

January 24, 2024



David Chanski, City Administrator  
City of Breezy Point  
8319 Co. Rd. 11  
Breezy Point, MN 56472

**Brainerd/Baxter**  
7804 Industrial Park Road  
PO Box 2720  
Baxter MN 56425-2720

**Re: Breezy Point City Hall Remodel & Addition Schematic Design Proposal**

218.829.5117  
Baxter@Widseth.com  
Widseth.com

Dear Mr. Chanski and Members of the City Council,

Per your request at the city council workshop held on January 23, 2024, Widseth is pleased to provide you with this proposal for schematic design services for a potential remodel and addition to the existing city hall building. As discussed during the workshop, this design exercise will provide you and the residents of Breezy Point with an additional option to consider for addressing the needs of a city hall building. Widseth and HyTec Construction will work closely with the building committee to establish a schematic design and approximate project cost, similar to what we've provided you thus far on this project. Please refer to the following scope of work:

**Schematic Design**

1. Programming
  - a. The programming for the city hall building has been firmly established throughout the design process for the new city hall building. Widseth will apply this information to remodeling and adding on to the existing city hall building.
2. Schematic Design
  - a. Widseth will meet with the building committee to review design concepts and confirm that key design elements and priorities are integrated into this design that were established within the new city hall design, which include the following:
    1. Site access, parking, connectivity to exterior amenities and the buildings relationship with existing and future pedestrian trails.
    2. Security and access control systems.
    3. Mechanical and electrical systems.
    4. Exterior building materials with an emphasis on durability and low maintenance.
    5. Providing the city staff and community with designated spaces.
  - b. Widseth will work closely with Scott Sadusky to confirm the scope of work required for remodeling the existing building. As was discussed during the city council meeting, changing the use of the spaces will determine the extent of work required to bring the building up to current building code.
3. Project Cost
  - a. Prior to the commencement of design, Widseth requests that the City of Breezy Point provide a budget for this project in order to establish clear direction and expectations for what is expected for the schematic design deliverables.
  - b. The project cost will be determined by utilizing the recent bids received for the new city hall for the addition portion of project and a cost per square foot will be utilized for the remodel portion of the project,
  - c. The project cost will be similar to the new city hall design, where it will provide a comprehensive analysis of all costs for the project, which include the following:
    - Soft costs: permits, A/E fees, insurance, etc.
    - Construction costs.
    - Owner provided furniture, fixtures, and equipment (FF&E)
    - Contingency.

- Temporary office provisions.

#### 4. Project Schedule

- Upon approval of this proposal at the February 5, 2024, city council meeting, Widseth and HyTec Construction will begin work immediately.
- The intention has been to procure bids for this project in February to capitalize on the most competitive time of year to bid a project. Due to the timing of this request, Widseth is proposing to complete schematic design services for this design option in time for the March 4, 2024, city council meeting.
- Upon review of the remodel and addition design option, the city council may elect to either proceed with the new city hall building or the remodel and addition option.
- Upon receiving direction from the city council, Widseth will prepare construction documents for the project and HyTec will send it out for bid. The anticipated timing of bidding this project within this scenario will be in May of 2024.

#### 5. Deliverables

- Site design.
- Building floor plans, exterior renderings, and building code review.
- Mechanical and electrical narrative.
- Project cost.

### **Proposed Schedule**

The following is a schedule outline for the proposed project:

- February 5, 2024
  - City council to review Widseth proposal for schematic design services.
  - Pending approval, Widseth will begin work immediately.
- February 13, 2024
  - Widseth will present design concepts to the building committee for review and comment. The design concepts will include building code implications that will have been discussed with Scott Sadusky.
  - Widseth will proceed with revising the design concepts that reflect the design committee's review and comment.
- February 20, 2024
  - Widseth and HyTec will present revised design concepts and preliminary pricing to the building committee.
- February 28, 2024.
  - Widseth will submit schematic design deliverables to be incorporate into the city council packets for the March 4, 2024, city council meeting.

### **Proposed Fee**

Widseth proposes the outlined schematic design scope of services and schedule for a fixed fee of \$32,875. Our team is available to complete the listed scope of services on the schematic design phase upon your approval of this proposal, and we look forward to continuing our relationship with the City of Breezy Point. Please contact us if you have any questions or desire additional information.

Sincerely,



Lindsey Kriens, CID, Vice President

Cc: Mike Angland, AIA, LEED AP, Vice President

**Proposed by Widseth Smith Nolting & Assoc., Inc.**



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Lindsey Kriens, CID

Certified Interior Designer, Vice President

Widseth Smith Nolting & Assoc., Inc.

**Accepted by The City of Breezy Point**

The above proposal is satisfactory and Widseth is authorized to do the work as specified.

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Name

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Date