

November 1, 2023

David Chanski, City Administrator
City of Breezy Point
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Breezy Point, MN 56472

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Re: Breezy Point City Hall Design Services

Dear Mr. Chanski and Members of the City Council,

Widseth has had the pleasure of working with the City of Breezy Point over the past year regarding the Breezy Point city hall building. Our services included two phases, which were Preliminary Design and Schematic Design.

Preliminary Design

Widseth began this process by providing you with a facility study and preliminary design services that included an analysis of the current physical condition of the building, space needs of the staff and community and potential designs for interior remodels, building additions and a potential new building. The result of this facility study was a comprehensive look at the existing city hall that provided the City of Breezy Point with information to make an educated decision for moving forward. This information was also shared with the residents of Breezy Point through an online resource as well as through an open house at city hall. The City of Breezy Point ultimately decided to pursue the option for building a new city hall.

Schematic Design

Upon completion of this phase of the project, Widseth proceeded with providing schematic design services for a new city hall building. Widseth met with multiple user groups that included city staff and Breezy Point residents to ensure that the design for a new city hall met the immediate and future needs of Breezy Point. The schematic design also incorporated and planned for a potential community center that could be constructed in the future. Upon completion of the schematic design phase, Widseth presented schematic site plans, floor plans as well as approximate construction costs.

Final Design

Per the direction of the Breezy Point City Council at the October 17, 2023 Budget Workshop, please refer to the attached contract for finalizing the design for a new city hall building. This contract includes Design Development, Construction Documents, Bidding and Construction Administration Services. The contract is the AIA Document B101 – 2017 Standard Form of Agreement Between Owner and Architect, which is an industry standard for a project of this scale. The contract includes our schematic design deliverables and project schedule as exhibits that you can reference as it relates to the agreed upon project scope and schedule that will serve as a basis and guide throughout the final phases of design.

Thank you for the opportunity to continue working with you on this exciting project. Please feel free to reach out to us with any questions that you may have regarding this contract and the services we are offering to provide.

Sincerely,

Widseth Smith Nolting & Associates, Inc.



Lindsey Kriens, CID, Vice President

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