

August 3, 2023

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

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

City of Breezy Point: City Hall Schematic Design Proposal

Dear Mr. Chanski and Members of the City Council,

Through the recently completed assessment of Breezy Point city hall, together we have developed a strong understanding of what are viable options in addressing the buildings current deficiencies. Through communications gathered at City Council meetings, workshops, and the public open house event, the message of a thorough remodel concept or a new city hall building has been well deliberated. Now that the concepts have been created and discussed, our team at Widseth is here to help the City of Breezy Point take the next steps in moving towards an improved city hall plan that meets your goals. At the August 1, 2023 City Council work session, a decision was made by the Council to move forward with planning of a City Hall Option 3, with add alternate options for a community room, library, gymnasium, pool, and fitness room.

Based on the feedback our team has collected, Widseth has developed a proposed project outline, which we believe can provide guidance through the next steps of developing a design, cost estimating, and schedule projections to help the City with their project planning and approval process.

Next step, schematic design phase...

With the completion of the building assessment, we can confidently move beyond the need for a preliminary design phase and begin immediately with schematic design. The work that the City's administration, City Council, and community has invested into this project is, in our opinion, rare. This effort will expedite the design process, which will ultimately conserve on time and design costs. Within this next phase, a greater level of detail will be developed and a produce a clear schematic plan for cost estimating and scheduling.

Project Scope of Services:

Preliminary Design Phase (Not Required)
Schematic Design Phase

1. Programming
 - a. In the city hall assessment, a thorough programming exercise was completed by the City of Breezy Point and a selection of design Option 3. This programming information has been attached to this proposal as Exhibit A for reference.
2. Schematic Design
 - a. User group work sessions revising the programmatic information that was provided in the assessment while meeting with individual stakeholders will be a beneficial tool in developing a more comprehensive and refined building plan, including requested add alternates.

- b. Based on the additional information intake, Widseth will develop a floor plan and site plan in order to establish a baseline for the design concept.
 - c. Building code review that will identify the occupancy for the building, building construction type, exiting, minimum restroom and plumbing fixture counts and other items that will impact the overall design of the building.
 - d. Development and review of the site and exterior design for this project which will include site access, parking, pavement maintenance, site lighting, site signage and exterior building materials.
 - e. The mechanical and electrical engineering narratives:
 - 1. Discuss the expectations for building HVAC systems, controls, and plumbing.
 - 2. Discuss expectations for electrical systems, lighting fixtures, panel layout and circuitry and fire alarm system.
 - 3. Review design goals for security systems and audio-visual equipment.
3. Project Cost
- a. Widseth will work with the City to establish an overall project cost for this project, as well as add alternate options. Widseth will work with local contractors to incorporate current and relevant pricing for construction, that reflects local labor availability, material pricing and availability and other key factors that are applicable to your area.
 - b. The project cost will provide the City with a comprehensive analysis of all costs for the project, which include the following:
 - 1. Soft costs: permits, A/E fees, insurance, etc.
 - 2. Construction costs.
 - 3. Owner provided furniture, fixtures, and equipment (FF&E)
 - 4. Contingency.
 - 5. Temporary office provisions.
4. Project Schedule
- a. Widseth and the City will review the anticipated project schedule, identify key milestones, and discuss opportunities to expedite construction to provide the best service to the community.
5. Deliverables
- a. Site design and property survey.
 - b. Building floor plans, exterior elevations, and preliminary building code review.
 - c. Mechanical and electrical design narratives.

Proposed Schedule

The following is a schedule outline for the proposed project:

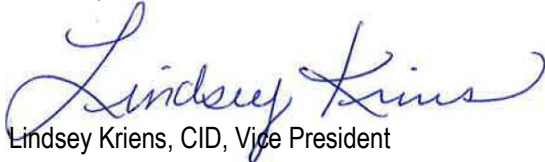
- September 2023
 - Kick off design meeting with City and Widseth and user group listening sessions. (1 meeting)
 - Development of schematic design (SD) and review with City. (1 meeting)
 - Refinement of SD package.
- October 2023
 - Development of project schedule and project budget and review with City. (1 meeting)
 - Present final SD deliverable to City Council. (1 meeting)
 - Upon approval of the SD deliverables, Widseth's team would be available to begin the design development (DD).

- November 2023
 - Widseth anticipates the DD phase to run 3-4 weeks.
- December 2023
 - Upon the completion of the DD deliverables, Widseth's team would be available to being the construction documents (CD).
 - Widseth anticipates the CD phase to run 4-6 weeks.
- January 2024
 - Anticipated completion of CD documents.
 - Upon approval of the CD documents, commencement of bidding phase could be anticipated in January.
- February 2024
 - Potential project bid and award of contracts to construction team.

Proposed Fee

Widseth proposes the outlined schematic design scope of services and schedule for a fixed fee of \$28,800. If additional meetings are requested, our team will provide a time and cost estimate for your review. Our team is available to complete the listed scope of services on the schematic design phase and look forward to completing the other design phases as outlined in the proposed schedule. Please contact us if you have any questions or desire additional information.

Sincerely,




Lindsey Kriens, CID, Vice President

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

Exhibits:

- Exhibit A- Owner provided information.
- Exhibit B- City Hall design concepts.
- Exhibit C- Widseth general provisions.

Proposed by Widseth Smith Nolting & Assoc., Inc.



Michael Angland, AIA, LEED AP

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.

Name _____ Date _____