



May 2, 2022

submitted via email to: [jason.anderson@ci.marshall.mn.us](mailto:jason.anderson@ci.marshall.mn.us)

Mr. Jason Anderson, PE  
Director of Public Works/City Engineer  
City of Marshall, Minnesota  
344 West Main Street  
Marshall, MN 56258

Re: Marshall SRE Facility Design at Southwest Minnesota Regional Airport  
SP No.A4201-105 | FAA AIP No.3-27-0056-019-2022  
TKDA Project No.18338.000

Dear Mr. Anderson:

In response to your request, we propose to provide Architectural and/or Engineering Services in connection with the Snow Removal Equipment (SRE) Facility Design at the Southwest Minnesota Regional Airport (MML) in Marshall, Minnesota, hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to the terms and conditions set forth in the Professional Services Agreement dated March 10, 2020.

## I. PROJECT DESCRIPTION

The SRE Facility Design Project at MML consists of the following items to be accomplished under one future construction contract. The Project will be funded through Federal (FAA), State (MnDOT Aeronautics) and Local funding sources. This Project includes major items of work as follows:

- Confirmation of predesign program recommendations:
  - Up to 8,800 SF freestanding SRE building, with consideration for a future Air Rescue Fire Fighting (ARFF) facility addition.
    - Three (3) vehicle fleet bays (design of a 4th bay is included, but will be bid as an alternate)
    - Open office space
    - Combined conference and breakroom
    - Restrooms
    - Utility rooms
- Preparation of Plans and Specifications
- Mechanical Systems—TKDA will provide an analysis of heating systems during Schematic Design for review to aid in the selection of the final system to be designed in subsequent phases.

## II. SERVICES TO BE PROVIDED BY TKDA

Based on TKDA's understanding of the Project, we propose to provide the following services:

### A. PART A—PROGRAMMING & SCHEMATIC DESIGN

1. Project Management  
TKDA will lead the design process and manage the design team in a way that guides the owner and other stakeholders to an agreed upon solution.
2. Internal Design Meetings  
These meetings will be set on a recurring basis for the coordination of the design team and any outside consultants or entities whose work or disciplines may impact the project.
3. Client Meetings (6) via MS Teams  
Client Meetings will be scheduled at regular intervals throughout schematic design process. Meetings will be opportunities for the team to receive feedback and make any corrections based on client input.
4. Topographic Survey and Geotechnical Site Analysis  
TKDA will visit the site to provide the team and owner with a topographic survey of the site.
5. Site Visit  
Members of the design team will make one (1) site visit for visual documentation of the existing conditions within and around the project area.

6. Permit Review  
Review of any required submittals for Authority Having Jurisdiction (AHJ). TKDA will schedule meetings with local code officials, fire marshal, plan reviewers, City administrators, & other necessary parties.
  7. Validate Program/Concept Layouts  
TKDA will further refine concept layouts from the preferred option generated during the previous Pre-Design Study to arrive at a Schematic Design level floor plan agreed upon by all parties.
  8. Schematic Design Model/Documents
  9. Preliminary Code Analysis  
Code Analysis will be performed to determine egress compliance, exit locations, construction type, setbacks, preliminary occupant loads and fixture counts.
  10. Preliminary Engineering  
Initial engineering efforts will encompass exploration of all client desired systems & evaluation for feasibility.
  11. Coordinate Work with Others  
Work will be coordinated internally through our project process, design team meetings and as discussed in regularly scheduled Client meetings. Our team will be in communication throughout course of this effort.
  12. QA/QC  
TKDA uses team-wide strategic advisory meetings, detailed schedules, and project documentation. Each discipline will employ quality assurance measures including, but not limited to, selection of an Architect or Engineer not assigned to the project in order to get objective reviews at each phase to identify any potential building system conflicts.
  13. Issue Schematic Design Package (30% Design)
  14. Schematic Design Review Meeting (MS Teams)
- B. PART B–FINAL DESIGN & CONSTRUCTION DOCUMENTS
1. Project Management  
TKDA will lead the design process and manage the design team in a way that guides the owner and other stakeholders to an agreed upon solution.
  2. Internal Meetings  
These meetings will be set on a recurring basis for the coordination of the design team and any outside consultants or entities whose work or disciplines may impact the project.
  3. Client Meetings (6) MS Teams  
Client Meetings will also be scheduled at regular intervals throughout the Design Development and Construction Document phases. These meetings will be opportunities for the team to receive feedback and make any corrections based on client input.
  4. 60% Review Submittal
  5. 95% Review Submittal
  6. Final Code Analysis  
Complete Code Analysis will be performed on an on-going basis as the project evolves to determine compliance with all current discipline specific, building and energy codes having jurisdiction.
  7. Final Engineering  
Final Engineering efforts will be the result of agreed upon strategies and will provide fully designed, detailed and reviewed systems, components and all equipment meeting owner and designer expectations.
  8. Final Design & Construction Documents
  9. Specifications  
TKDA discipline leads will be responsible for developing the required specifications to be delivered in a specification book format as part of the final signed document.
  10. QA/QC
  11. Prepare signed final document package for both permitting and bidding as required.
- C. PART C–CONSTRUCTION PHASE SERVICES None. Construction Phase Services will be provided under a separate contract
- D. PART D–CLOSEOUT PHASE SERVICES Closeout Phase Services, including the preparation and submittal of the FAA Grant Closeout Report for the design grant only.



### III. ADDITIONAL SERVICES

If authorized in writing by the City, TKDA will furnish or obtain Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Rate basis per our Professional Services Agreement, and such billings shall be over and above any maximum amounts set forth herein.

- A. Any services not identified in SECTION II above.
- B. Registered land or right-of-way surveys, legal descriptions, or related services.
- C. Preparation of DBE Program (beyond Contract-specific goals).
- D. Any trips by TKDA staff to Marshall, Minnesota in excess of those indicated in PART A or B.
- E. Environmental services including, but not limited to, wetland delineation and site remediation.
- F. Procurement of snow removal or other maintenance equipment.
- G. Design of ARFF Facility or other building additions.
- H. Foundation design in excess of standard spread concrete foundations. Design of deep foundations, pilings, or structural floor slab systems are not included & will be considered cause for additional scope and compensation.
- I. Building modeling and evaluations to meet LEED or B3 Requirements.
- J. Design will be done in Revit and design deliverables will be PDF dwgs. Any renderings, CAD files, or model will be an Additional Service.
- K. Changes in Project scope including but not limited to:
  - 1. Major changes in the design or scope of work after 60% submittal documents or as part of value engineering.
  - 2. Design changes after 95% drawing have been issued.
  - 3. Contractor deviations from documents or equipment substitutions that result in redesign efforts.
- L. Permitting, permitting assistance, and plan review fees.

### IV. CLIENT RESPONSIBILITIES

These responsibilities shall be as set forth in Article 9 of the Professional Services Agreement and as further described or clarified below:

- A. Provide TKDA with access to the Project site as required to perform services listed in SECTION II.
- B. Provide reviews of materials furnished by TKDA in a reasonable & prompt manner so the Project schedule can be maintained.
- C. Provide TKDA with access to information related to CITY-owned snow removal and maintenance equipment.

### V. PERIOD OF SERVICE

SECTION II services shall be completed within 12 months from date of Authorization. Period of service is subject to change based on actual organization review timeframes, Project funding availability, & as directed by the City.

### VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be in the Lump Sum amount of \$255,000. Our detailed Project Fee Estimate is attached. Payment shall be made in accordance with Article 4 of our Professional Services Agreement. The Lump Sum amount is based on the following breakdown:

Section II.A: Programming & Schematic Design (Lump Sum)	\$99,100.00
Section II.B: Final Design & Construction Documents (Lump Sum)	\$137,200.00
Section II.D: Project Closeout	\$5,200.00
Total Lump Sum Labor Cost	\$237,500.00
Estimated Expenses (Miscellaneous & Consultants)	\$13,500.00
<b>Total Lump Sum Amount</b>	<b>\$255,000.00</b>



The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

**VII. CONTRACTUAL INTENT**

We thank you for the opportunity to submit this Proposal. We agree this letter and its attachments constitute a contract between us upon a signed copy returned to us. This Proposal will be open for acceptance for 60 days, unless provisions herein are changed by us in writing prior to that time. Please feel free to contact Andrew Gardner, Project Manager directly at 651.726.7960 or [andrew.gardner@tkda.com](mailto:andrew.gardner@tkda.com) if you have any questions.

Sincerely,



Andrew Gardner, AIA, LEED AP, NCARB  
Project Manager, Architect



DJ Heinle, AIA, CID, NCARB  
Vice President, Architecture Division

Attachments: Project Schedule  
Floor Plan (Predesign Report Appendix A–Operational Baseline)  
EXHIBIT A-Project Fee Estimate

c: John Peterson, PE–TKDA  
John Ahern, PE–TKDA

ACCEPTED FOR CITY OF MARSHALL, MINNESOTA

By: \_\_\_\_\_  
(Signature) Printed Name/Title Date

CLIENT DESIGNATED REPRESENTATIVE:

\_\_\_\_\_  
Name/Title Phone Email



**Snow Removal Equipment [SRE] Facility Design  
Southwest Minnesota Regional Airport  
City of Marshall, Minnesota**

**Proposed Project Schedule**

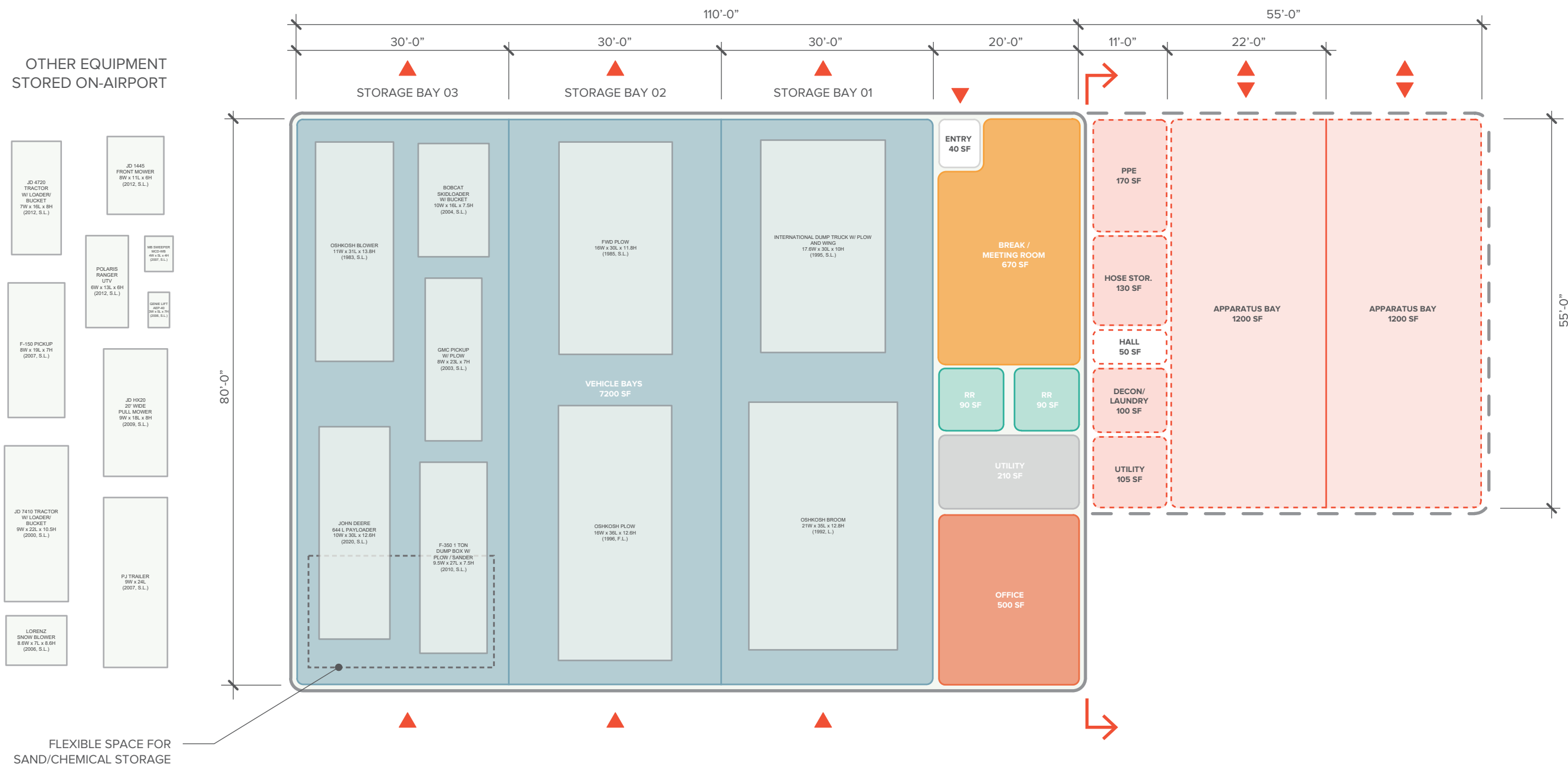
<b><u>ID</u></b>	<b><u>Phase/Task</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>
<b>1.0</b>	<b>Design</b>	<b>08.02.22</b>	<b>02.01.23</b>
1.1	Schematic Design (30%)	08.02.22	09.09.22
1.2	Project Review w/ Estimate	09.12.22	09.16.22
1.3	Design Development (60%)	09.19.22	10.28.22
1.4	Project Review w/ Estimate	10.31.22	11.04.22
1.5	Construction Documents (90%)	11.07.22	12.23.22
1.6	Project Review w/ Estimate	12.26.22	01.06.23
1.7	Issue for Bid Documents	01.09.23	01.27.23
	<b>Issue for Bid Documents</b>		02.01.23
<b>2.0</b>	<b>Bidding &amp; Negotiation</b>	<b>02.01.23</b>	<b>03.31.23</b>
2.1	Bid Posting & Advertise	02.01.23	02.09.23
2.2	Pre-Bid Meeting		02.10.23
2.3	Questions & Addendum	02.13.23	03.03.22
2.4	Bidding & Bid Opening	03.06.23	03.10.23
2.5	Negotiation	03.13.23	03.30.23
	<b>Construction Award</b>		03.31.23
<b>3.0</b>	<b>Construction</b>	<b>04.03.23</b>	<b>05.17.24</b>
3.1	Mobilization	04.03.23	04.21.23
3.2	Pre-Construction Meeting		04.17.23
3.3	Construction	04.21.23	04.26.24
3.4	Punchlist		04.29.24
3.5	Substantial Completion		05.10.24
3.6	Final Cleaning	05.13.24	05.17.24
	<b>Occupancy</b>		05.20.24

ADG:amc

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# SRE BUILDING 8800 GSF

# FUTURE ARFF 3025 GSF



**LEVEL 01**  
1/16" = 1'-0"



# FLOOR PLAN - OPERATIONAL BASELINE

SOUTHWEST MINNESOTA REGIONAL AIRPORT - SRE/ARFF PRE-DESIGN



# EXHIBIT A Project Fee Estimate

Client:		City of Marshall, MN-Snow Removal Equipment Building Design															Date:		4/27/2022	
Project:		Design & Construction Documents															Prepared By:		ADG	
Task	Task Description	Estimated Person Hours Required															Task Total Hours	Task Total Dollars	Phase Dollars	
		Architecture			Structural			Civil			Mechanical			Electrical		LA				Support
		PM	RA	D1	Sr Eng II	Grad Eng	D1	Sr Eng II	Reg Eng	Survey	Reg Eng	Specialist	D1	Reg Eng	D3	RLA				Admin
<b>Programming &amp; Schematic Design</b>																				
1	Project Management	8	40															48	\$ 6,407	
2	Internal Meetings	6	6	6		4	4		4				4			4	2	44	\$ 5,634	
3	Client Meetings (6) MS Teams	6	6			6			6				6					36	\$ 5,258	
4	Topographic Survey									30								30	\$ 2,235	
5	Site Visit		6						6									12	\$ 1,412	
6	Gather Documentation		12	12					6									30	\$ 3,220	
7	Validate Program/Concept Layouts	4	16						8			4		4				36	\$ 4,809	
8	Schematic Design Model/Documents	4	48	100		6	40		24		16	40		40	16			334	\$ 35,979	
9	Preliminary Code Analysis		12	6		6			10		6			6				46	\$ 5,532	
10	Preliminary Engineering		12	12		24			10		24	16		20				118	\$ 14,303	
11	Coordinate Work with Others		10	8		6			6		6			4	4			44	\$ 5,214	
12	QA/QC	4	4	6	4			2	4		4			2				30	\$ 4,413	
13	Issue Schematic Design Package		2	2		2	2		2		2	2		2	2		8	26	\$ 2,798	
14	Review Meeting (MS Teams)	2	2	2		2	2		2		2			2				16	\$ 1,976	
	<b>SUBTOTAL HOURS</b>	34	176	154	4	56	48	2	88	30	4	70	58	12	78	26	10	850	TKDA \$ 99,190	
	Phase - Hours per Discipline			<b>364</b>			<b>108</b>			<b>120</b>			<b>132</b>		<b>90</b>	<b>26</b>	<b>10</b>			
	<b>SUBTOTAL FEES</b>	\$ 6,269	\$ 21,703	\$ 13,701	\$ 631	\$ 5,551	\$ 3,830	\$ 414	\$ 9,865	\$ 2,235	\$ 768	\$ 11,479	\$ 5,771	\$ 2,320	\$ 10,640	\$ 3,068	\$ 944		<b>Subtotal \$ 99,189</b>	
	Phase - Fee per Discipline			<b>\$ 41,673</b>			<b>\$ 10,012</b>			<b>\$ 12,514</b>			<b>\$ 18,018</b>		<b>\$ 12,960</b>	<b>\$ 3,068</b>	<b>\$ 944</b>			
<b>Final Design &amp; Construction Documents</b>																				
1	Project Management		40															40	\$ 4,932	
2	Internal Meetings	10	10	10		4	4		4			4		4	4			54	\$ 6,804	
3	Client Meetings (6) MS Teams	6	6			6			6		6			6				36	\$ 4,916	
4	60% Review Submittal		24	48			2		2		2	2		4	4	4		92	\$ 9,536	
5	95% Review Submittal		24	48			2		2		2	2		4	4	4		92	\$ 9,536	
6	Final Code Analysis		12	6		4			10		4							36	\$ 4,187	
7	Final Engineering		10	24		48			20		36	24	20	40				222	\$ 27,984	
8	Final Design & Construction Documents	10	40	70		24	70		34		24	70		48	24			414	\$ 45,060	
9	Coordinate work with Others		10			4			6		4	12		6				42	\$ 4,971	
10	Specifications		12			6			10		6				6	32		72	\$ 7,908	
11	QA/QC	4	6		6			4	6		6	2	4	2	6			46	\$ 6,897	
12	Prepare Final Signed Document Package		10	8		2	2		4		2	4		2	6			40	\$ 4,458	
13																		-	\$ -	
	<b>SUBTOTAL HOURS</b>	30	204	214	6	98	80	4	104	-	6	92	118	22	114	54	40	1,186	TKDA \$ 137,189	
	Phase - Hours per Discipline			<b>448</b>			<b>184</b>			<b>108</b>			<b>216</b>		<b>136</b>	<b>54</b>	<b>40</b>			
	<b>SUBTOTAL FEES</b>	\$ 5,531	\$ 25,155	\$ 19,040	\$ 947	\$ 9,714	\$ 6,384	\$ 827	\$ 11,658	\$ -	\$ 1,152	\$ 15,087	\$ 11,741	\$ 4,254	\$ 15,551	\$ 6,372	\$ 3,776		<b>Subtotal \$ 137,189</b>	
	Phase - Fee per Discipline			<b>\$ 49,726</b>			<b>\$ 17,045</b>			<b>\$ 12,485</b>			<b>\$ 27,980</b>		<b>\$ 19,805</b>	<b>\$ 6,372</b>	<b>\$ 3,776</b>			



## Project Fee Estimate

<b>Client:</b>		City of Marshall, MN-Snow Removal Equipment Building Design															<b>Date:</b>		4/27/2022	
<b>Project:</b>		Design & Construction Documents															<b>Prepared By:</b>		ADG	
Task	Task Description	Estimated Person Hours Required															Task Total Hours	Task Total Dollars	Phase Dollars	
		Architecture			Structural			Civil			Mechanical			Electrical		LA				Support
		PM	RA	D1	Sr Eng II	Grad Eng	D1	Sr Eng II	Reg Eng	Survey	Reg Eng	Specialist	D1	Reg Eng	D3	RLA				Admin
	<b>Project Close-Out</b>																			
1	Project Management	16																16	\$ 2,950	
5	Project Close-Out	12																12	\$ 2,213	
	<b>SUBTOTAL HOURS</b>	28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28	TKDA	\$ 5,163
	Phase - Hours per Discipline			28																
	<b>SUBTOTAL FEES</b>	\$ 5,163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		<b>Subtotal</b>	\$ 5,163
	Phase - Fee per Discipline			\$ 5,163																
<b>Hours by Discipline</b>		92	380	368	10	154	128	6	192	30	10	162	176	34	192	80	50	2,064		
<b>Total Billable for Charged Time</b>		\$ 16,963	\$ 46,858	\$ 32,741	\$ 1,578	\$ 15,265	\$ 10,214	\$ 1,241	\$ 21,523	\$ 2,235	\$ 1,920	\$ 26,566	\$ 17,512	\$ 6,574	\$ 26,191	\$ 9,440	\$ 4,720		\$ 241,541	\$ 241,542
<b>Fees by Discipline</b>				\$ 96,562			\$ 27,057			\$ 24,999			\$ 45,998		\$ 32,765	\$ 9,440	\$ 4,720		\$ 241,541	
<b>Total Labor (Rounded)</b>																		\$ 241,500		
<b>Expenses:</b>																				
Travel & Subsistence (TS)																		\$ 1,100		
Miscellaneous (MI)																		\$ 150		
Reproduction & Reprographics (RR)																		\$ 1,250		
Subconsultant - Geotechnical Services																		\$ 10,000		
Subconsultant Mark-up																		10%	\$ 1,000	
<b>Total Estimated Expenses</b>																		\$ 13,500		
<b>Total Project Fees</b>																		\$ 255,000		