

 AIA® Document A221™ – 2018**Work Order** for use with Master Agreement Between Owner and Contractor

WORK ORDER number 4 made as of the Second day of June in the year Two Thousand Twenty-Six
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name and address)

City of Dickinson, North Dakota
38 1st Street
Dickinson, ND 58601

and the Contractor:
(Name and address)

J.E. Dunn Construction Company
766 Elks Drive, Suite B
Dickinson, ND 58601

for the following **PROJECT**:
(Name and location)

Fire Station 1A Preconstruction Services
Dickinson, ND 58601

The Architect for the Project:
(Name and address)
Icon Architectural Group
222 East Main Street, Suite B Mandan, ND 58554

THE CONTRACT

This Work Order, together with the Contract Documents enumerated herein, including the Master Agreement between Owner and Contractor dated the Fourth day of November in the year Two Thousand Twenty-Four
(In words, indicate day, month, and year.)
form the Contract.

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Contractor's scope of Work, and related information, and is intended to be used with AIA Document A121™– 2018, Standard Form of Master Agreement Between Owner and Contractor where Work is provided under multiple Work Orders.

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ARTICLE 1 THE WORK OF THIS WORK ORDER

The Contractor shall perform the preconstruction services set forth in the Scope of Services section on Page 2 of the City of Dickinson Request for Qualifications, Construction Manager at Risk (CMAR) Services, Fire Station 1A, project 202409, issued on May 7, 2026 (hereinafter, the "Work"), and any modifications issued after execution of this Work Order, except as specifically indicated in the Contract Documents to be the responsibility of others subject to the terms of the Contractor's proposal included and attached as Exhibit A.

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

- ☒ [X] The date of this Work Order.
- ☐ [] A date set forth in a notice to proceed issued by the Owner.
- ☐ [] Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Work Order.

§ 2.2 The Contract Time shall be measured from the date of commencement.

§ 2.3 Substantial Completion

§ 2.3.1

(Paragraphs deleted)

Reserved.

(Paragraph deleted)

(Table deleted)

(Paragraph deleted)

ARTICLE 3 CONTRACT SUM

§ 3.1 The

(Paragraphs deleted)

Contractor is agreeing to provide Preconstruction Services for no fee.

(Paragraphs deleted)

§ 3.2 Reserved.

§ 3.3 Reserved.

§ 3.4 Reserved.

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

(Table deleted)

§ 3.5 Other

§ 3.5.1 Additional terms:

§ 3.5.1.1 The Construction Manager does not warrant or guarantee estimates and schedules provided pursuant to the Work of this Work Order. Construction Manager is providing the Work, which constitutes preconstruction services through 35% schematic design phase, for no cost and will have no liability for such Work. The Work shall only extend through October 30, 2026, and if additional preconstruction services are needed after such date and the parties mutually agree that Construction Manager will provide such additional services, this Work Order will be amended by the parties.

§ 3.5.1.2 The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 3.6 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

N/A

ARTICLE 4 PAYMENTS

§ 4.1

(Paragraphs deleted)

Reserved.

(Paragraphs deleted)

ARTICLE 5 INSURANCE AND BONDS

§ 5.1

(Paragraphs deleted)

Reserved.

(Paragraph deleted)

(Table deleted)

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

(List name, address, and other information.)

Kristopher Keller – 38 1st Street W, Dickinson, ND 58601 – 701.456.7020

§ 6.2 The Contractor identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

Init.

/

(List name, address, and other information.)

John D. Johnston
766 Elks Dr., Suite B
Dickinson, ND 58601
816-215-2515

ARTICLE 7 ENUMERATION OF CONTRACT DOCUMENTS

§ 7.1 The Contract Documents are the following documents attached hereto as Exhibits:

Exhibit A – JE Dunn Construction Company proposal dated May 28, 2026 for City of Dickinson Request for Qualifications, Construction Manager at Risk (CMAR) Services, Fire Station 1A, Project 202409

This Work Order entered into as of the day and year first written above.

CITY OF DICKINSON, NORTH DAKOTA

J.E. DUNN CONSTRUCTION COMPANY



OWNER *(Signature)*

CONTRACTOR *(Signature)*

(Printed name and title)

(Printed name and title)

(Table deleted)(Paragraphs deleted)(Table deleted)(Paragraph deleted)(Table deleted)(Paragraphs deleted)(Table deleted)(Paragraphs deleted)(Table deleted)(Paragraphs deleted)



PROPOSAL FOR
CONSTRUCTION MANAGER AT RISK SERVICES
CITY OF DICKINSON
FIRE STATION PROJECT 1A
PROJECT 202409
MAY 28, 2026



JE DUNN CONSTRUCTION
766 ELKS DRIVE, SUITE B
DICKINSON, ND 58601
TEL 701.761.0157 | FAX 612.424.8685

www.jedunn.com

May 28, 2026

ATTN: Sylvia Miller and Kristopher Keller

RE: Request for Qualifications for Construction Management at-Risk Services for the City of Dickinson Fire Station 1A Project 202409

Dear Sylvia, Kristopher, and Members of the Selection Committee,

On behalf of the JE Dunn team, thank you for the opportunity to submit our proposal for the City of Dickinson Fire Station project. We are extremely proud of our partnership with the City of Dickinson, both as a contractor and as residents. It has been a privilege to work alongside you on projects that are helping define the future of this community—from the Public Safety Center and Baler Building to the Museum and Library—and we look forward to continuing that momentum together on this next opportunity. We promise to provide the City of Dickinson an exceptional experience through the following:

BEING A PARTNER WITH A PURPOSE | We understand that this facility will be transformational for both residents and the fire department. At JE Dunn, *We Exist to Enrich Lives Through Inspired People and Places*. This mindset has served our partnerships well through our work in Dickinson and across the State of North Dakota. The new Fire Station will positively impact residents within the community, and we are excited about the potential to be a part of that.

BRINGING FAMILIAR AND QUALIFIED TEAM MEMBERS | Our team members have been hand-selected for this project for their experience and expertise on similar facilities. Our team has both current and past experience working with the City of Dickinson, ensuring a seamless transition with no learning curve in processes or procedures. This team are Dickinson residents who care about the community they build for themselves and their families. You may have seen some of them at city meetings or even at our local diner for a bite to eat.

KNOWLEDGE AND EXPERTISE OF THE PROJECT TYPES | Through our experience, we understand what it takes to deliver a state-of-the-art fire station for Dickinson. As demonstrated throughout this proposal, our extensive fire station expertise—paired with our experience working with the City—positions us to meet and exceed your expectations.

BRING OUR LOCAL RELATIONSHIPS TO THE FOREFRONT | Our team has completed over \$2B of successful projects across North Dakota. Our local experience includes building facilities for state, county, and city entities. Through this work, we have developed significant working relationships with the local trade partner community. We offer connections and outreach programs to ensure participation by qualified, local sub-contractors, providing the City of Dickinson with the highest quality end product for the best value.

PROVIDING UNMATCHED CERTAINTY OF OUTCOME & RESULTS | You can trust our team to provide accurate cost information, put in the hard work in the bidding environment, pull on our relationships in the market, handle challenges quickly and respectfully, and execute with an emphasis on safety, quality, and schedule. We have proven examples of each of these. During each project, we have to overcome some of the most unforeseen challenges, under an already time-crunched schedule, and we get them done! We will keep our promises to you so you can keep yours to the community.

This team is eager to work with the City of Dickinson once again. We've provided the requested information on the following pages. Should you have any specific questions, please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink that reads 'Marc Mellmer'.

Marc Mellmer, Vice President
612.282.9517 | marc.mellmer@jedunn.com



PROJECT EXPERIENCE

Each firm shall supply project name, size, cost and schedule for a minimum of 4 comparable projects (total) based on total project cost, function, and typical construction methods using CMAR delivery. At least 1 of each type of project. Reference information shall also be included.

FIRE STATION KEYS TO SUCCESS

JE Dunn takes pride in bettering the lives of our first responders and the communities they serve.

PRODUCING A QUALITY FIRE STATION

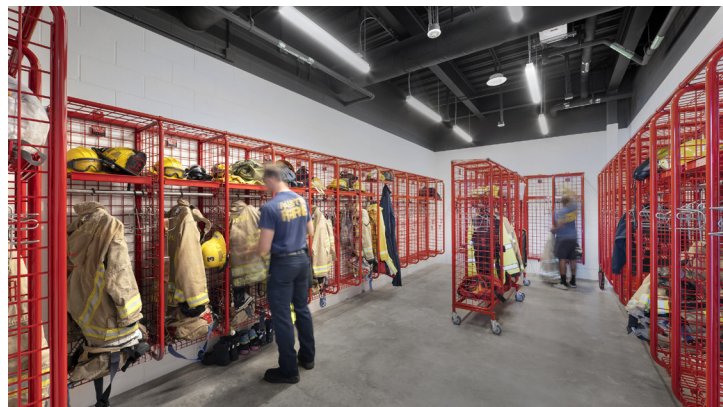
JE Dunn understands that our first responders deserve a space that is efficient, comfortable and high quality so they can focus on their commitment to the community without concerns of their facility. We appreciate that the Station is their home away from home. The focus items below will help ensure the City of Dickinson's firefighters receive the quality they deserve.

- Ensuring the station emergency power works correctly to not lose power to the station during storms including generator back-up and ATS
- Heaters in the apparatus bay should be efficient to keep the pumps and systems within the engines and building functional
- The comfort of our station should be consistent, so fire fighters are refreshed and ready for emergency calls
- Black out shades for sleeping during the day
- Dimming capabilities of all light fixtures to minimize blinding lights
- Individually control thermostats per sleep rooms
- Nice functional kitchen with common areas – Appliances to be commercial grade for lots of community cooking – Function over aesthetics
- Sound Control – Walls should be sound dampened with quiet latching door hardware (think about patient rooms in hospitals)
- Involvement and coordination with the "Alerting" contractor throughout construction to ensure everything needed for operation of the system is in place
- Suggest site walks with alerting installers prior to closing walls
- Involvement with telecommunications provider
- Bay door control panels in an accessible location

DESIGN ASSIST NOTES

Firefighters need a high quality and customized space that is safe, easily maintained, and an enjoyable place to live. The design notes below are items to be considered during the preconstruction phase.

- Easily cleanable surfaces – Flooring, showers, kitchen, gym, etc.
- Landscape maintenance – Thoughtful landscaping for ease of maintenance
- Locker rooms need to be properly sized and to have a lot of air exchange, exhaust, and dehumidifiers (smells and carcinogens)
- Apparatus bay overhead clearance heights – verify with engines for the ability to maintain and inspect engines daily inside the bay
- Four-fold or sectional doors to be rated for heavy use, wind loading, and impact resistance
- Exterior clearance for engines to properly turn and/ or back into bays.
- Gym size to accommodate working out as a crew
- Food storage space
- Medicine supply closets in close proximity to the apparatus bay for ease of restocking
- Floor layout to consider the shift change
- Comfortable showers – as they are used daily (benches, robe hooks, water pressure, temperature)
- Closers on all doors to the apparatus bay – helps with the control of HVAC
- Bay door push buttons located by all doors into the bays from the occupancy side





CITY OF HOUSTON FIRE STATION 84



**HARRIS COUNTY EMERGENCY SERVICES
DISTRICT 0 FOUR CY-FAIR FIRE STATION**



CITY OF AUSTIN TRAVIS COUNTY FIRE STATION



CITY OF AUSTIN GOODNIGHT RANCH FIRE STATION



LOOP 360 DAVENPORT RANCH FIRE AND EMS



CITY OF HOUSTON CHAMPION FIRE STATION 12



CITY OF PORT WENTWORTH FIRE STATION



HARRIS COUNTY FIRE STATION



BELTON FIRE STATION 1



BELTON FIRE STATION 2
NEW HEADQUARTERS



DALLAS FIRE STATION
NO. 38



GLYNN COUNTY GEORGIA FIRE STATION



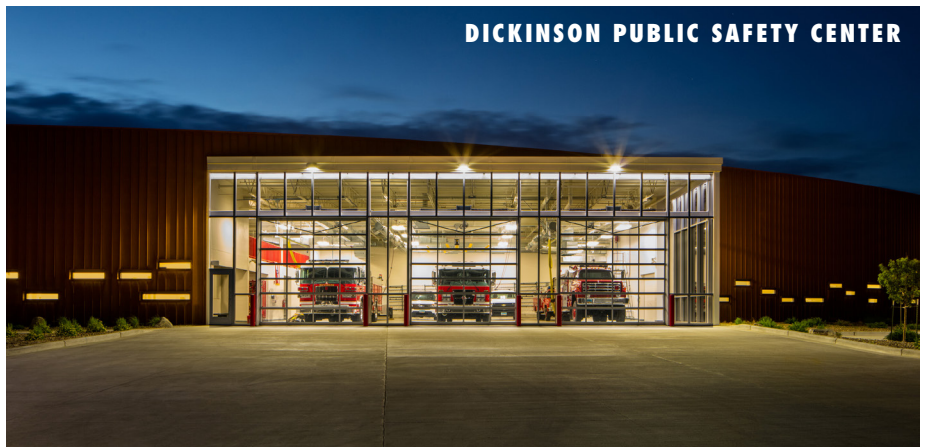
DFW ARFF



KANSAS CITY MISSOURI FIRE STATION 19



KANSAS CITY KANSAS FIRE STATION 6



DICKINSON PUBLIC SAFETY CENTER

CITY OF DICKINSON PUBLIC SAFETY CENTER

LOCATION

Dickinson, ND

COST

\$14,100,000

SIZE

42,500 SF

SCHEDULE

6/2014 - 8/2015

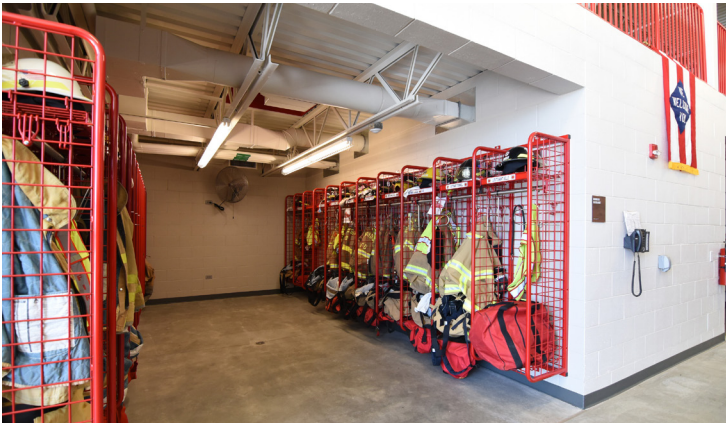
REFERENCE

Joe Cianni,
Chief of Police,
City of Dickinson
701.260.1415



PROJECT DESCRIPTION

JE Dunn constructed the new public safety facility for the City of Dickinson that included a 42,500 SF joint police and fire dispatch center. The project included an administrative building with food service space, mechanical/electrical support spaces, maintenance support/vehicle bay and equipment spaces, parking lots and roadways. This combined fire and police facility includes space that is unique in that it thoughtfully combines traditional construction with a pre-engineered metal building. The materials used for the building were chosen in order to accomplish the City's desire for an iconic building that fit the surrounding landscape and enhanced the local context. The weathered steel exterior was chosen for its gritty, yet beautiful, patina as it ages through the years. This public safety facility was designed to be both elegant and efficient, and to serve the City of Dickinson far into the future.



WILLISTON BASIN AIRPORT AIRCRAFT RESCUE FIREFIGHTING AND SNOW REMOVAL EQUIPMENT (ARFF/SRE) FACILITY

LOCATION

Williston, ND

COST

\$11,800,000

SIZE

70,000 SF

SCHEDULE

9/2018 - 9/2019

REFERENCE

Shawn Wenko,
City Administrator of
Williston, ND
701.713.3800



PROJECT DESCRIPTION

Completed in 2019, the 70,000 SF Williston Airport ARFF/SRE Facility stands as a mission-critical operations hub for the XWA Airport and surrounding region. Constructed of durable precast concrete and structural steel, the facility is purpose-built to support rapid-response fire rescue, emergency dispatch, and airport security—all under one roof.

Designed for 24/7 readiness, the building anchors life-saving operations for both airport and county emergencies. It houses dedicated apparatus bays for fire rescue and snow removal equipment, ensuring immediate deployment in all conditions—especially during North Dakota's harsh winters.

Inside, the facility supports the people behind the mission with fully integrated living quarters, including a kitchen, dorms, and locker rooms—enabling crews to respond at a moment's notice.

More than a building, the Williston ARFF/SRE facility is a high-performance engine of safety, resilience, and operational continuity, safeguarding the airport and the community it serves every day.



CITY OF OLATHE

FIRE STATION NO. 9

LOCATION

Olathe, KS

COST

\$13,200,000

SIZE

14,843 SF

SCHEDULE

3/2025 - 6/2026

REFERENCE

Joshua Parrish,
Assistant Fire Chief
Fire | City of Olathe
913.971.7911
jparrish@olatheks.org



PROJECT DESCRIPTION

JE Dunn is completing the construction of a 14,843 SF new fire station for the City of Olathe to provide firefighters with a safe, comfortable, and functional space. Creating this station is intended to help with the need to cover the growing parts of the city and better serve the community. The 2-acre facility fulfills the fire department's needs by providing the around-the-clock firefighters a true "home away from home."

The site supports the city's growing emergency and non-emergency services and response times. With new standards and living spaces that are separated from working spaces, this facility will be a healthier place for the three full-time firefighters who are also EMTs or paramedics. The project is estimated to be completed in the spring of 2026 at the southwest corner of Pioneer Park and will be an asset in supporting public safety and Olathe's development.



HIGHLANDS ENGINEERING OFFICE AND MAINTENANCE SHOP

LOCATION

Dickinson, ND

COST

\$5,000,000

SIZE

25,200 SF

SCHEDULE

3/2014 - 10/2014

REFERENCE

KC Homiston, Owner
Highlands Engineering
701.260.2107



PROJECT DESCRIPTION

The 15,000 SF, two-story office features a steel frame wrapped in sleek metal panels, highlighted by a light-filled lobby. Connected to the office, the 10,000 SF maintenance garage serves as the facility's operational core. This durable, pre-engineered metal structure includes eight oversized overhead doors for efficient access and a trench drain system for easy washdown and water management.

With eight fully heated service bays and consistent indoor heating throughout, the garage is designed for reliability, enabling crews to work safely and efficiently in all conditions.

DUNN COUNTY PUBLIC SAFETY CENTER

LOCATION

Manning, ND

COST

\$17,000,000

SIZE

30,000 SF

SCHEDULE

5/2026 - 8/2027

REFERENCE

Tracey Dolezal,
Commission Chair,
Dunn County
701.260.6462



PROJECT DESCRIPTION

JE Dunn is underway on a new greenfield public safety center for Dunn County. Project includes 18,000 SF of office space for the sheriff, emergency management, and public health departments. Office amenities include patrol workstations, emergency operations center, training room, fitness area, and basement shooting range. Project also consists of a 12,000 SF garage featuring vehicular parking, fire equipment bay, rapid deployment bay, wash bay, evidence storage and processing, and emergency management storage.

BUILDING AUTHENTIC PARTNERSHIPS



BUILDING A BETTER DICKINSON

We have built more than 20 projects, totaling more than \$200 million, and we are not done yet! We look forward to building a safer community for our friends and families. Below is a list of our local projects.

20⁺

Dickinson Projects

15

Years in Dickinson

5

City of Dickinson Projects



The City of Dickinson Public Safety Center

The City of Dickinson Library Expansion

The City of Dickinson Museum Renovation

The City of Dickinson Baler Building

Dickinson-Theodore Roosevelt Regional Airport

Dickinson High School Expansion and Renovation

Dickinson Public Schools Berg Elementary Kitchen Exhaust Renovation

Dickinson Public Schools Berg Elementary School Renovation

Dickinson Public Schools Dickinson High School Classroom Entrance

Dickinson Public Schools Jefferson Elementary Restroom Renovation

Dickinson State University Ag Building and Rodeo Arena

Dickinson State University Sports Complex

Highlands Engineering Office and Maintenance Garage

Sanford Health Sanford West Dickinson PT Clinic

Trinity Early Childhood Center

Trinity High School Demolition and Fire Repair and Renovation

Trinity High School East Wing Demolition Additions and Alterations

Trinity Prairie West Activities Center

CHI St. Alexius Hospital



JE Dunn and ICON Architectural Group have a great working relationship. Together over the past decade we have worked as one team to deliver some great community spaces, including renovations to Lincoln, Roosevelt, and Heart River schools, as well as the new Dickinson High School renovation and expansion project, the new Williston Ice & Turf facility, and the University of Jamestown Harold Newman Arena.



ABILITY OF KEY PERSONNEL

Qualifications of principal in charge, project manager, and on-site superintendent.

A DICKINSON-BASED TEAM

This team is poised to deliver the City of Dickinson Fire Station project in a collaborative and thoughtful manner. Each team member was hand-selected due to their unique experiences with the City of Dickinson. It is our guarantee that we will provide constant communication with the project team to ensure there are no surprises.

Our team will be supported by our in-house safety, estimating, quality, scheduling, and technology groups. This staff is one of the key differentiators we offer as your CM. Their involvement allows us to provide better and more informed pricing and scheduling information, resolve issues in the planning stage, expedite the project, and ensure you have a smooth transition to operational status.

We've provided an organizational chart below and resumes of the key team members on the following pages.



Marc Mellmer
Principal-In-Charge



James Kramer
Client Solutions Manager



Matt Lange
Preconstruction Manager



Dustin Twogood
Project Manager



Jeremy Chell
Superintendent



Melissa Gjermundson
Project Administrator



Dylan Stradling
Project Engineer





MARC MELLMER

PRINCIPAL-IN-CHARGE

Born and raised in Dickinson, Marc brings more than 20 years of experience. Under his leadership, the North Dakota team has constructed over \$2 billion in projects statewide. Marc's role is to monitor and support ongoing operations of all active projects in North Dakota. Marc coordinates with owners, designers, estimators, project managers, and superintendents to ensure that all milestones, budget, quality, and commitments are being met and local participation is being maximized.

EDUCATION

Bachelor of Applied
Science, Construction
Management,
University of Minnesota

22 years of experience

RELEVANT EXPERIENCE

City of Dickinson Public Safety Center,
Dickinson, ND — New 42,500 SF public safety
center for joint police and fire dispatch center

City of Dickinson Baler Building Expansion,
Dickinson, ND — Expansion for the City's
recycling and waste management operations

City of Dickinson Library Expansion,
Dickinson, ND — A 2,500 SF main entrance
city library addition

City of Dickinson Museum Renovation and
Expansion, Dickinson, ND — 12,000 SF
expansion, introducing 3,360 SF new gallery
space

Williston Basin Airport Aircraft Rescue and
Snow Removal Equipment Facility, Williston,
ND — 70,000 SF Airport Fire Rescue and Snow
Removal building that supports the XWA Airport
and the surrounding area

Highlands Engineering Office and
Maintenance Garage, Dickinson, ND —
25,200 SF new 2-story office building and 8-bay
fleet maintenance garage

Dickinson High School Renovation and
Addition, Dickinson, ND — 120,000 SF of
new space, featuring a three-story academic wing
and 80,000 SF renovation to the existing building



JAMES KRAMER

CLIENT SOLUTIONS MANAGER

James will serve as the point of contact between the team and the City of Dickinson, providing a personal touch to these critically important interactions. Having worked for more than 30 years at community-based government entities, James developed his skills in bringing people together to create shared common interests and understands the owner's perspective with regard to operations, maintenance, and staffing.

EDUCATION

Bachelor of Science,
Business Administration,
Dickinson State University

24 years of experience

RELEVANT EXPERIENCE

City of Dickinson Baler Building Expansion,
Dickinson, ND — Expansion for the City's
recycling and waste management operations

City of Dickinson Library Expansion,
Dickinson, ND — A 2,500 SF main entrance
city library addition

City of Dickinson Museum Renovation and
Expansion, Dickinson, ND — 12,000 SF
expansion, introducing 3,360 SF new gallery
space

Dickinson High School Renovation and
Addition, Dickinson, ND — 120,000 SF of
new space, featuring a three-story academic wing
and 80,000 SF renovation to the existing building

Dickinson State University Ag Building and
Rodeo Arena, Dickinson, ND — 74,181 SF
expansion and renovation of rodeo arena and
17,095 SF renovation of classroom building



MATT LANGE

PRECONSTRUCTION MANAGER

Matt combines an eye for detail with the ability to see the big picture, enabling him to start building a project in his head before the design team has finalized plans. Matt's primary responsibilities include preparation and presentation of fully transparent cost estimates communicated in a respectful and collaborative manner. Initial tasks will include engaging the entire project team to understand your Conditions of Satisfaction and develop a plan to guide the team to a successful project upon completion.

EDUCATION

Bachelor of Applied Science, Construction Management, University of Minnesota

Bachelor of Science, Geography, University of Minnesota

8 years of experience

RELEVANT EXPERIENCE

City of Dickinson Baler Building Expansion, Dickinson, ND — Expansion for the City's recycling and waste management operations

City of Dickinson Library Expansion, Dickinson, ND — A 2,500 SF main entrance city library addition

City of Dickinson Museum Renovation and Expansion, Dickinson, ND — 12,000 SF expansion, introducing 3,360 SF new gallery space

Williston Basin Airport Aircraft Rescue and Snow Removal Equipment Facility, Williston, ND — 70,000 SF Airport Fire Rescue and Snow Removal building that supports the XWA Airport and the surrounding area

Dunn County Public Safety Center, Manning, ND — New 18,000 SF of office space for the sheriff, emergency management, and public health departments

Dickinson High School Renovation and Addition, Dickinson, ND — 120,000 SF of new space, featuring a three-story academic wing and 80,000 SF renovation to the existing building



DUSTIN TWOGOOD

PROJECT MANAGER

Dustin will coordinate all JE Dunn and trade partner project activities, beginning in preconstruction. Working with the preconstruction team, Dustin will conduct constructability reviews to attain optimum value from your budget, as well as support developing the project's strategic plan. He will monitor project costs, prepare subcontracts, monitor the project schedule, review and approve billings, and implement processes and procedures to ensure safety, quality, and schedule adherence.

EDUCATION

Master of Architecture, North Dakota State University

Bachelor of Science, Environmental Design, North Dakota State University

17 years of experience

RELEVANT EXPERIENCE

City of Dickinson Baler Building Expansion, Dickinson, ND — Expansion for the City's recycling and waste management operations

City of Dickinson Library Expansion, Dickinson, ND — A 2,500 SF main entrance city library addition

City of Dickinson Museum Renovation and Expansion, Dickinson, ND — 12,000 SF expansion, introducing 3,360 SF new gallery space

Trinity Prairie West Activities Center, Dickinson, ND — 11,000 SF of gymnasium, auxiliary spaces, and a cafeteria

Trinity Early Childhood Center, Dickinson, ND — 20,833 SF, two-story school with classroom spaces, administrative spaces, and a kitchen, along with a media room and music room

Williston Public School CTE Center and Deferred Maintenance, Williston, ND — Seven projects under one contract for the school district, including a new CTE Center for the high school and six elementary and middle school projects

New England Public School Addition and Remodel, New England, ND — 33,000 SF, single-story expansion and a 6,750 SF renovation



JEREMY CHELL

SUPERINTENDENT

Jeremy will be your onsite contact and will be responsible for team management during construction. He will provide oversight to the team and plan all construction sequencing to meet project goals. Jeremy will ensure successful planning, collaboration, and project execution success and will serve as your safety advocate. He will attend all appropriate project meetings and manage trade partners throughout the life of the project to ensure execution of safety, quality, and schedule.

TRAINING

First Aid/CPR/AED
OSHA 30
OSHA 10
Storm Water Pollution
Prevention Plan (SWPPP)

25 years of experience

RELEVANT EXPERIENCE

City of Dickinson Baler Building Expansion,
Dickinson, ND — Expansion for the City's
recycling and waste management operations

City of Dickinson Library Expansion,
Dickinson, ND — A 2,500 SF main entrance
city library addition

City of Dickinson Museum Renovation and
Expansion, Dickinson, ND — 12,000 SF
expansion, introducing 3,360 SF new gallery
space

Highlands Engineering Office and
Maintenance Garage, Dickinson, ND —
25,200 SF new 2-story office building and 8-bay
fleet maintenance garage

Dunn County Halliday Maintenance Shops,
Halliday, ND — 15,500 SF, single-story building
with mezzanine maintenance shop and office
building for the road maintenance department

Williams County Emergency Operations
Center, Williston, ND — 14,029 SF Emergency
Operations Center addition and remodel



DYLAN STRADLING

PROJECT ENGINEER

Dylan will assist with the planning, coordinating, managing, and monitoring of all aspects of construction. This work will be coordinated with Jeremy Chell and Dustin Twogood in support of their responsibilities. He will also assist project supervision in monitoring the trade partners in the field to ensure a quality installation and will help coordinate deliveries and overall site logistics. Dylan will act as a liaison for progress reporting and serve as an accessible link to all team members.

EDUCATION

Bachelor of Science,
Construction
Management,
North Dakota State
University

4 years of experience

RELEVANT EXPERIENCE

Dickinson High School Renovation and
Addition, Dickinson, ND — 120,000 SF of
new space, featuring a three-story academic wing
and 80,000 SF renovation to the existing building

Dickinson State University Ag Building and
Rodeo Arena, Dickinson, ND — 74,181 SF
expansion and renovation of rodeo arena and
17,095 SF renovation of classroom building

Dickinson Theodore Roosevelt Regional
Airport Terminal, Dickinson, ND — 20,000
SF new greenfield airport terminal with new jet
bridge, expanded dining, and updated lounging

Theodore Roosevelt Presidential Library,
Medora, ND — 96,000 SF library and museum;
40,000 SF of exhibit space and a 300-seat
auditorium

DeMores Elementary School Addition and
Remodel, Medora, ND — 11,700 SF, 1-story
expansion, including a new gymnasium with
storage and changing spaces, restrooms, lobby
area, classrooms, and a library



MELISSA GJERMUNDSON

PROJECT ADMINISTRATOR

As Project Administrator, Melissa will provide organized, consistent, and effective routine administrative support to the project management team, field supervision, trade partners, and vendors. Her organizational skills, coupled with her attention-to-detail will provide the City of Dickinson with complete and accurate success from day one.

EDUCATION

Associate in Arts,
Dickinson State University

9 years of experience

RELEVANT EXPERIENCE

City of Dickinson Public Safety Center,
Dickinson, ND — New 42,500 SF public safety
center for joint police and fire dispatch center

City of Dickinson Baler Building Expansion,
Dickinson, ND — Expansion for the City's
recycling and waste management operations

City of Dickinson Library Expansion,
Dickinson, ND — A 2,500 SF main entrance
city library addition

City of Dickinson Museum Renovation and
Expansion, Dickinson, ND — 12,000 SF
expansion, introducing 3,360 SF new gallery
space

Trinity Prairie West Activities Center,
Dickinson, ND — 11,000 SF of gymnasium,
auxiliary spaces, and a cafeteria

Dunn County Halliday Maintenance Shops,
Halliday, ND — 15,500 SF, single-story building
with mezzanine maintenance shop and office
building for the road maintenance department

Dunn County Killdeer Maintenance Shop,
Killdeer, ND — 23,500 SF county government
road maintenance shop and offices

THE SAME TRUSTED TEAM

We are providing the City of Dickinson with the same proven team that successfully delivered the Baler Building, Museum, and Library projects—eliminating any learning curve and enabling our team to hit the ground running from day one.



Methods used by the project manager and on-site superintendent to maintain project schedules and budget as it relates to weather, equipment failures and labor shortages that the firm may reasonably encounter based on current economic conditions, past weather conditions, and previous project conditions.

BUDGET CONTROL

Ongoing budgeting and cost estimating keeps the design on track. Matt Lange, Preconstruction Manager, will compare and estimate costs based upon JE Dunn's extensive cost history and reach out to trade partners for 'real-time' market checks to track costs and evaluate options. The long-standing relationships he's developed with trade partners in North Dakota will result in up-to-date, accurate pricing for the City of Dickinson Fire Station. Having built projects across the state for more than a decade, we understand the nuances that can arise with regards to weather, equipment failures, and labor shortages. We put the right contingencies in place to plan for the unknown.

Our estimating process is enhanced through our Lens Estimating Software. This software allows us to quickly explore the cost implications of key building elements early in the concept phases of design, which in turn provides extraordinary ability to make informed design decisions early with confidence.

MAINTAINING BUDGET THROUGH CONSTRUCTION: Aggressive and transparent cost control methods ensure that the City of Dickinson projects stay on budget. Change order management, contingency management, subcontractor performance, cost tracking and reporting, and benchmark analysis contributes to our process of maintaining the budget. These components create an "early warning system" to proactively evaluate the status of costs versus the planned budget and to make adjustments if necessary.

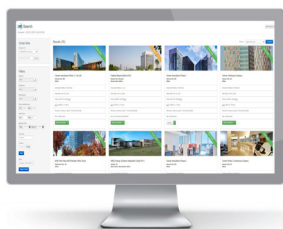
Providing You Options



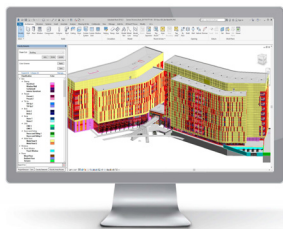
Our team's involvement in cost estimating drives options and alternatives based on real-time pricing alongside historical data. Information is shared openly and frequently so owners can make timely, informed decisions.



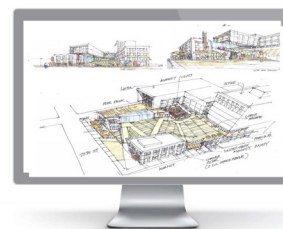
RESOURCE: LENS SOFTWARE



Cost Benchmarking



Continuous Estimating



Conceptual Estimating



Collaborative Dashboard



LENS search™

Find similar project data in our cost history library to use as a budgetary frame of reference.



LENS aim™

Create a detailed, evolving cost estimate from concept to completion.



LENS focus™

Build a virtual model & view the project with quantification & budgeting directly linked to BIM.



LENS view™

Track project progress and watch your vision come to life in a secure, cloud-based dashboard.

TECHNIQUES USED TO CONTROL SCHEDULE

Clearly identify review and approval periods for critical systems to keep the team aligned

Real-time estimating using Lens to facilitate quick and informed decisions

Early bid packages, including site work, foundations, structure, shell, and MEP

A strong partnership with permitting authorities - our team needs understands the importance of meeting early with permitting entities

Tight management of construction sequence

Recognizing selection of certain material facilitate an expedited schedule

Early procurement of long-lead materials

Use the Last Planner field scheduling process to plan daily activities

Four week look ahead philosophy for trade partners

SCHEDULE CONTROL

Working collectively with the entire project team, we establish the schedules with as much input as possible. This level of involvement helps us discover and resolve potential roadblocks and identify efficiencies earlier, allowing nimble planning and delivery adjustments to complete construction on time. Our team will provide an overall project schedule from the inception of the design through the warranty period.

SCHEDULING DURING PRECONSTRUCTION: During preconstruction, scheduling will focus on the design documentation, the permitting process, the identification and ordering of long-lead items, any early bid packages, and the ultimate occupancy date. We will work collaboratively with the design teams to align the project scope so we can establish bid packages to facilitate efficient use of design resources and provide seamless construction.

SCHEDULING DURING CONSTRUCTION: While we continue to update the high-level schedule throughout the project, during construction our area of focus narrows to daily details. This is imperative to properly sequence deliveries, installation of materials, and the various trade partners on site at any given time. We develop the overall logic of the planned progress of work and assign durations to the associated activities. Overall schedule updates will be performed at least monthly.

In the early stages of construction, the team will administer the master schedule with the trade partners utilizing a lean process called Pull Planning. The process is performed at the physical location of work, using a series of boards and simple sticky notes to develop a work plan for the next four to six week period.

The work plan is managed by our on-site staff working with the actual trade foremen and superintendents responsible for physically putting the work in place, which provides a high level of accuracy to the scheduling process. These work plans are actively updated and maintained through daily stand-up meetings where foremen are brought together every day to communicate and coordinate as a team.

The power of the pull planning process comes with the active engagement of the foreman actually responsible for putting the work in place, and takes full advantage of their expertise and innovations to produce the most efficient daily work plan possible. No other scheduling process out there fosters this high level of communication and collaboration of the entire construction team.

Schedule reports, updates, and evaluation are a part of weekly progress meetings. If a trade partner is determined to be losing "float" time, an evaluation as to why is completed and, if necessary, a recovery schedule showing how the schedule will be re-established will be required. For trade partners affecting the critical path, a recovery schedule will be mandatory.

Our project team will manage the schedule on a daily basis and will provide updates to the City of Dickinson weekly.



TIMELY COMPLETION

WILLIAMS COUNTY EMERGENCY OPERATIONS CENTER

The Williams County Emergency Operations Center project consisted of three different aspects, including offices, 911 dispatch, and a storage facility. Bringing together the entire project team, and using a well-thought out pull planning technique, we were able to shave over a month off the project.



CURRENT & PROJECTED WORKLOAD

Indicate availability of key personnel, workforce, and consultants as it relates to project commitments and schedule.

A COMMITTED AND AVAILABLE TEAM

Our organizational chart reflects a highly collaborative, fully committed team prepared to deliver a cost-effective and thoughtfully executed project. Each team member brings a deep understanding of the full project lifecycle—from defining scope and developing budgets to guiding design and executing construction. We believe project success is driven by the strength of the people behind it, and JE Dunn is proud to offer a team with the experience and cohesion needed to deliver exceptional results.

Every team member was intentionally selected based on their familiarity and proven success working with the City of Dickinson. The timing of this team's availability aligns seamlessly with the City's ongoing Baler Building and Museum projects. Marc Mellmer, James Kramer, and Matt Lange are immediately available to lead preconstruction efforts through 35% SD, as outlined in the RFQ. Additionally, Dustin Twogood, Jeremy Chell, and Melissa Gjermundson will complete the Baler Building and Museum next summer, providing a smooth transition and continuity of knowledge as they move directly into the new Fire Station project.



DICKINSON ISN'T JUST WHERE WE BUILD—IT'S HOME

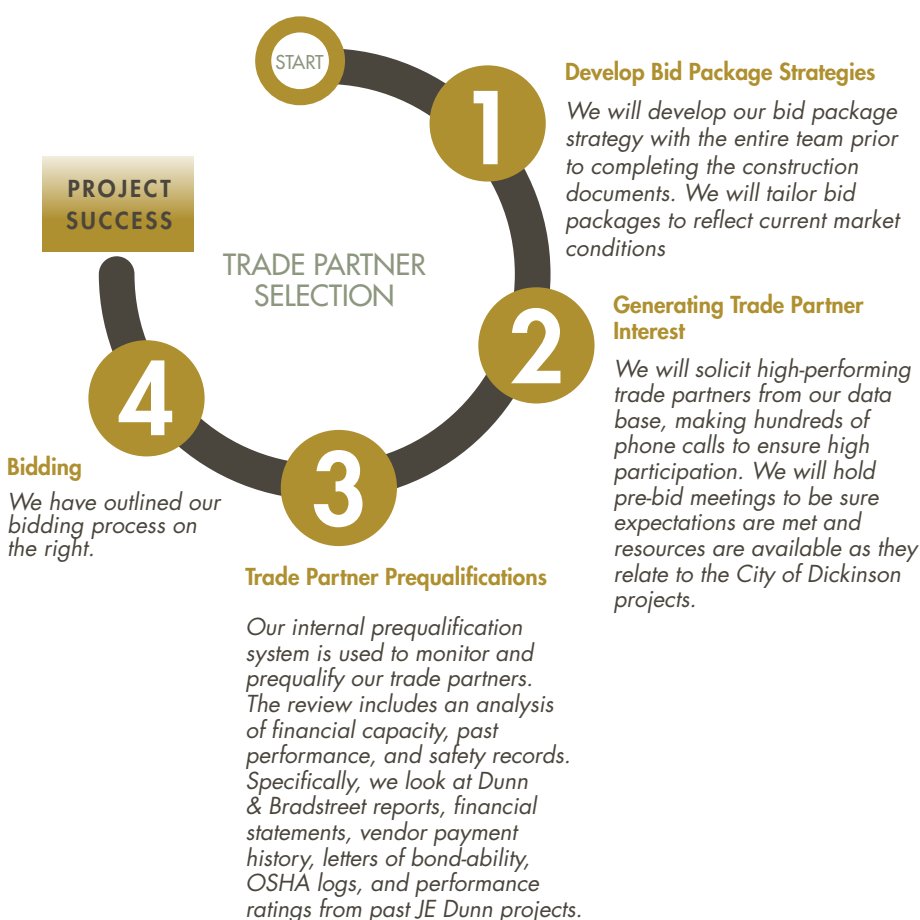
Many of our team members live and work in Dickinson, and we understand how much this project means to **OUR** community. Not only do we help create a better community through the construction of some of the most significant projects, we also help build our community up through volunteering, sponsorships, and events, including:

- Dickinson Police and Fire Heroes Ball
- Dickinson High School Peer to Peer
- Dickinson State University Softball Athletes – Crab Feed
- Dickinson State University Booster Club – Rendezvous
- Theodore Roosevelt Medora Foundation – Medora Musical Business Partner
- Make-a-Wish Sponsorship and volunteer event
- Champions Ride at Dakota Boys and Girls Ranch
- Consolidated School Supplies Sponsorship
- Kind Hearts Project
- North Dakota League of Cities Sponsor
- NoDak Defrost HOT Conference Sponsor
- SWCTE Partner
- Memberships
 - Rotary Club
 - Kiwanis Club
 - Stark Development
 - Chamber of Commerce

TRADE PARTNER PARTICIPATION

Our team has completed over 60 successful projects across North Dakota. Our local experience includes building facilities for state, county, and city entities. Through this work, we have developed significant working relationships with the local trade partner community. We offer connections and outreach programs to ensure participation by qualified, local sub-contractors, providing the City of Dickinson with the highest quality end product for the best value.

Trade partner participation is the key to success in achieving the targeted budget and schedule. We pride ourselves on developing the right strategy, generating interest, pre-qualifying all trade partners, and creating a smooth bidding process. The graphic below outlines this process, which will ensure we obtain the right trade partners for the City of Dickinson Fire Station project.



BIDDING

JE Dunn will prepare a request for bid (RFB) for all prequalified trade partners.

The documents will be issued electronically through JE Dunn's bid solicitation system.

JE Dunn will hold pre-bid conferences to review questions and connect in person with our trade partners.

Bid documents will include clear and concise scopes of work, phasing plans, schedules, and logistics plans. By providing clearly organized direction to bidders, we reduce their perceived risk and receive more complete bids.

Given the current labor market's capacity, we develop customized scopes of work and package sizes specific to North Dakota and the current trade partner availability. This allows multiple trades to bid the job.

The City of Dickinson will be invited to participate in trade partner interviews and award/selection recommendations. We are fully transparent and present our detailed analysis and our recommendation of award to the responsible bidder for each bid package to the City of Dickinson for your review and approval.

A post-bid meeting is held with the two lowest responsive bidders to confirm that their bids are complete.

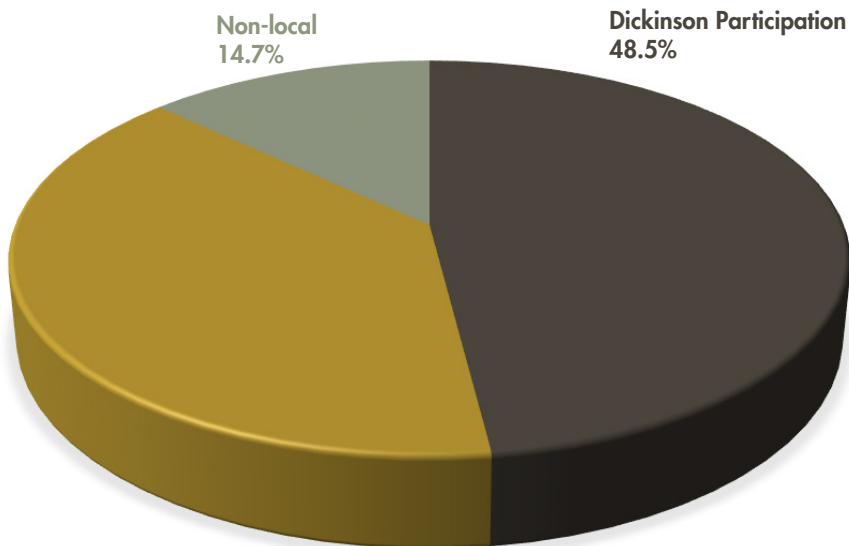
Example of Local Participation on a JE Dunn Project

- City of Dickinson Museum, Baler Building, & Library Projects -



Local participation is extremely important to our team. We use local whenever possible. A perfect example of maximizing our local participation is with the City of Dickinson Baler Building, Library expansion, and Museum renovation projects. **Of the 68 trade partners used for these projects, 33 are local Dickinson partners and 25 are from North Dakota.** Not only do we have tremendous working relationships with our trade partners, we also have friendships outside of our work, which is why we try to build our local economy up by partnering with a majority of them on each and every project.

Dickinson Partners



North Dakota Participation
36.8%

Highland Engineering	Dickinson
Berger Electric	Dickinson
Central Mechanical	Dickinson
Cordova	Dickinson
Floor to Ceiling	Dickinson
Go Foam	Dickinson
Razor Edge	Dickinson
Roers	Dickinson
TMI	Dickinson
Tooz	Dickinson
Viking Glass	Dickinson
Winn	Dickinson
Midwest Doors	Dickinson
Denny's Electric	Dickinson
Fisher Industries	Dickinson
Simons Homes	Dickinson
West River Mechanical	Dickinson
Advanced Mechanical	Dickinson

“Our company has worked with JE Dunn Construction on many commercial projects. Over the time that we have worked with JE Dunn Construction, they have become a true partner to our company. More than just a General Contractor, the JE Dunn Construction team works closely with our team. Their team is both proactive and responsive, providing valuable advice and guidance that helps our organization meet its overall goals and objectives.”

- Willie Winn, President, Winn Construction
701.483.1190

JE Dunn Safety



Leading with safety—AGC North Dakota’s Contractor of the Year, 9 years strong.

FEES

Fees for the design phase services alone.

Based on the preconstruction meeting held by the City of Dickinson on May 19, 2026, we feel comfortable providing our design phase services at no charge.

Building on our trusted partnerships with ICON Architectural Group, BKV, and the City of Dickinson, we are well-positioned to confidently guide the Fire Station through the design phase at no charge. As a vital community asset—and one our local JE Dunn team members will personally use and take pride in—we are honored to help deliver this important project.

Normal pre-construction fees on projects like these would be approximately 0.25% of construction costs. We will be committing a 0% fee for design phase services to show our local support for these projects.

SELF-PERFORMANCE AND BIDDING

The CMAR will be allowed to self-perform, without bidding, no more than 5% of the total of all construction. 95% of the construction must be competitively bid through a public bid process as identified in NDCC 48-01.2. The CMAR may self-perform any component of the work (as above) for the amount of the lowest bid in lieu of accepting the bid by sub-contractor, but only if there is sufficient cause to refuse the sub-contractor's bid based on performance or experience.

We share your desire to maximize opportunities for local labor and business while providing best value. We self-perform only when it helps our clients achieve their business, project, and schedule goals. Through our 100 years as builders, we have always performed skilled trade work. We know our partners choose us because of our ability to deliver reliable results. We have in-house expertise to manage several of the trades that impact the schedule's critical path, including the manpower and equipment to install parts of it ourselves. As one team, we will work together to determine the bidding strategy that is best from an economical, quality, and schedule standpoint. If we decide it is in the City of Dickinson's best interest to self-perform, and to ensure full transparency, we will adhere to the public bid process as identified in NDCC 48-01.2.

GMP

The Guaranteed Maximum Price (GMP) will be as listed above in the General Scope of Services section, less fees for design services, Owner direct costs funded by the project, and any other costs determined to be paid by the owner during design phase services. The CMAR's fees for design phase services will be transferred to the GMP if a successful construction phase services agreement is reached.

We agree to the City of Dickinson's terms for the GMP.

Proof of ability to provide a bond in an amount at least equal to the amount of the guaranteed maximum price of the project as well as meet necessary insurance requirements of the City of Dickinson and State of North Dakota.

BONDING: JE Dunn is financially-sound, meeting all working capital requirements with cash flows from operations. Our bonding companies stand ready to support single projects in excess of \$400,000,000 with an overall program excess of \$6,000,000,000. JE Dunn is able to meet any Performance Bond and Labor and Material Payment Bond requirements.

INSURANCE: We are fully covered by appropriate insurance for your protection. As a result of our aggressive safety program, we enjoy very favorable EMR factors, which gives us one of the lowest workman's compensation insurance costs in the industry. We have provided proof of bonding and insurance on the following pages.



January 6, 2026

RE: J.E. Dunn Construction Company

To Whom It May Concern:

It is our pleasure to provide this reference letter to you on behalf of our client, J.E. Dunn Construction Company and to confirm their bondability.

The Travelers Casualty and Surety Company of America, Federal Insurance Company (Chubb Group), and Hartford Fire Insurance Company, in a co-surety arrangement, provide bonds for our client. All sureties are rated "A+" or better as rated by the A.M. Best Company and are listed in the Department of the Treasury's Listing of Approved Sureties (Department Circular 570).

The Travelers, Chubb, and Hartford companies stand ready to support single projects in excess of \$500,000,000 with an overall program in excess of \$6,000,000,000. At the request of our client, we would look favorably on supporting performance and payment bonds for the above referenced project. Our support is conditioned upon completion of the underwriting process including satisfactory review of the contract documents, confirmation of financing and our ongoing review of the operational and financial capacity of J.E. Dunn Construction Company.

This letter is not an assumption of liability and is issued only as a prequalification reference for our client. It should be understood that any arrangements for bonding is strictly a matter between J.E. Dunn and its sureties.

We would highly recommend J.E. Dunn Construction Company to you. They are a well managed and financed company, and truly capable of meeting your requirements. If you have any questions in regards to this letter, do not hesitate to call.

Yours truly,

Travelers Casualty and Surety Company of America
Federal Insurance Company
Hartford Fire Insurance Company

Alex Rausch

Alex Rausch
Attorney-in-Fact

CERTIFICATE OF LIABILITY INSURANCE

3/31/2027

DATE (MM/DD/YYYY)

3/18/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Lockton Companies, LLC

DBA Lockton Insurance Brokers, LLC in CA

CA license #0F13767

444 W. 47th St., Ste. 900

Kansas City MO 64112-1906

(816) 980-2000 lcaw@lockton.com

INSURED

1060/734

J.E. DUNN CONSTRUCTION COMPANY

1001 LOCUST STREET

KANSAS CITY MO 64106

CONTACT

PHONE

FAX

E-MAIL

ADDRESS:

FAX

(E-MAIL)

INSURER A: Liberty Insurance Coverage

NAIC #

INSURER B: --- SEE ATTACHMENT ---

42404

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 21645568

REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED, IT MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	ACC. NUM.	POLICY NUMBER	INS. DATE	INS. DATE	LIMITS
A	COMMERCIAL GENERAL LIABILITY	N	N	BTB-641-444322-026	3/31/2026	3/31/2027
	CLAIMS-MADE	X				
	OTHER:					
A	GEN'L AGGREGATE LIMIT APPLIED PER:					
	POLICY	X				
	PROD.	X				
	LOC	X				
	OTHER:					
A	AUTOMOBILE LIABILITY	N	N	AST-641-444322-186	3/31/2026	3/31/2027
	ANY AUTO	X				
	OWNED	X				
	AUTOS ONLY	X				
	HIRED	X				
	AUTOS ONLY	X				
	OTHER:					
A	UMBRELLA LIAB.	N	N	THF-641-445669-276	3/31/2026	3/31/2027
	EXCESS LIAB.	X				
	CLAMS-MADE	X				
	OTHER:					
A	WORKERS COMPENSATION	N	N	WAT-641-444322-456 (AOS)	3/31/2026	3/31/2027
	EMPLOYER'S LIABILITY	N	N	WAT-641-444322-456 (AOS)	3/31/2026	3/31/2027
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N	N	WAT-641-444322-456 (AOS)	3/31/2026	3/31/2027
	EMPLOYER'S LIABILITY	N	N	WAT-641-444322-456 (AOS)	3/31/2026	3/31/2027
	DESCRIPTION OF OPERATIONS below					
B	EXCESS LIABILITY	N	N	SEE ATTACHED	3/31/2026	3/31/2027
	(50M)					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION See Attachment

21645568

EVIDENCE OF INSURANCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2/16/2013)

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THANK YOU!

Thank you for the opportunity to provide qualifications for the City of Dickinson Fire Station.

