



## PROPOSAL FOR SERVICES

PREPARED ON APRIL 23, 2020 FOR:

Sharon Hanson, City Administrator  
City of Marshall  
344 West Main Street  
Marshall, MN 56258

**RE: Main Street Plaza – Marshall, Minnesota** (P2016.02)

Engan Associates presents the following proposal to provide predesign architectural services per the Standard Form of Agreement Between Owner and Architect (AIA B105) for the following project. This fee is for predesign only; deliverables do not include construction drawings.

The American Institute of Architects (AIA) defines predesign as, *“The predesign process establishes a shared project vision; promotes collaboration, critical thinking, and decision making; and allows the owner and architect to explore options prior to beginning intensive design. The owner benefits from a more defined project description that allows the design to proceed more efficiently. The architect benefits by establishing good client communication, a clear measure of project objectives, and avoids the false starts caused by differing expectations.”*

The fee for design development, construction documents, bidding & negotiating, construction administration, and post occupancy can be determined once the scope of the project is defined.

### PROJECT UNDERSTANDING

The understanding of Engan Associates is that this project will require:

1. Explore concepts for redevelopment of 326 Main Street West, formerly “The Marshall Hotel.”
2. Work with representatives of the City Council and staff to refine and develop ideas discussed at the City Hall Committee Meeting held on April 22, 2020.
  - a. Focus development from Sketches 1 and 2 that were shared.
    - i. Plaza toward Main Street
    - ii. Parking off of the alley
    - iii. Provide public seating
    - iv. Include plants/vegetation
  - b. Consider the possibility of reusing salvaged materials or imagery from the demolished building.
    - i. Demolition package for hotel will include an alternate to salvage materials. If economically feasible, some items may be incorporated into plaza design.
  - c. Concepts are not limited to what was discussed at the meeting but used as a point of departure for development.
3. Provide drawings of 1-2 concepts for review by committee and others.
  - a. Identify optional materials
  - b. Note alternative design elements
  - c. Provide different seating options for review
  - d. Propose space that can allow for multipurpose activities

4. Assist and empower the City in creating ways to gain public involvement or opinion for redevelopment. Some items discussed:
  - a. Social media polls
  - b. Emailed survey
  - c. Concept sketches placed in public spaces to allow for “voting”
  - d. Social distancing and current Minnesota Stay-at-Home Order will have an affect on how we create public involvement
  - e. Provide 3D images to help promote approved concepts
5. Zoom meetings
  - a. Discuss Memorable Goals
  - b. Review Architectural Study
  - c. Present Image Study and Preliminary Cost Information

## SCOPE OF SERVICES

The scope of services includes:

1. Memorable Goals – written documentation of understanding
2. Architectural Study (depending upon established Memorable Goals it may be one of the following) - drawings
  - a. Bubble diagrams exploring multiple ideas
  - b. Schematic design
3. Image Study – drawing(s)
  - a. Provide final concept rendering noting built structures, southeast façade of city hall, implied landscaping, hard surface and seating areas.
4. Preliminary Cost Estimate – written document
  - a. Budgetary pricing for hardscape features
  - b. Budgetary pricing for softscape features (Landscape costs can have extreme variation depending upon the size of the plants being used.)

## SERVICES & FEES

Predesign Services		\$4,730
Public Meetings	Reimbursed separately at hourly billing rates	
<b>TOTAL</b>		<b>\$4,730</b>

## IN CLOSING

For any questions regarding this Proposal for Services for Main Street Plaza, please contact Barbara Midgarden Marks at (320)235.0860 or by email at [Barbara.marks@engan.com](mailto:Barbara.marks@engan.com). Thank you for your time and attention to this proposal, we look forward to working with you to achieve a successful outcome for your project.