

December 13, 2018

Scott VanDerMillen  
Director of Community Services  
City of Marshall  
344 West Main Street  
Marshall, MN 55305

**Re: Pre-Design and Planning Services for the Marshall Aquatics Center**

Dear Mr. VanDerMillen:

292 Design Group (292) is pleased to submit this proposal/contract for Programming, Schematic Design and Project Budget Development for the Marshall Aquatic Center. We appreciate the opportunity to assist the City with this significant project. 292 has assisted numerous communities study their recreational facilities and how they can best serve their residents. 292 Design Group will be assisted by our sub-consultant Nick Nowacki of Reengineered, Inc

It is organized in the following manner:

1. **Project Understanding**
2. **Scope of Services**
3. **Time Frame**
4. **Compensation**

## 1. PROJECT UNDERSTANDING

We understand the City of Marshall is requesting professional assistance in evaluating the existing outdoor aquatic center and studying the possible replacement. 292 proposes to provide the following scope of services to assist the city.

## 2. SCOPE OF SERVICES

### Programming and Community Input

292 Design Group will facilitate the development of a program for the proposed new aquatic facility including the following:

- Kickoff Meeting with city staff and community stakeholders
- Program development for the aquatic activities desired in the new facility
- Shelter and support structures
- Aquatic filtration and disinfectant systems
- Operational Considerations

### Concept Plan

292 will develop multiple options for review and discussion addressing the goals developed in the Programming Phase. After review of the option, 292 will develop the selected option with the following drawings:

- Overall Site Plan including parking, walks, deck area and landscape areas.

- Pool Plan including layout of the pools, indicating depths and profiles and access stairs, ladders and ramps and selected play or water features.
- Computer rendering of the site development
- Floor plan of bath house, concessions, service and equipment rooms

### Budget Development

292 and Reengineered will prepare a Concept Plan level cost estimate to provide the City of Marshall with a budget for the facility. The budget will include costs for:

- Site development including parking
- Pool construction and required systems
- Support Building construction
- Fixtures, furniture and equipment
- Required testing and surveying costs
- Architecture and Engineering costs
- Construction and Design Contingency
- Project Contingency

### Final Report

Upon the completion of the work outlined above, 292 Design Group will present the findings to the City Council and compile the work into a final report.

### 3. TIME FRAME

292 Design Group proposes a 16 week time frame from initiation to completion.

### 4. COMPENSATION

Fee

|                                 |                 |
|---------------------------------|-----------------|
| Programming and Community Input | \$8,400         |
| Concept Design                  | \$7,400         |
| <u>Budget Development</u>       | <u>\$3,300</u>  |
| <b>Total Fee to City</b>        | <b>\$19,100</b> |
| Plus Reimbursable Expenses      | \$1,200         |

*Reimbursable Expenses include: mileage, printing and delivery costs.*

Additional architectural services, if required, will be provided on an hourly basis as follows:

2014 292 Hourly Billable Rates:

- Principal \$140-175
- Architect \$90-120

- Technician \$55-90


Sincerely,




Mark Wentzell, AIA  
Partner

APPROVED BY:

City of Marshall

By:   
Its: Mayor Date: 1-8-19

292 Design Group

By:  5.9.19  
Its: Mark Wentzell, President Date: 12.13.2018

