTURAL DESIGN OF FIRE STATIONS 2, 4, 5, 9, AND 10; FIRE DEPARTMENT HEADQUARTERS AND THE FIRE ACADEMY in the amount of \$192,950.00. The Legal Director shall prepare the appropriate resolution.

Kevin Frost (Chair)

Jonathan Logemann (Vice Chair)

Frank Beach

Dawn Granath

Chad Tuneberg

Committee Action Taken:

Frost:	Ayes:___	Nays:___	Absent:___
Logemann:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___



April 22, 2026

Mr. Matt Cordonnier
Logistics Chief
Rockford Fire Department
204 South 1st Street
Rockford, IL 61104

RE: Rockford Fire Department
Facilities Improvement Master Plan

Dear Matt,

Thank you for the opportunity to continue to work with you and the Rockford Fire Department. It is our pleasure to provide this proposal for several upcoming projects. This proposal includes work for Fire Stations #2, #4, #5, #9, Fire Department Headquarters (Phase 1 and 2), Fire Station #10, and the Fire Academy and site improvements.

Fire Stations #2, #4, #5, and #9 **Schematic Design**

I. Project Understanding

It is our understanding that the Rockford Fire Department would like to do interior renovations and cosmetic upgrades to Fire Stations #2, #4, #5, and #9, located in Rockford, Illinois.

The scope of work for this project will involve a schematic design study for interior renovation and cosmetic upgrades on all floors of the existing Fire Station #2, Fire Station #4, Fire Station #5, and Fire Station #9. Generally, they involve Bunk Rooms, Toilet Rooms, and other renovations associated with livability and usability improvements at the Stations.

LDG has received existing drawings of Station #5. We understand no existing drawings exist for Fire Station #4 and #9, and as such we propose a building scan of this Station. No scan will be required for Station #2, as the floor plan is similar to Station #5.

The renovations will be based on the following:

Fire Stations #2, #4, #5, and #9

1. Reconfiguration of the shared bunk rooms to fit as many individual bunk areas as possible, separated by GWB walls, which are a combination of full and partial height walls
2. Reconfiguration of toilet rooms on the first floor to fit as many single-user toilet rooms as possible, one of which is ADA accessible
3. Addition of a toilet room in the basement
4. New furniture throughout the shared and individual bunk rooms



5. New furniture and reconfiguration of the first-floor office
6. An alternate for new finishes within the Apparatus Bay, floors and walls and drain work as required
7. An alternate for new casework in the kitchen
8. Flooring and base throughout the station to be replaced with new
9. Window treatments throughout the station to be replaced with new
10. New wall paint throughout the station
11. Cork and white boards throughout the station to be replaced with new
12. New ceiling tiles in areas of affected work
13. Painted doors/frames and windows/frames throughout the station
14. New rubber stair treads and risers
15. Interior and Exterior doors throughout the station to be replaced with new doors and keypad access system, where requested
16. Preliminary rough order of magnitude cost estimates for all four (4) stations

Additional work, specific to each station will be as follows:

Fire Station #2 - 1004 7th Street, Rockford, Illinois 61104

1. Existing drawing field coordination / survey
2. New lockers in the Apparatus Bay
3. Converting of bunk room off the Apparatus Bay to a storage room

Fire Station #4 - 2959 Shaw Woods Drive, Rockford, Illinois 61114

1. Ceiling throughout the station to be replaced with new
2. Reception desk to be replaced with new
3. New gym flooring in the basement gym to replace the tile floor
4. Building Scan

Fire Station #5 - 391 North Trainer Road, Rockford, Illinois 61107

1. New lockers in the Apparatus Bay

Fire Station #9 - 2416 Halstead Road, Rockford, Illinois 61103

1. New kitchen cabinetry
2. Cosmetic upgrade to existing half-bath
3. Building Scan

II. Professional Services

We will provide basic professional design and engineering services for the following project phases:



A. Schematic Design Phase

Prior to development of the program, LDG will coordinate a scan of Stations #4 and #9 for documentation of existing conditions. LDG will perform additional site surveys as required.

LDG will prepare a maximum of two (2) schematic floor plans for the proposed project work illustrating the scale and relationship of the project components. The schematic design drawings shall include preliminary building plans. LDG will schedule one (1) meeting to review the schematic design drawings with Rockford Fire Department. After the meeting, LDG will revise the schematic drawings based on owner feedback and distribute digital versions of final schematic design drawings.

The schematic design documents will be used to generate a rough order of magnitude (ROM) for the project scope.

A. Exclusions

1. Design Development, Construction Document, Procurement, Bidding/Negotiation, and Construction phases services
2. Mechanical, Electrical, Plumbing, and Fire Protection design and engineering services
3. Civil design and engineering services
4. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
5. Landscape design services
6. Hazardous materials remediation
7. Materials testing and inspection services fees
8. Geotechnical investigations and engineering services
9. Security evaluation and planning
10. Energy modeling services
11. Fast-track design services
12. Sustainable design and engineering services
13. Historic preservation
14. Value engineering following receipt of ROM
15. More than one (1) ROM
16. More than two (2) schematic design options
17. FF&E: specification, details, and procurement
18. Survey of existing FF&E
19. Signage: identification, selection, specification, or procurement
20. Plan review and permit fees
21. Value engineering prior to and/or following receipt of contractor proposals
22. As-constructed record documents

While the above items have been excluded from this project, should Rockford Fire Department desire, LDG would be happy to provide a separate proposal to assist with any of these components.



Fire Department HQ, Phase 1 **Phase 1: Schematic Design - Construction Administration**

I. Project Understanding

The scope of work for this project will involve schematic design, design development, and construction documents for interior renovation and cosmetic upgrades on a portion of the first and second floors of the Fire Department Headquarters. The scope of work also includes construction administration. Generally, this work involves new interior finishes, some minor office layout reconfiguration, and furniture, fixtures, and equipment coordination.

LDG has received existing drawings of both the first and second floor.

The renovations will be completed in two phases and will be based on the following:
(See also attached scope drawing "**Exhibit A**")

Fire Department HQ Phase 1 - 204 South 1st Street Rockford, Illinois 61104

1. Flooring and base throughout to be replaced with new
 - a. LVT and Carpet to match newly renovated adjacent areas
2. New stair treads and risers, and painted railings at Stair C
3. New wall protection material at the bottom landing of Stair C
4. New walk of carpet at first floor entry and stair landing of Stair C
5. Replacement of existing wood door frames to be hollow metal
6. Replace existing wood door panels to match new standard wood door
7. New locksets on some doors
8. Repurpose of existing wood being removed
9. Minimal to no ceiling work
10. Repainting of existing shiplap walls and wainscot
11. Reconfiguration of walls to create some additional offices
12. Associated Electrical, HVAC, and IT work.
13. New cubicles (FF&E) in Fire Prevention wing only
 - a. Incorporate Modernspace cubicle layout, already established between RFD and Modernspace, into Construction Document set
 - b. Coordination of electrical at cubicles

II. Professional Services

We will provide basic professional design and engineering services for the following project phases:

A. Schematic Design Phase

Concurrent with the development of the program, LDG will perform building surveys and documentation of existing conditions.

LDG will prepare a maximum of two (2) schematic floor plans for the proposed project work,



illustrating the scale and relationship of the project components. The schematic design drawings shall include a conceptual site plan and preliminary building plans. LDG will schedule one (1) meeting to review the schematic design drawings with Rockford Fire Department. After the meeting, LDG will revise the schematic drawings based on owner feedback and distribute digital versions of final schematic design drawings.

The schematic design documents will be used to generate a rough order of magnitude (ROM) for the project scope.

B. Design Development Phase

LDG will provide Design Development Documents based on the approved Schematic Design Documents and updated budget for the Cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials and systems and establish in general their quality levels.

C. Construction Document Phase

LDG will provide Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the project.

Construction documents will include:

1. Drawings:
 - a. Demolition plans
 - b. Floor plans and details
 - c. Room finish and opening schedules and details
 - d. Wall Sections and details
 - e. Enlarged plans and details
 - f. Interior elevations and details
 - g. Reflected ceiling plans and details
 - h. Plumbing plans and details
 - i. Fire Protection plans and details
 - j. HVAC plans and details
 - k. Electrical - power, emergency power, lighting and fire alarm systems plans and details
 - l. Technology infrastructure plans and details
2. Project Manual:
 - a. Contractual Conditions - LDG will coordinate with the City of Rockford and Rockford Fire Department on the development and issuance of contractual conditions and



bidding requirements.

- b. Technical specifications will be prepared by LDG as required for the architectural, plumbing/piping, fire protection, HVAC, and electrical systems.

Construction documents will be prepared in electronic format and will also be issued to the City of Rockford and the Rockford Fire Department in electronic format.

Following the completion of the construction documents, LDG will complete the necessary applications/forms and submit the documents for plan review; the general contractor and the selected prime subcontractors will be responsible for the procurement of permits.

E. Procurement Phase

Procurement Phase services will include:

1. Coordination with the City of Rockford in procuring bids.
2. Attendance at a pre-bid conference for prospective bidders.
3. Preparation of addenda and review of proposals/bids.

F. Construction Phase

Construction Phase services provided will include:

1. Attendance at weekly on-site Owner/Architect/Contractor (OAC) meetings
 - a. Maximum of eight (8) meetings total
2. Provide coordination of, and responses to, contractors' requests for information (RFIs)
3. Review of contractors' shop drawings and submittals
4. Conduct observations to determine the date/dates of substantial completion and the date of final completion
5. Administrative work as required to process/review contractor's payment requests, change orders, etc.

G. Exclusions

1. Civil design and engineering services
2. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
3. Landscape design services
4. Hazardous materials remediation
5. Materials testing and inspection services fees
6. Geotechnical investigations and engineering services
7. Security evaluation and planning
8. Energy modeling services
9. Fast-track design services
10. Sustainable design and engineering services
11. Historic preservation
12. Value engineering following receipt of ROM
13. More than one (1) ROM
14. More than two (2) schematic design options



15. Additional alternates beyond what is already accounted for
16. FF&E: specification, details, and procurement
17. FF&E work beyond coordination established in Project Understanding
 - a. FF&E work beyond Fire Prevention Wing cubicles
 - b. Space Planning of FF&E (existing or new)
18. Signage: identification, selection, specification, or procurement beyond regulatory signage
19. Plan review and permit fees
20. Value engineering prior to and/or following receipt of contractor proposals
21. As-constructed record documents

While the above items have been excluded from this project, should Rockford Fire Department desire, LDG would be happy to provide a separate proposal to assist with any of these components.

Fire Department HQ, Phase 2 **Phase 2: Schematic Design**

I. Project Understanding

The scope of work for this project will involve schematic design for interior renovation and cosmetic upgrades on a portion of the second floor of the Fire Department Headquarters. Generally, this work involves new interior finishes and new toilet room reconfiguration.

LDG has received existing drawings of both the first and second floor.

The renovations will be completed based on the following:
(See also, attached scope drawing "**Exhibit A**")

Fire Department HQ Phase 2 - 204 South 1st Street, Rockford, Illinois 61104

1. Reconfiguration of toilet rooms to include more stalls/individual toilet room
2. Potential relocation of janitors closets into existing storage closet
3. Flooring and base throughout to be replaced with new
4. Walls to be repainted throughout
5. New floor and wall tiles in Toilet rooms
6. New doors and door frames
7. Includes associated Electrical, Plumbing, HVAC, and IT work.

II. Professional Services

We will provide basic professional design and engineering services for the following project phases:

- A. Schematic Design Phase
Concurrent with the development of the program, LDG will perform building surveys and



documentation of existing conditions.

LDG will prepare a maximum of two (2) schematic floor plans for the proposed project work illustrating the scale and relationship of the project components. The schematic design drawings shall include preliminary building plans. LDG will schedule one (1) meeting to review the schematic design drawings with Rockford Fire Department. After the meeting, LDG will revise the schematic drawings based on owner feedback and distribute digital versions of final schematic design drawings.

The schematic design documents will be used to generate a rough order of magnitude (ROM) for the project scope.

B. Exclusions

1. Civil design and engineering services
2. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
3. Design Development, Construction Document, Procurement, Bidding/Negotiation, and Construction phases services
4. Mechanical, Electrical, Plumbing, and Fire Protection design and engineering services
5. Civil design and engineering services
6. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
7. Landscape design services
8. Hazardous materials remediation
9. Materials testing and inspection services fees
10. Geotechnical investigations and engineering services
11. Security evaluation and planning
12. Energy modeling services
13. Fast-track design services
14. Sustainable design and engineering services
15. Historic preservation
16. Value engineering following receipt of ROM
17. More than one (1) ROM
18. More than two (2) schematic design options
19. Additional alternates beyond what is already accounted for
20. FF&E: specification, details, and procurement
21. Signage: identification, selection, specification, or procurement
22. Plan review and permit fees
23. Value engineering prior to and/or following receipt of contractor proposals
24. As-constructed record documents

While the above items have been excluded from this project, should Rockford Fire Department desire, LDG would be happy to provide a separate proposal to assist with any of these components.



Fire Station #10 **Schematic Design**

I. Project Understanding

It is our understanding that the Rockford Fire Department would like to do interior renovations and cosmetic upgrades as well as an addition to Fire Station #10, located at 3407 Rural Street, Rockford, Illinois.

The scope of this project will involve a schematic design study for all floors of the existing Fire Station #10. Generally, this work involves interior renovations and an addition to the existing building to gain more space for multiple private toilet rooms, semi-private bunk rooms, an officer's suite, janitors' closet, a larger footprint for the kitchen and dayrooms, and other renovations associated with livability and usability improvements at the Station.

We understand minimal existing drawings exist for Fire Station #10 and as such we propose a building scan of this Station.

The renovations will be based on the following:

First Floor

1. Lobby
 - a. Reconfiguration to include a larger, open lobby area, open into the kitchen
2. Kitchen
 - a. Reconfiguration to expand the current size of the kitchen
 - b. Accommodation of three (3) fridges, one per shift
 - c. Stove and hood to remain in existing location, if possible
3. Dayroom
 - a. Adjacent to bunkrooms, if possible
 - b. To accommodate 6 to 7 people, (existing) recliners for each
4. Large Bunk Room
 - a. To fit 6 to 7 individual bunk rooms, separated by GWB walls which are a combination of full and partial height walls
 - b. Individual bunk rooms to fit a twin-size bed, nightstand, and 3 lockers
 - c. An additional exit from the bunk room to outside, for egress, on the east wall
5. Private Chief's Suite
 - a. Bedroom with attached toilet room and shower
6. Toilet Rooms
 - a. 3 to 4 single occupant toilet rooms with showers, one of which is ADA accessible
7. Janitors Closet
 - a. Addition of a janitor's closet
 - b. Include mop and cleaning supply storage and a mop sink
8. Apparatus Bay
 - a. New garage door opener, existing does not work



- i. Maybe a bi-fold type, if size allows
 - b. Potential expansion of the bay, to make it deeper
 - i. Would need to maintain driveway depth at the front of the building, for a vehicle to be parked outside as needed
 - c. New trench drains
 - d. Replace exhaust / air breaker
9. Outdoor Patio
 - a. Potentially move location on the site to the east side of the building, closer to the kitchen
 - b. Concrete patio space for barbeque

Basement:

10. Fitness Room
 - a. Larger in size than existing
 - b. Taller ceilings if possible, to accommodate taller equipment
 - c. Approx. 500 sf, based on existing studies done by the Fire Department
11. Storage Closet
 - a. Larger than existing, if possible
12. General
 - a. Remove ramp if possible / necessary
 - b. Potentially expand in depth, if necessary

II. Professional Services

We will provide basic professional design and engineering services for the following project phase:

A. Schematic Design Phase

Prior to development of the program, LDG will coordinate a scan of Station #10 for documentation of existing conditions. LDG will perform additional site surveys as required.

LDG will prepare a maximum of two (2) schematic floor plans for the proposed project work illustrating the scale and relationship of the project components. The schematic design drawings shall include a conceptual site plan and preliminary building plans. LDG will schedule one (1) meeting to review the schematic design drawings with Rockford Fire Department. After the meeting, LDG will revise the schematic drawings based on owner feedback and distribute digital versions final schematic design drawings.

The schematic design documents will be used to generate a rough order of magnitude (ROM) for the project scope.

B. Exclusions

1. Design Development, Construction Document, Procurement, Bidding/Negotiation, and Construction phases services
2. Mechanical, Electrical, Plumbing, and Fire Protection design and engineering services



3. Civil design and engineering services
4. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
5. Landscape design services
6. Hazardous materials remediation
7. Materials testing and inspection services fees
8. Geotechnical investigations and engineering services
9. Security evaluation and planning
10. Energy modeling services
11. Fast-track design services
12. Sustainable design and engineering services
13. Historic preservation
14. Value engineering following receipt of ROM
15. More than one (1) ROM
16. More than two (2) schematic design options
17. FF&E: specification, details, and procurement
18. Signage: identification, selection, specification, or procurement
19. Plan review and permit fees
20. Value engineering prior to and/or following receipt of contractor proposals
21. As-constructed record documents

While the above items have been excluded from this project, should Rockford Fire Department desire, LDG would be happy to provide a separate proposal to assist with any of these components.

Fire Academy Renovation and Site Improvements **Schematic Design**

I. Project Understanding

It is our understanding that the Rockford Fire Department would like to do interior renovations to the Fire Academy located at 128 N. Pierpont Ave, Rockford, Illinois and a master plan for site improvements. This proposal covers schematic design work for this project.

Generally, this work involves an interior renovation of the existing Fire Academy Pierpont building, to include classrooms, offices, toilet rooms, and other renovations associated with livability and usability improvements for the Fire Academy. This work also involves site work improvements around the training facility and a new pre-engineered metal building for vehicle storage.

We understand no existing drawings exist for the Fire Academy and as such we propose a building scan of this building. A civil site survey will also be required and conducted.

The renovations will be based on the following:
(See also, attached scope drawing **Exhibit B** and **Exhibit C**)



Pierpont Building Renovation

1. Replace / repair damaged siding at various locations
2. Re-grade existing slope at the northeast side of the building
3. New windows on the west side of the building
4. New floor and wall finishes throughout
5. New single user toilet rooms with showers, two (2) of which will be ADA accessible
6. As many lockers that will fit in the new corridor between classrooms and toilet rooms
7. New garage and man door
8. New gym area
 - a. Relocate gym equipment from existing location
 - b. Repair of existing joists as required
 - c. Roll up overhead door leading into vehicle storage/trainee gear storage room
 - d. Fixed clerestory windows
 - e. Lockable folding security gate or screen door on the south wall
9. New computer lab
 - a. Carpet and grid ceiling
10. New break room
 - a. Casework and countertops
 - b. Dishwasher and two (2) refrigerators
11. New entry vestibule with two (2) sets of double doors
12. Polished concrete floors in the lobby and corridors throughout
13. New painted CMU walls throughout, except where noted otherwise
14. New private office with carpet and grid ceiling
15. One (1) large classroom with a movable partition wall between
 - a. Partition to have a high STC rating
 - b. New carpet and grid ceiling
 - c. Large closets for storage
16. Alternate for a storage mezzanine with stair access
17. Alternate for means of egress for future change in mezzanine use
18. Alternate for ADA accessible elevator or lift to mezzanine
19. New trainee gear storage room
 - a. Washer and dryer
 - b. SCBA maintenance area: approx. 10'x10' room with sound hampering measures, ventilation, standalone mini split for SCBA compressor, washer, and fill station (waste, water, and power required)
 - c. Fixed clerestory windows
20. Vehicle storage with new overhead door
21. Large working classroom area
 - a. Remove and relocate existing trainee lockers
 - b. New whiteboards and monitors
 - c. Potential ceiling cloud for better acoustics

Site Improvements

22. New pre-engineered metal building, for vehicle storage (size to be confirmed)
23. Modification of existing islands



24. New metal shelter canopy
25. Paving of training structure areas including a burn area to the west of the site with new heavy-duty concrete paving
26. New asphalt academy parking lot

II. Professional Services

We will provide basic professional design and engineering services for the following project phase:

A. Schematic Design Phase

Prior to development of the program, LDG will coordinate a scan of the Academy for documentation of existing conditions. Due to the extent of site work associated with this project, we propose a boundary, topographic, and utility survey of the entire Fire Academy site.

LDG will prepare a maximum of one (1) schematic floor plan for the proposed project work illustrating the scale and relationship of the project components. The schematic design drawings shall include a conceptual site plan and preliminary building plans. LDG will schedule one (1) meeting to review the schematic design drawings with Rockford Fire Department. After the meeting, LDG will revise the schematic drawings based on owner feedback and distribute digital versions final schematic design drawings.

The schematic design documents will be used to generate a rough order of magnitude (ROM / Cost Estimate) for the project scope.

B. Exclusions

1. Design Development, Construction Document, Procurement, Bidding/Negotiation, and Construction phases services
2. Mechanical, Electrical, Plumbing, and Fire Protection design and engineering services
3. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
4. Landscape design services
5. Hazardous materials remediation
6. Materials testing and inspection services fees
7. Geotechnical investigations and engineering services
8. Security evaluation and planning
9. Energy modeling services
10. Fast-track design services
11. Sustainable design and engineering services
12. Historic preservation
13. Value engineering following receipt of ROM
14. More than one (1) ROM
15. More than one (1) schematic design option
16. FF&E: specification, details, and procurement



- 17. Signage: identification, selection, specification, or procurement
- 18. Plan review and permit fees
- 19. Value engineering prior to and/or following receipt of contractor proposals
- 20. As-constructed record documents

While the above items have been excluded from this project, should Rockford Fire Department desire, LDG would be happy to provide a separate proposal to assist with any of these components.

**Fire Stations #2, #4, #5, and #9, Fire Department Headquarters Phase 1 and 2
 Fire Station #10, and Fire Academy Renovation and Site Improvements**

I. Contract

The responsibilities and services of the architect/engineer are as defined in AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect. The attached Standard Terms and Conditions will apply until such point that it is superseded by an AIA contract.

II. Compensation

A. Professional Services

Compensation for the basic professional services outlined above, excluding reimbursable expenses, is proposed to be provided on a LUMP SUM basis as mentioned below:

• Fire Station #2, #4 and #5 (SD)	\$52,700
• Fire Station #9 (SD)	\$21,200
• Fire Dept. HQ Phase 1 (SD-CA)	\$31,900
○ FF&E Coordination	\$ 3,000
○ MEP	\$ 5,500
Total	\$40,400
• Fire Dept. HQ Phase 2 (SD)	\$4,700
• Fire Station #10 (SD)	\$29,250
○ Site Survey	\$ 5,350
Total	\$34,600
• Fire Academy (SD)	\$31,650
○ Site Survey	\$ 7,700
Total	\$39,350
Combined Total	\$192,950



Construction Administration beyond the 8-week estimated timeframe will be an additional \$750 / per week as required.

Requests for scope changes, alternates, changes after the working drawings are complete, record drawings, and value engineering will be evaluated at the time of their request and will be invoiced in addition to the fees outlined above. The additional compensation for these items will either be negotiated or on an hourly basis.

B. Reimbursable Expenses

Costs, including those for document reproductions, document postage and handling, travel, and plan review submission are not included in the above amount and will be billed at 1.1 times the expenses incurred.

III. Schedule

It is our understanding that Fire Department HQ, Fire Academy Renovations and Site Improvements, and Fire Station #10 are the main priorities at this time. Larson & Darby Group is available to begin work on the Fire Department HQ, Fire Academy, and Fire Station #10 upon official notice to proceed from Rockford Fire Department, in the form of a signed proposal. We would anticipate, upon completion of this work, Larson & Darby will be available to start the Fire Station 2, 4, 5, and 9 projects.

Please note that the schedule does not account for holiday breaks or periods required by Rockford Fire Department for review of this work.

Notes in italics indicate additional estimated timelines for work that is not included in this proposal but is required for these projects' completion. These notes are for reference.

Fire Department HQ Phase 1 and 2

We anticipate 8-10 weeks of work which includes SD, DD, and CDs for the Fire Department HQ Phase 1 and SD only for Phase 2. Larson & Darby Group understands that the Fire Department would like to begin construction Mid-July for Phase 1. An additional 6-8 weeks is expected for CA of Phase 1.

An additional 6-8 weeks of work will be required for DD and CD work of phase 2, and an additional 6-8 weeks is expected for CA for phase 2.

Fire Academy Renovations and Site Improvements

We anticipate approximately 6-8 weeks of work for this SD work.

Larson & Darby Group understands that the Fire Department would like to begin construction November of 2026. An additional 6-8 weeks of work will be required for DD and CD work, and an additional 10-12 weeks is expected for CA.



Fire Station #10

We anticipate approximately 6-8 weeks of work for this SD work.

Larson & Darby Group understands that the Fire Department would like to begin construction Spring of 2027. An additional 6-8 weeks of work will be required for DD and CD work, and an additional 10-12 weeks is expected for CA.

Fire Stations #2, #4, #5, #9

We anticipate approximately 6-8 weeks of work for this SD work.

Larson and Darby Group understands that the Fire Department would like to begin construction on Fire Station 5 Summer of 2027, Fire Station 2 Summer of 2028, Fire Station 4 early 2029, and Fire Station 9 early 2030. An additional 6-8 weeks of work will be required for DD and CD work per station, and an additional 8-10 weeks is expected for CA per station.

Matt, we appreciate the opportunity to continue assisting Rockford Fire Department and are excited at the prospect of partnering with you on these important projects. We look forward to hearing from you.

If you have any questions or would like additional information, please contact me at 815.484.0739 Ext 146 (office) or 815.608.0572 (cell) or via e-mail at gtrias@larsondarby.com.

Kind Regards,

Ged Trias, AIA
Principal & Director of Design

The above proposal is accepted by:

Printed Name

Signature

Date Accepted

- ATTACHMENTS:
- TERMS AND CONDITIONS
 - EXHIBIT A: HEADQUARTERS SCOPE DWG
 - EXHIBIT B: ACADEMY SCOPE DWG
 - EXHIBIT C: ACADEMY SITE SCOPE DWG

Standard Terms and Conditions

STANDARD OF CARE

Larson and Darby, Inc.'s services shall be provided consistent with and limited to the standard of care applicable to such services. That means we will provide our services consistent with the professional skill and care ordinarily provided by architects and engineers practicing in the same or similar locality under the same or similar circumstances.

FORCE MAJEURE

Larson and Darby, Inc. shall not be responsible for delays caused by factors beyond our reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or comment on Larson and Darby, Inc.'s services or work product, or delays caused by faulty performance by the Client's or by contractors of any level. When such delays beyond our reasonable control occur, the Client agrees that Larson and Darby, Inc. or our subconsultants shall not be responsible for damages, nor shall the Design Professional be deemed in default of this Agreement.

DOCUMENTS

All reports, notes, drawings, specifications, data, calculations, and other documents prepared by Larson and Darby, Inc. (collectively referred to as "Documents") are instruments of our services that shall remain Larson and Darby, Inc.'s property. The Client agrees not to use the Documents for future additions or alterations to this Project or for other projects without Larson and Darby, Inc.'s express written consent. Any unauthorized use of the Documents will be at the Client's sole risk and without liability to Larson and Darby, Inc. or our subconsultants. Accordingly, Client shall defend, indemnify, and hold harmless Larson and Darby, Inc. or our subconsultants from and against any and all losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized use.

BILLING AND PAYMENT

Client shall pay Larson and Darby, Inc. in accordance with the rates and charges set forth in the Proposal. Larson and Darby, Inc. will submit to the Client, monthly, an invoice of services rendered, and expenses incurred during the previous period. Payment will be due upon receipt of Larson and Darby, Inc.'s invoice. In the event the Client fails to pay Larson and Darby, Inc. within thirty (30) days after invoices are rendered, the Client agrees that Larson and Darby, Inc. shall have the right to consider that event a breach of this Agreement and upon seven (7) days written notice, the duties, obligations, and responsibilities of *Larson and Darby, Inc. under this Agreement may be either* suspended or terminated.

CONSEQUENTIAL DAMAGES

Larson and Darby, Inc. and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues and loss of business or business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.

Larson and Darby, Inc. will coordinate our services with those services provided by the Client and the Client's consultants. Larson and Darby, Inc. shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Client and the Client's consultants.

CONSTRUCTION ADMINISTRATION

If Construction Administration services are included in the Larson and Darby, Inc. Proposal for this project, we will advise and consult with the Client during Construction Phase Services. Larson and Darby, Inc.

shall have authority to act on behalf of the Client only to the extent provided in this Agreement. Larson and Darby, Inc. and our subconsultants shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall Larson and Darby, Inc. be responsible for the Contractor's or any Sub-Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. Larson and Darby, Inc. and our subconsultants shall be responsible for our negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor, sub-contractors or of any other persons or entities performing portions of the Work.

EVALUATIONS OF THE WORK

If included in the Agreement between Larson and Darby, Inc. and the Client, we shall visit the site at set milestones appropriate to the stage of construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.

SUBMITTALS

Larson and Darby, Inc. and/or our subconsultants shall review, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but solely for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's sole responsibility. Larson and Darby, Inc.'s review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. Larson and Darby, Inc.'s approval of a specific item shall not indicate approval of an assembly of which the item is a component.

COPYRIGHTS AND LICENSES

Larson and Darby, Inc. and our subconsultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. If the Client provides prototype drawings, Larson and Darby, Inc. and our consultants shall be deemed the authors and owners of any modifications or improvements to their respective Instruments of Service.

Larson and Darby, Inc. grants to the Client a nonexclusive license to use our Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due. Larson and Darby, Inc. shall obtain similar nonexclusive licenses from our consultants consistent with this Agreement.

In the event the Client uses the Instruments of Service without retaining the authors of the Instruments of Service, the Client releases Larson and Darby, Inc. and our subconsultant(s) from all claims and causes of action arising from such uses. The Client, to the extent permitted by law, further agrees to indemnify, defend and hold harmless Larson and Darby, Inc. and our subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Client's use of the Instruments of Service under this Section.

Standard Terms and Conditions

MEDIATION

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution.

The Client and Larson and Darby, Inc. and our subconsultants shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. If the parties do not resolve a dispute through mediation pursuant to this Section, the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

TERMINATION OR SUSPENSION

Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

PROGRESS PAYMENTS

Larson and Darby, Inc. shall present monthly invoices for Professional Services earned and reimbursable expenses incurred, and Client shall pay the full amount thereof within thirty (30) days after presentation. Any charges held to be in dispute by the Client shall be identified in writing to Larson and Darby, Inc. within ten (10) days of presentation of Larson and Darby, Inc.'s invoice or shall be paid in full per the terms of this Agreement. The Client shall not withhold amounts from Larson and Darby, Inc.'s compensation to impose a penalty on Larson and Darby, Inc. unless we have been found liable for the amounts in a binding dispute resolution proceeding. If payment in full is not received per the terms of this Agreement, Larson and Darby, Inc. shall have the right to suspend Services and withhold all documents until payment is received and apply a one percent (1%) per month delinquency charge on the unpaid balance from the date of the invoice. Payment of such charges shall not excuse the default in payment or terminate the unperformed portion of this Agreement.

HAZARDOUS MATERIALS

Larson and Darby, Inc. shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials or toxic substances in any form at the Project site. If hazardous materials are present, the Client shall be responsible to remove them from the Project site in a manner that will not adversely affect the health of any person and will comply with any applicable governmental laws and regulations. The Client shall indemnify and hold harmless Larson and Darby, Inc. and our subconsultants from any liability, loss, damage, or expense arising out of or with respect to the presence of hazardous materials on the Project site. The presence or discovery of any hazardous or toxic substance on the site shall be cause for extension of the schedule of Larson and Darby, Inc.'s services and equitable adjustment of fees for Larson and Darby, Inc. and our subconsultants as mutually agreed by the parties.

LIMITATION OF LIABILITY (Available Insurance)

Neither Larson and Darby, Inc. or our subconsultants, nor their agents, shareholders or employees shall be jointly, severally, or individually liable to the Client for an amount in excess of the proceeds of the available professional liability insurance coverage required by this agreement by reason of any act or omission, in tort or contract, including breach of contract, breach of warranty or negligence.

CLIENT ESTABLISHED CONTINGENCIES

The Client shall establish and periodically update the Client's budget for the Project, including (1) the budget for the Cost of the Work (2) the Client's other costs; and (3) reasonable contingencies related to all of these costs including additional services of Larson and Darby, Inc. and our other design subconsultants.

BUDGET EVALUATION and PRELIMINARY OPINION OF PROBABLE COST

Evaluations of the Client's budget for the Cost of the Work, the Larson and Darby, Inc. preliminary Opinion of the Probable Cost of the Work, and any updated Opinions of the Cost of the Work prepared by Larson and Darby, Inc. and/ or our subconsultants, represent our judgment as design professionals. It is recognized, however, that neither Larson and Darby, Inc. nor the Client has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, Larson and Darby, Inc. and our subconsultants cannot and does not warrant or represent that bids or negotiated prices will not vary from the Client's budget for the Cost of the Work or from any Opinion of the Probable Cost of the Work or evaluation prepared or agreed to by Larson and Darby, Inc. and/ or our Consultants.

MUTUAL INDEMNITY

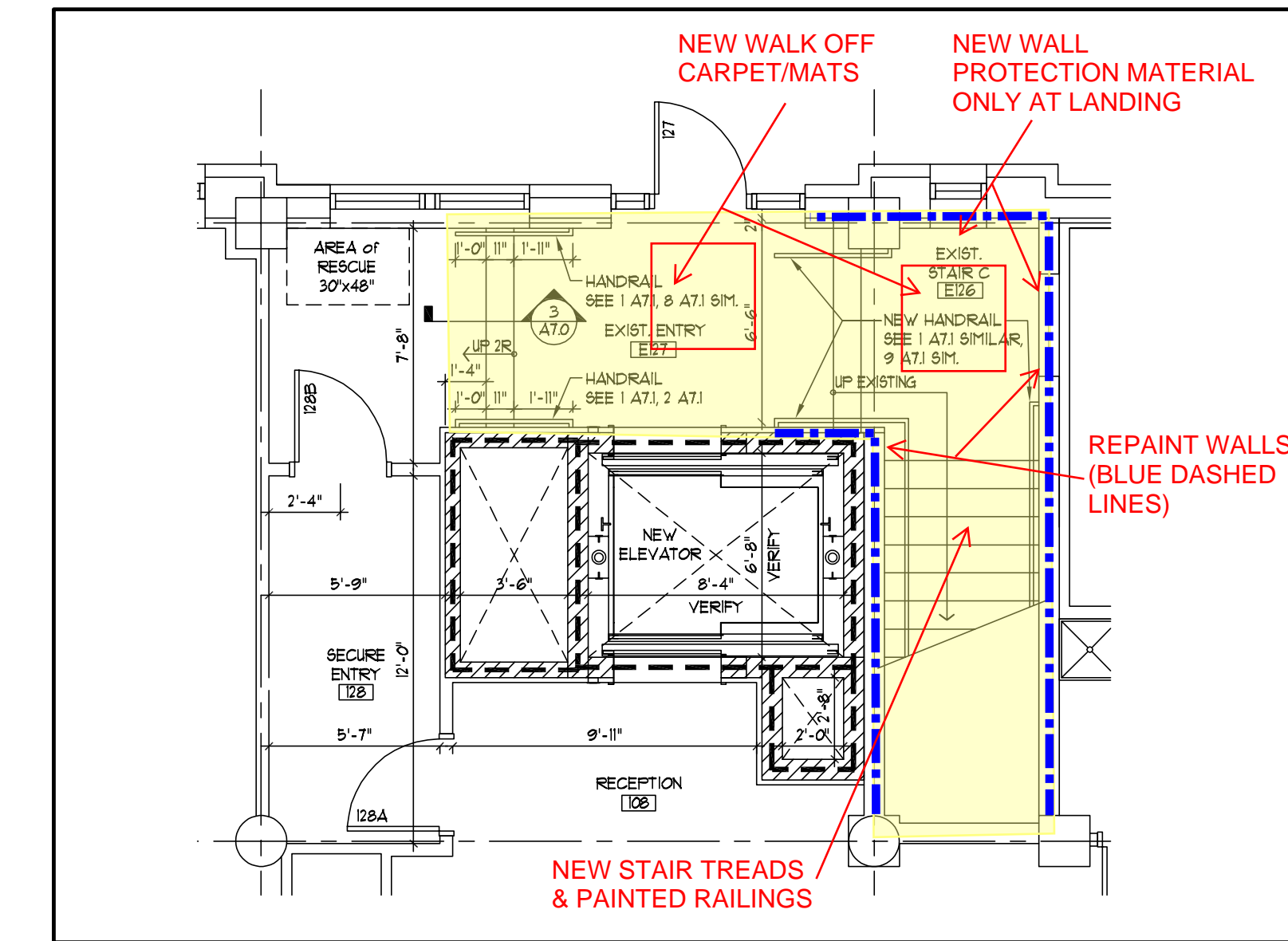
Larson and Darby, Inc. and the Client each agree to indemnify the other against liability, damages, costs and expenses including reasonable attorney's fees and expenses recoverable under applicable law (collectively referred to as "Damages") that are caused to the other due to the negligence of the indemnifying party, but only to the extent of the indemnifying party's negligence. Neither Larson and Darby, Inc. nor the Client shall be required to indemnify the other to the extent Damages arise from or are caused by the indemnified party's own negligence (whether sole, concurrent, or contributory). Neither Larson and Darby, Inc. nor Client shall have a duty to provide the other an up-front defense of any claim.

DISEASE TRANSMISSION

Larson and Darby, Inc. shall have no responsibility for the transmission of any communicable disease including but not limited to COVID-19, or exposure of persons to Virus or other communicable disease discovered at the premises. Larson and Darby, Inc. cannot prevent the Client and/or the Client's Invitees from becoming exposed to, contracting, or spreading Virus or other communicable disease while utilizing Larson and Darby, Inc.'s services. It is not possible to prevent the presence of communicable disease. Therefore, if the Client chooses to utilize Larson and Darby, Inc.'s services, the Client may be exposing the Client or the Client's Invitees to and/or increasing the Client's and/or the Client's Invitees' risk of contracting or spreading communicable disease. The Client hereby releases, waives, discharges, and covenants not to sue Larson and Darby, Inc. for any and all damages, injuries, losses, liability, claims, causes of action, litigation, or demands, including but not limited to those for personal injury, sickness, or death, as well as property damages and expenses, of any nature whatsoever which may be incurred, directly or indirectly, now or in the future, in any way related to any outbreak, epidemic, pandemic or public health situation, or any communicable disease related health issue or exposure.

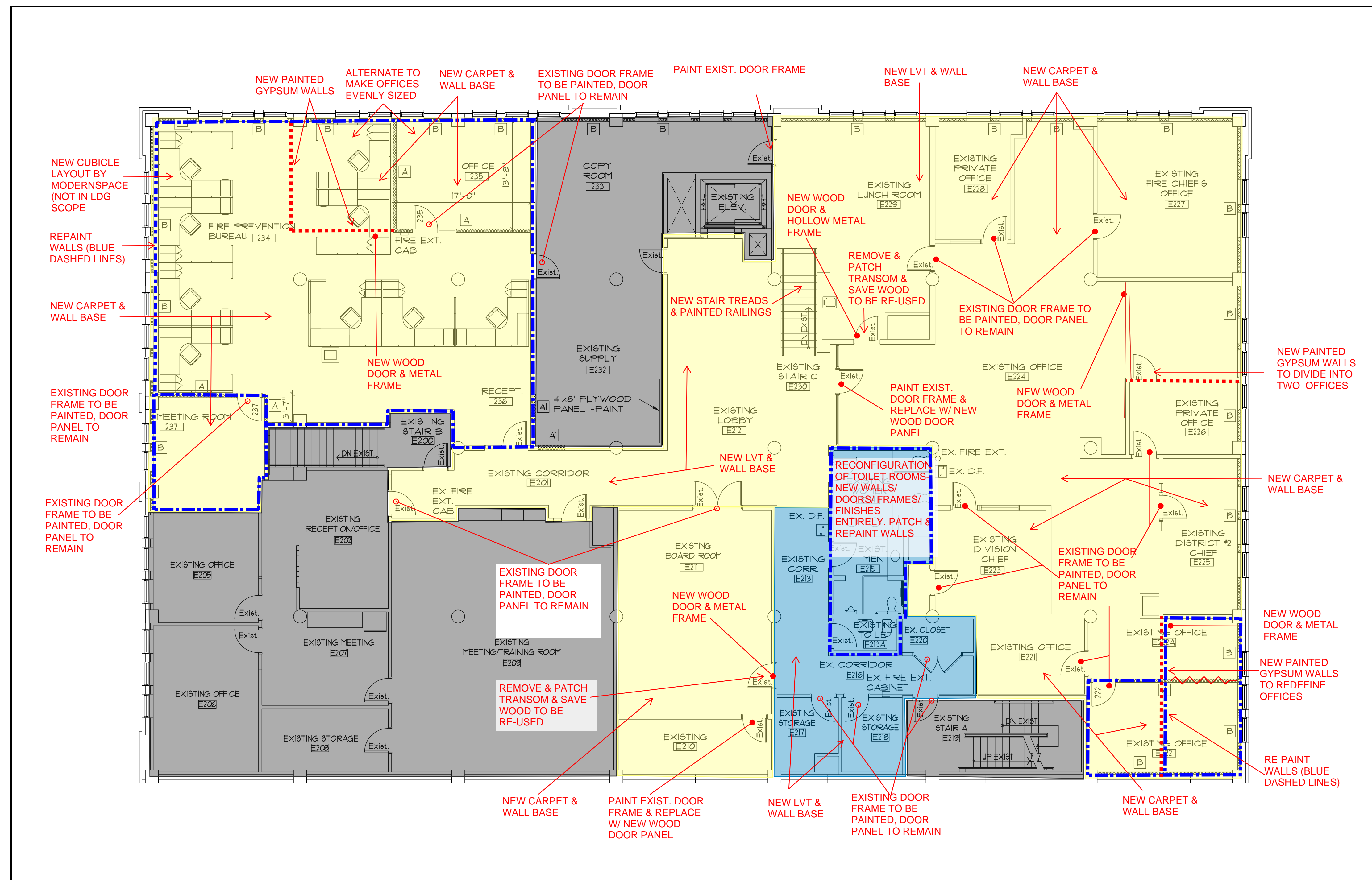
GENERAL SCOPE NOTES:

- NEW FLOOR FINISHES THROUGHOUT SCOPE OF WORK, TO MATCH NEW STANDARDS AS IDENTIFIED
- MINIMAL CEILING WORK
- FF&E NOT IN SCOPE



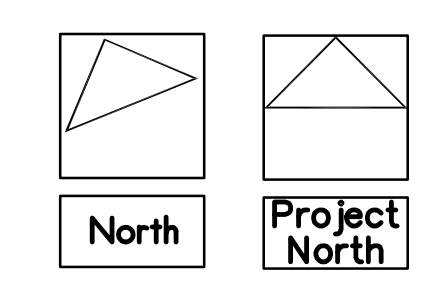
2 ELEVATOR/STAIR C PARTIAL FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

AREA OF WORK (PHASE 1) 8,140 sq.ft approx.
 AREA OF WORK (PHASE 2) 860 sq.ft approx.
 NOT IN SCOPE



1 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

RFD HQ- SCOPE OVERVIEW
SCALE: AS NOTED



COPYRIGHT 2026
All drawn and written information appearing herein shall not be duplicated, disclosed, or otherwise used without the written consent of Larson & Darby Group

ISSUED FOR:	DATE:
OWNER REVIEW	02.06.26
DRAWN BY:	CHECKED/APPROVED BY:
EMWV	GT

DATE:	02.06.26
PROJECT NUMBER	2025-077
SHEET NUMBER	SD 1.1

