

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: ADA Needs Assessment Update

Prepared By: Jasper Kruggel, City Administrator
Alyson Fauske, City Engineer

Meeting Date: August 18, 2025

Overview: Staff recently worked with WSB and CR-BPS, one of WSB's trusted advisors on ADA needs assessments. CR-BPS has completed numerous ADA assessments and is qualified to perform the City's assessment. Their proposal, attached for review, offers two options: an ADA assessment only for \$33,500, or a combined ADA and facility needs assessment for \$61,750.

Prior to this, staff received a quote from Kraus-Anderson for a combined ADA and facility condition assessment totaling \$10,215, with options for site mapping and floorplan creation at additional cost; that quote is also attached. At the time, Council directed staff to work with WSB. However, because the Kraus-Anderson pricing is substantially lower than the CR-BPS options — roughly one-sixth of the comparable combined scope — staff is returning to Council for feedback before proceeding.

Either assessment would be funded from the capital improvement fund.

Next Steps: Staff are seeking Council direction on both vendor selection and scope (ADA assessment only versus a combined ADA and facility assessment) for the ADA needs assessment. Completing the assessment in 2026 would position the results to inform the 2027 budget and future capital planning documents and would allow staff to pursue grant funding for identified projects.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



August 7th, 2026

RE: City of Minnetrista ADA
Assessments

Jasper Kruggel, City Administrator
Alyson Fauske, City Engineer
City of Minnetrista
7701 Co Rd 110 W
Minnetrista, MN 55364

Dear Jasper and Alyson,

We greatly appreciate the opportunity to work with the City of Minnetrista (the City). CR-Building Performance Specialists (CR-BPS) is pleased to present this proposal to provide professional ADA assessment services.

PROJECT UNDERSTANDING

The City of Minnetrista seeks to create an ADA transition plan for their primary facilities to provide accessible routes for city residents. CR-BPS will act as a subcontractor to WSB Engineering to provide ADA Assessment services to the City.

The CR-BPS team understands the assessment is to include, at minimum, the following, and our on-site investigation will collect, analyze, evaluate, and provide recommendations based on:

- *2010 ADA Standards*
- *US Department of Transportation ADA Standards for Transportation Facilities*
- *FTA ADA Guidance Circular FTA*
- *Minnesota Building Code*

SCOPE OF WORK

CR-BPS will complete the following tasks to meet the needs of the City.

Task 1: Coordinate & Collect

CR-BPS will conduct a project kick off meeting with all stakeholders to set project goals, communication plan, and project timeline expectations. CR-BPs will also review all available facility data in preparation for the on-site assessment.

Task 2: On Site Assessment

CR-BPS staff will perform a comprehensive on-site assessment of selected facilities and document all ADA compliance issues with notes and images. Facilities to be assessed include:

- City Hall - 11,000SF
- Public Safety - 16,000SF

Task 3: Data Analysis & Reporting

CR-BPS will organize collected data and generate cost estimate for remediation efforts. Issues will be prioritized based on severity and liability to the City to allow for strategic project development. A preliminary report will be generated for stakeholder review and comments and notes will be incorporated into the final report.

Additional Services Available Upon Request

- Facility Condition Assessments
- MEP Design Services (Mechanical, Electrical, Plumbing)
- Architectural Design Services
- Building Envelope Commissioning and performance verification
- Construction Administration and project oversight
- Forensic and Diagnostic Testing for facility troubleshooting
- Project-Specific Cost Estimates for accurate bidding processes

SCHEDULE

Our proposed schedule is to proceed with work upon authorization by the City. CR-BPS will complete the work within a timely manner of the County's request unless otherwise agreed upon by the County and CR-BPS.

COMPENSATION

Compensation shall be on an hourly, not-to-exceed basis, based on actual hours worked for CR-BPS personnel assigned to the work, plus reimbursable expenses, to be billed monthly. This fee includes reimbursable expenses.

PROFESSIONAL SERVICE	FEE
ADA Assessment	\$33,500.00
Total Fee	\$33,500.00

GENERAL CONDITIONS

The following represent the general conditions of the agreement.

DESIGN SERVICES. This agreement is for professional design services only; it does not include the supply or furnishing of any equipment, fixtures, or materials, and it does not include labor for construction or installation.

PRICING ESTIMATES. CR-BPS's evaluations of Client's budget and/or estimated construction costs represent CR-BPS's best judgment as a design professional familiar with architecture. It is recognized, however, that neither CR-BPS nor Client has any control over the costs of labor, materials, equipment, or Contractors' methods of determining bid prices, or over competitive bidding, market, or negotiation conditions. Accordingly, CR-BPS cannot and does not warrant or represent that bids or negotiated prices will not vary from CR-BPS's estimates or the project budget. Client may retain its own cost consultant, who shall be solely responsible for the accuracy and preparation of cost estimates at each appropriate stage of the design process, and CR-BPS will cooperate and work closely with the cost consultant to help ensure that the Project can be constructed within the Project budget.

PAYMENT DUE DATE. CR-BPS will invoice monthly. Payments are due and payable thirty (30) days from the date of CR-BPS's invoice. Amounts unpaid thirty (30) days after the date of CR-BPS's invoice shall bear interest at the rate of one percent per month (1%/mo.). CR-BPS shall invoice Client once a month. Client agrees that CR-BPS may suspend services without liability if payment is not received within forty-five (45) days of date of CR-BPS's invoice.

JOBSITE SAFETY. Client hereby agrees and acknowledges that CR-BPS shall not be responsible for any construction means, methods, techniques, sequences, procedures, or safety precautions utilized on the project, since these are solely the responsibility of the Contractor, or Client, if Client is acting as the Contractor.

OWNERSHIP and COPYRIGHTS. CR-BPS, and CR-BPS's consultants, shall be deemed the original authors and owners respectively of any materials produced under this Agreement and shall retain all common law, statutory and other reserved rights, including copyrights. The Client acknowledges that CR-BPS and CR-BPS's consultants have prepared said materials and agrees to limit use of same to this site-specific project only. Client is granted a conditional nonexclusive license to utilize the materials produced under this Agreement on this project on this project site only, which license is conditional upon payment in full to CR-BPS for all services performed or to be performed under this Agreement. Client's license may be revoked upon any breach of this Agreement. Client agrees to defend, indemnify, and hold CR-BPS and CR-BPS's consultants harmless from any causes of action, claims, losses, damages, and expenses of any kind whatsoever, including reasonable attorney's fees, resulting from the unauthorized reuse of the CR-BPS's and CR-BPS's consultants' materials.

LIMITATION OF LIABILITY. Client, and any person or entity claiming through Client, agrees, to the fullest extent permitted by law, to limit the liability of CR-BPS to Client for any and all claims, losses, costs, expenses, or damages of any nature whatsoever, including attorney's and expert-witness fees and costs, from any cause or causes, so that the total aggregate liability of CR-BPS to Client shall not exceed CR-BPS's total fee received for services rendered on this project. It is intended that this limitation apply to any and all liability or causes of action, however alleged or arising, unless otherwise specifically prohibited by law.

MEDIATION and LITIGATION. Should any claim(s) arise between Client and CR-BPS; the parties agree to submit such claim(s) to mediation, as a condition precedent to litigation. Mediation shall be conducted by and under the rules of the Association of Licensed Architects unless the parties mutually agree otherwise. Should the parties fail to resolve the claim(s) through mediation, the claim(s) may then be litigated. Nothing contained in this Agreement shall prevent CR-BPS from filing any lien arising out of CR-BPS's services to comply with notice and filing deadlines prior to resolution of the claim by mediation or litigation.

CLIENT PROVIDED INFORMATION. CR-BPS shall be entitled to rely on the accuracy and completeness of any information provided to CR-BPS by Client, Client's customers, or Client's consultants. CR-BPS shall not review said information for accuracy or completeness.

HAZARDOUS MATERIALS. CR-BPS assumes no responsibility or liability for the discovery or removal of any hazardous substances found at the jobsite.

PERMITS AND APPROVALS. It is the responsibility of Client to obtain all necessary permits and approvals for the project. CR-BPS shall assist Client in such endeavors as mutually agreed to in writing.

STATUTE OF LIMITATIONS PERIOD. The Statute of Limitations period shall commence to run on the Date of Substantial Completion of the project. In no case shall the Statute of Limitations period commence to run later than the date when the CR-BPS's services are substantially completed.

ASSIGNMENT. Neither party may assign, sublet, or transfer any rights under or interest in this agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to assignment, no assignment will release or discharge the assignor from any duty or responsibility under this agreement. For the CR-BPS to consent to any assignment to a lender, the lender shall assume Client's rights and obligations under this agreement, including the obligation to cure a default by Client in payments for professional services and reimbursable expenses. Lender and/or Assignee also agrees that CR-BPS's instruments of service cannot be used without CR-BPS's continued participation in the project through the Contract Administration Phase, without providing CR-BPS a release and indemnification

agreement such as that described above in the Contract Administration section when CR-BPS is not involved in this Phase.

TERMINATION. This Agreement may be terminated by either party upon notification to the other party via Time/Date Stamped Certified Mail. Client agrees to pay CR-BPS for all services performed and all reimbursable expenses incurred, to the date of notification of termination.

VENUE. The parties agree to be subject to the jurisdiction of the County of Hennepin, State of Minnesota. The laws of the State of Minnesota shall govern the interpretation of this Agreement.

MISCELLANEOUS PROVISIONS. This agreement also includes the following provisions: This agreement is valid for thirty (30) days following the date listed on this agreement.

We look forward to continuing to work with you over the coming year. If you have any questions, or need additional information, please do not hesitate to contact the project manager Kaija Gorick at 218.308.5508 or kgorick@cr-bps.com.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'C. Rykal', with a stylized, cursive script.

Chad Rykal - Principal
CR-BUILDING PERFORMANCE SPECIALISTS, GBC.



BUILDING PERFORMANCE SPECIALISTS

August 7th, 2026

RE: City of Minnetrista Facility
Condition Assessments & ADA
Assessments

Jasper Kruggel, City Administrator
Alyson Fauske, City Engineer
City of Minnetrista
7701 Co Rd 110 W
Minnetrista, MN 55364

Dear Jasper and Alyson,

We greatly appreciate the opportunity to work with the City of Minnetrista to help you meet your facility management goals. CR-Building Performance Specialists (CR-BPS) is pleased to present this proposal to provide professional services for Facility Condition Assessments and ADA Assessment services.

PROJECT UNDERSTANDING

The City of Minnetrista (the City) is seeking a firm to provide Facility Condition Assessment (FCA) services for their buildings to guide long term budgeting and facility management planning. The findings will inform capital planning decisions and deliver a prioritized 3-5 year outlook of anticipated capital needs — equipping the City with the insight needed to make confident, well-informed decisions as they move toward acquisition.

The City also seeks to create an ADA transition plan for their primary facilities to provide accessible routes for city residents. The CR-BPS team understands the assessment is to include, at minimum, the following, and our on-site investigation will collect, analyze, evaluate, and provide recommendations based on:

- *2010 ADA Standards*
- *US Department of Transportation ADA Standards for Transportation Facilities*
- *FTA ADA Guidance Circular FTA*
- *Minnesota Building Code*

CR-BPS is an industry leader in conducting comprehensive facility and site assessments and developing asset management plans. We are dedicated to practicing ecological stewardship through sound building science; the data we collect and analyze tells the story of each building and site and guides our conclusions and recommendations. While our team is experienced in the design phase, our passion is in developing initial facility management plans to address each client's unique needs. We strive to embody our commitment to preserving the existing building

stock and believe we have a responsibility to future generations to ensure the built environment can adapt, survive, and thrive in a changing world.

PROJECT APPROACH

We believe the assessment and planning involved in the FCA process provides a critical opportunity for our team to have a considerable, positive impact on the future of a building/site and the people who manage and use them. During the FCA, our team analyzes and evaluates:

- the life cycle of the building and its respective systems
- recommended capital investment projects, including budgets, cost effectiveness, functionality, usability, safety, energy efficiency, sustainability, etc.

DYNAMIC FCA PROCESS AND IN-HOUSE FACILITY MANAGEMENT SOFTWARE TOOL

The CR-BPS team documents, analyzes, and provides long-term access to FCA data as a core benefit to our clients. We provide an FCA process that is dynamic and doesn't stop at a single report. Our team provides an on-line, facility information database (VFA. facility) that stores the FCA data long-term. A valuable bonus, the database allows for additions over time, including:

- additional information and data as they become available
- additional FCA reports for future capital planning and budgeting
- additional buildings/sites for future assessment.

Based on our experience, it is impossible to create a successful capital plan without the appropriate asset management software.

COLLABORATIVE PARTNERSHIPS WITH CLIENTS

In the last 15+ years, CR-BPS has provided FCA services for thousands of buildings in Wisconsin and Minnesota for clients who operate, manage, and maintain multi-building portfolios. Much of our work is in the context of comprehensive FCAs, with our team forming long-term collaborative partnerships with clients; continually assessing and updating data and strategic plans; and advising on the renewal or replacement of systems, energy efficiency strategies, sustainability, cost estimates, presenting facility information to stakeholders, and testing/monitoring/verifying project outcomes.

RESPONSIVE COMMUNICATION, SCHEDULING, AND PROJECT MANAGEMENT STYLE

CR-BPS understands that any FCA project presents communication, scheduling, and coordination challenges. Experience has taught us that communication is key to successful project execution. Thus, we focus on effective and efficient communication between the Client and the CR-BPS Project Manager. As a result, we spend our time focused on the FCA process, efficiently executing a project's requirements without compromising outcomes.

The steps in the CR-BPS' FCA process are detailed below.

SCOPE OF SERVICES

SUMMARY OF ASSETS

Listed below are the facility assets and overall sizes of the assets to be included in this FCA, buildings that will have ADA assessments are noted.

- City Hall: 11,000 SF – ADA Assessment
- Public Safety: 16,000 SF – ADA Assessment
- Public Safety Garage: 6,200 SF
- Public Works Shop: 7,000 SF
- Public Works Heated Garage: 18,500 SF

Task 1 – Coordinate and Collect (Project Kick-Off Meeting)

CR-BPS will collect and review all available background information including, but not limited to drawings, past studies, building history, maintenance and operation manuals, etc.

The City and CR-BPS will conduct a Project Kick-Off meeting. The goal of this meeting is to:

- Review background information
- Present and review schedule
- Review assessment process and data entry standards
- Identify other organizational goals and areas of specific interest to BCFS (eg. energy conservation, etc)

Task 2 – On-site Assessments & Interviews

CR-BPS's Facility Assessors will conduct an on-site physical inspection of each asset. The CR-BPS team will also conduct interviews with the Building Manager. CR-BPS shall be escorted by a City representative - preferably the building manager or operations/maintenance supervisor - for building access and interviews. All ADA compliance issues will be documented with notes and images.

Task 3 – Review Session

CR-BPS will host a Review Session with BCFS to ensure data accuracy prior to final reporting. This also provides an opportunity to build in 'wish list' items and discuss long term building plans.

ADA data will be organized and cost estimations for remediation efforts will be generated. Priorities will be reviewed with the City.

Task 4 – Final Deliverable

Five-Year Capital Plan and Budget – A prioritized, year-by-year capital investment forecast organized by system, and priority level, covering like-for-like system renewals priced using R.S. Means® unit cost data which will be reviewed with and presented to the City.

ADA Compliance Report – A report prioritizing ADA compliance issues based on severity and liability to the City along with remediation cost estimates to allow for strategic project development.

SCHEDULE

Our proposed schedule is to proceed with work upon authorization by BCFS. The following are milestone tasks to be scheduled based on availability.

- Notice to Proceed
- Kick-Off Meeting & On-Site Assessment
- Final Deliverable

COMPENSATION

Compensation shall be on a fixed fee basis, based on hours worked for CR-BPS personnel assigned to the work, to be billed monthly.

PROFESSIONAL SERVICE	FEE
ADA & Facility Condition Assessments	\$61,750.00
Total Fee	\$61,750.00

Reimbursable Expenses:

The above fee includes all expenses associated with the project, including equipment, labor, materials, mileage, reproduction, and postage costs.

Additional Services Available Upon Request

- Facility Condition Assessments
- MEP Design Services (Mechanical, Electrical, Plumbing)
- Architectural Design Services
- Building Envelope Commissioning and performance verification
- Construction Administration and project oversight
- Forensic and Diagnostic Testing for facility troubleshooting
- Project-Specific Cost Estimates for accurate bidding processes

GENERAL CONDITIONS

The following represent the general conditions of the agreement.

DESIGN SERVICES. This agreement is for professional design and consulting services only; it does not include the supply or furnishing of any equipment, fixtures, or materials, and it does not include labor for construction or installation.

PRICING ESTIMATES. CR-BPS's evaluations of Client's budget and/or estimated construction costs represent CR-BPS's best judgment as a design professional familiar with architecture. It is recognized, however, that neither CR-BPS nor Client has any control over the costs of labor, materials, equipment, or Contractors' methods of determining bid prices, or over competitive bidding, market, or negotiation conditions. Accordingly, CR-BPS cannot and does not warrant or represent that bids or negotiated prices will not vary from CR-BPS's estimates or the project budget. Client may retain its own cost consultant, who shall be solely responsible for the accuracy and preparation of cost estimates at each appropriate stage of the design process, and CR-BPS will cooperate and work closely with the cost consultant to help ensure that the Project can be constructed within the Project budget.

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OWNERSHIP and COPYRIGHTS. CR-BPS, and CR-BPS's consultants, shall be deemed the original authors and owners respectively of any materials produced under this Agreement and shall retain all common law, statutory and other reserved rights, including copyrights. The Client acknowledges that CR-BPS and CR-BPS's consultants have prepared said materials and agrees to limit use of same to this site-specific project only. Client is granted a conditional nonexclusive license to utilize the materials produced under this Agreement on this project on this project site only, which license is conditional upon payment in full to CR-BPS for all services performed or to be performed under this Agreement. Client's license may be revoked upon any breach of this Agreement. Client agrees to defend, indemnify, and hold CR-BPS and CR-BPS's consultants harmless from any causes of action, claims, losses, damages, and expenses of any kind whatsoever, including reasonable attorney's fees, resulting from the unauthorized reuse of the CR-BPS's and CR-BPS's consultants' materials.

LIMITATION OF LIABILITY. Client, and any person or entity claiming through Client, agrees, to the fullest extent permitted by law, to limit the liability of CR-BPS to Client for any and all claims, losses, costs, expenses, or damages of any nature whatsoever, including attorney's and expert-witness fees and costs, from any cause or causes, so that the total aggregate liability of CR-BPS to Client shall not exceed CR-BPS's total fee received for services rendered on this project. It is intended that this limitation apply to any and all liability or causes of action, however alleged or arising, unless otherwise specifically prohibited by law.

MEDIATION and LITIGATION. Should any claim(s) arise between Client and CR-BPS; the parties agree to submit such claim(s) to mediation, as a condition precedent to litigation. Mediation shall be conducted by and under the rules of the Association of Licensed Architects unless the parties mutually agree otherwise. Should the parties fail to resolve the claim(s) through mediation, the claim(s) may then be litigated. Nothing contained in this Agreement shall prevent CR-BPS from filing any lien arising out of CR-BPS's services to comply with notice and filing deadlines prior to resolution of the claim by mediation or litigation.

CLIENT PROVIDED INFORMATION. CR-BPS shall be entitled to rely on the accuracy and completeness of any information provided to CR-BPS by Client, Client's customers, or Client's consultants. CR-BPS shall not review said information for accuracy or completeness.

HAZARDOUS MATERIALS. CR-BPS assumes no responsibility or liability for the discovery or removal of any hazardous substances found at the jobsite.

PERMITS AND APPROVALS. It is the responsibility of Client to obtain all necessary permits and approvals for the project. CR-BPS shall assist Client in such endeavors as mutually agreed to in writing.

STATUTE OF LIMITATIONS PERIOD. The Statute of Limitations period shall commence to run on the Date of Substantial Completion of the project. In no case shall the Statute of Limitations period commence to run later than the date when the CR-BPS's services are substantially completed.

ASSIGNMENT. Neither party may assign, sublet, or transfer any rights under or interest in this agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to assignment, no assignment will release or discharge the assignor from any duty or responsibility under this agreement. For the CR-BPS to consent to any assignment to a lender, the lender shall assume Client's rights and obligations under this agreement, including the obligation to cure a default by Client in payments for professional services and reimbursable expenses. Lender and/or Assignee also agrees that CR-BPS's instruments of service cannot be used without CR-BPS's continued participation in the project through the Contract Administration Phase, without providing CR-BPS a release and indemnification agreement such

as that described above in the Contract Administration section when CR-BPS is not involved in this Phase.

TERMINATION. This Agreement may be terminated by either party upon notification to the other party via Time/Date Stamped Certified Mail. Client agrees to pay CR-BPS for all services performed and all reimbursable expenses incurred, to the date of notification of termination.

VENUE. The parties agree to be subject to the jurisdiction of the County of Anoka, State of Minnesota. The laws of the State of Minnesota shall govern the interpretation of this Agreement.

MISCELLANEOUS PROVISIONS. This Agreement also includes the following provisions: This agreement is valid for thirty (30) days following the date listed on this agreement.

We appreciate the opportunity to present this proposal letter to provide our professional services. We look forward to working with you over the coming year. If you have any questions, or need additional information, please do not hesitate to contact the project manager Kaija Gorick at 218.308.5508 or kgorick@cr-bps.com.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'CRykal', is positioned below the 'Respectfully Submitted,' text.

Chad Rykal - Principal
CR-BUILDING PERFORMANCE SPECIALISTS, GBC.



KRAUS-ANDERSON®

Kraus-Anderson Construction Company
501 S. 8th Street, Minneapolis, MN 55404



MINNETRISTA
MINNESOTA

Facility Condition Assessment Services Proposal for City of Minnetrista

June 30, 2026

OBJECTIVE

City of Minnetrista is seeking a proposal from Kraus-Anderson to provide a comprehensive facility condition assessment of the City Hall, Public Safety and Public Works facilities. In speaking with the city they had expressed that ADA compliance has been an ongoing concern that needs to be addressed. Additionally, it was noted that the Public Works facility is lacking space and an adequacy study is needed in the future. The city is continuing to grow and the adequacy study would be helpful, not only for the Public Works facility but also for the City Hall and Public Safety facilities as well.

Kraus-Anderson proposes beginning with a Facility Condition Assessment as step 1 in the process coupled with an Allowable Cost Analysis to understand what the city's capacity is financially to better prepare them for an Adequacy Study. The Facility Condition Assessment process will identify current deferred maintenance needs, as well as upcoming facility expenditures for this facility, develop a long-term facility maintenance plan and provide prioritization of the current needs for the facility. This step will provide guidance to the City of Minnetrista on what their financial capabilities will be based on identifying asset preservation costs.

The assessment will be provided on a digital platform and allow the city to keep the information on work completed, updated and refreshed and live. The final deliverable will help the city understand the current status of the facilities, prioritize immediate needs, and provide a long-term facility maintenance plan for their facilities. This plan can be presented to the city's key stakeholders, council and acceptable for public review for full understanding of the city's upcoming needs.

SCOPE OF WORK

The Kraus-Anderson Facility Assessment team is pleased to submit our proposal to assist the City of Minnetrista with providing a comprehensive Facility Condition Assessment. The FCA will be inclusive of the following facilities:

Facility Name	Approx. Total SF
City Hall: 7701 County Rd 110 W	11,000 SF
Public Safety: 7651 County Rd 110 W	16,000 SF
Public Safety Garage	6,200 SF
Public Works Shop: 7701 County Rd 110 W	7,000 SF
Public Works Heated Garage	18,500 SF

Facilities Condition Assessment

Kraus-Anderson's Facility Condition Assessments will provide the City of Minnetrista with a full inventory of current and anticipated deferred maintenance and an approximation of costs for each line-item deferred maintenance identified. Our comprehensive review of the facilities includes the following:

- Complete site interviews of key facility personnel currently managing and maintaining the facility- gather all pertinent information regarding the facilities and surrounding property.
- Onsite visit: Complete a non-destructive visual inspection, a high-level site visits to review the property and existing building systems conditions inclusive of the following divisions:
 - *02-Site Work*: Site lighting, transformer, parking lots/structures, stormwater, curb, green space, etc.
 - *03- Building Structure*: Non-engineering review of structure- identify points of concern
 - *04- Foundation/Slab-on-Grade*: Basements, loading docks, slabs, etc.
 - *05- Exterior Enclosure*: Façades, exterior walls, exterior doors, windows, building penetrations
 - *06- Roofs*: Roof review, roof drainage, flashing, coping, etc.

- *07- Interior Construction:* Phased replacement budgeting only
- *08- FF&E:* Phase replacement budgeting only
- *09- Special Construction:* Ice equipment areas, etc.
- *10- Conveyance:* Elevators, escalators, chair lifts, etc.
- *11- Fire Protection:* Protection, detection, panels
- *12- Plumbing Systems:* Water Heaters, softeners, sumps, sewer, med gas, etc.
- *13- HVAC:* Heating, Ventilation, cooling, boilers, AHUs, etc.
- *14- Controls:* DDC, Pneumatic, Lighting
- *15- Electrical:* Switchgear, Generators, ATS, lighting
- *16- A/V:* Provided by the City of Minnetrista
- *17- Technology, Electronic Safety/Security:* Provided by the City of Minnetrista
- Identify all deferred maintenance and upcoming facility expenditures and digitize the findings into a consolidated and detailed report.
- Itemize and prioritize deferred maintenance and facility expenditure items and develop a comprehensive deferred maintenance list for the facilities.
- Identify cost estimates associated with either repair, replacement, or upgrades that coincide with each identified depreciable asset item that will either be a deferred maintenance item or upcoming facility expenditure.
- Analyze and consolidate cost estimate information and provide summary cost information on a 10-year plan basis (assessment will include items beyond the 10-year summary)
- Present and review itemized FCA and list of prioritization recommendations and review with key facility personnel and decision makers.
- Develop assessment report content.
- Present and review assessment report and FCA with the City of Minnetrista and/or various departments
- Modify/update final facilities condition assessment report based on the City of Minnetrista input and prioritization direction.

In addition, Kraus-Anderson will provide high-level analysis and recommendations for the potential identification of harmful materials and possible indoor air-quality concerns. Detailed testing will need to be verified by third-party consultants (not included in this initial phase).

PROJECT APPROACH & WORK PLAN

Kraus-Anderson's Facility Assessment Service follows a detailed delivery assurance process to maintain the quality of the Facility Condition Assessments provided for our customers. Independent of the amount of information available, our team will provide a comprehensive review of the facilities and property, organize the gathered information and previously, and present the results of the facility condition assessment. All information will be digitized and consolidated into an online accessible portal. All information will be easily accessible and available for download.

Define Phase (Project initiation)

- Project proposal development and understanding of client goals and objectives.
- Project Award and Setup
- Internal Kickoff Meeting
- External Kickoff Meeting
 - Introduce team members.
 - Identify key stakeholders.
 - Identify and gather existing key documentation of the site that has not been provided.
 - Review proposed timelines and project schedule.

Collect Phase

- Site observation and walk-throughs (digitally documenting site walk-through)
- Review existing documentation.

- Interview with key personnel and stakeholders– identify key site dates, information about the site, critical information, anecdotal information that may be useful to understanding the status of equipment/materials/condition, transfer of knowledge.
- Complete inventory of all reviewed systems and assets
- Digitize information gathered from site interviews, walk-throughs, site visits, etc.

Develop Phase

- Development of comprehensive facility expenditures and deferred maintenance list on a 10-year basis
- Prioritize facility maintenance needs, energy efficiency, code compliance, and ADA issues identified.
- Estimate costs associated with facility improvements and upcoming expenditures.
- Develop phasing considerations for various projects that should be completed simultaneously or in conjunction.
- Incorporate previously completed assessments and estimated costs and confirm pricing for those items.

Refine Phase

- Collaboratively work with the owner through:
 - Concepts for facility maintenance items, site improvements, and remediation concepts
 - Iterative prioritization process and criticality of items
 - Potential costs savings for completing projects simultaneously.
 - Full understanding of remediation of costs
 - Presentation of data to executive committees
- Identify and understand the results of the data via the Facility Condition Index (FCI) measurement of the reviewed properties.

Present Phase

- Provide an executive summary of findings and ownership recommendations.
- Provide concepts and prioritization of remediation items.
- Provide estimation consolidate budgets on a 10-year plan, inclusive of cost escalation/inflation.
- Provide a full digitized package of site plans, concepts, results, estimates, a 10-year plan, and a final report.

PROJECT DELIVERABLES

At the conclusion of the project, the City of Minnetrista will be presented with access to KA's portal, inclusive of the following:

Name	Description
Executive report	Summary of the key findings from site visits, including client personnel interviewed
Digitized Site Report	Report of facility information, site walk-through, and deferred maintenance findings and site photography
KA FCA Dashboard	Detailed 10-year plan which includes the following items, prioritize and categories by condition, criticality, replacement timing, resolution, and funding mechanisms including the following: • Capital and deferred maintenance/facility deficiency items identified. • Project identification and phasing considerations • Equipment and Materials lifetime expectancy • ADA/Code Compliance considerations

	• Safety and security considerations • Energy efficiency considerations • Cost estimates based upon real-time market data from KA's current construction cost database.
Facility Condition Index	Following the IFMA standard for Facility measurement, the FCI score informs clients on the status of their overall facility and assists with strategy on level of investment required moving forward.
Site Interview Information	Document the anecdotal information available about the various facilities, document timeframes and phasing of the building, and current issues the facility teams are dealing with regarding the facility.
Meetings and Agendas	Inclusive of the kickoff meeting agenda and other regular meetings where information is gathered.
Allowable Cost Analysis	Pre-Construction High-Level Estimating to better understand the city's financial capacity for the Adequacy Study Preparation

*Deliverables will be provided via Kraus-Anderson's online portal and accessible and downloadable for up to one (1) year from date of initiation of project.

SCHEDULE

Based upon the scope of services, we anticipate an FCA for the proposed facilities to require 6-8 Weeks from the date of the initial kickoff meeting.

FEE

We propose to furnish all labor, material, Workers' Compensation, all liability insurance, and to pay all state, federal and local taxes to provide this assessment for a lump sum fee of the following:

Facility Condition Assessment Services	\$10,215
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ADDITIONAL SERVICES

The City of Minnetrista expressed interest in Kraus-Anderson performing building scans to create current and accurate floor plans for the facilities listed above.

Option 1: Site Mapping – Point Cloud: \$7,450

Option 2: 2D Floorplan Creation: \$9,730

EXCLUSIONS

The following is a list of exclusions, not included in the scope of services.

- Bulk printing of reports and findings

CLIENT RESPONSIBILITIES

To deliver a successful project, the Client agrees to provide the following information in order to support this engagement.

- Designate a single point of contact (SPOC) who will be responsible for:
 - Identify, schedule, and confirm availability of Client subject matter experts, facilities staff, end-users, and management for onsite interviews and meetings.
 - Provide access to the facility as needed.
- Provide documentation as needed throughout the project, such as drawings, diagrams, inventories, current cost data, and various reports.
- Ensure client interviews and review meetings are attended to avoid project delays and costs.
- Provide information, decisions, and approvals within three (3) working days of the request or otherwise agreed upon.

ACCEPTANCE

This proposal will be deemed accepted as the Work Order for the project upon receipt of a signed original or copy thereof. If this proposal correctly states our agreement, please sign below:

In witness whereof, the parties hereto have caused their duly authorized representatives to enter into this agreement effective as of the date set forth below.

CITY OF MINNETRISTA

KRAUS-ANDERSON

By: _____

By: _____

Date: / /

Date: / /

PROJECT ASSUMPTIONS

- The purpose of this project is to define current facilities conditions, provide framework for space planning efforts and strategy, not to execute the strategy. The actual execution is expected to be a follow-on engagement to be discussed upon the presentation of the strategy and approval by the Client.
- The scope of work was proposed solely to meet the needs of KA's Client.
- KA's evaluations and opinions of cost estimates are only as of the date the walk-through performed, documentation reviewed, and interviews conducted. KA does not guarantee any cost estimates provided as part of the facilities assessment.
- Conditions at a property and the estimated costs to remedy them can change significantly over a relatively short period of time due to levels of maintenance, wear, and tear, acts of nature and other factors.
- KA shall not be liable for any unintended usage of this report by another party.
- No facility assessment can wholly eliminate uncertainty regarding the potential for physical deficiencies and the performance of a property's building.
- There is an inherent subjective nature of opinions as to such issues as original workmanship, quality of original installation, and estimating the remaining useful life of any given component or system.
- KA's facility assessment was designed to reduce, but not eliminate the uncertainty regarding the potential for component or system failure, within reasonable limits of time and cost, and no warranty is expressed or implied regarding the design, operation or safety of any building system or component by KA's performance of the facility assessment.
- The facility assessment is intended to be a non-intrusive assessment.
- No destructive testing will be completed and concealed areas, such as inside, plenums, behind walls or within machinery, were not accessed (unless specifically noted)
- KA makes no representations regarding exterior insulation and finishing systems (EIFS), curtain walls or other building skin conditions that would not be readily observable and, therefore, outside the scope of this assignment (unless specifically included).
- The facility assessment does not constitute a design, regulatory or code compliance audit of the building systems that may be present at the Property.
- KA is not performing the facilities assessment in the capacity of a design professional. Where any changes or repairs to existing building systems are contemplated, Client agrees to retain the services of a licensed design professional to evaluate/design any such changes or repairs.
- KA's fee for the facilities assessment includes a reasonable allowance for risk. Client agrees that KA's aggregate liability for all claims arising from the facilities assessment will not exceed the fee paid to KA or \$50,000, whichever is greater, and Client agrees to indemnify KA from any liability in excess of such amount.
- Testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of work.
- Information in this report, concerning past and current physical concerns, maintenance and replacement activities, and condition of spaces not observed or viewable, is from sources deemed to be reliable, including, but not limited to interviews with property owners, operators and tenants, interviews with municipal agencies and vendors; however, no representation or warranty is made as to the accuracy thereof.
- KA will have no ongoing obligation to obtain and include information that was not reasonably ascertainable, practically reviewable or provided to KA in a reasonable timeframe to formulate an opinion and complete the assessment by the agreed upon due date.

- While the general environmental setting of the property is described, this assessment is not intended to be a formal flood plain or wetland determination, and no warranty with respect thereto is expressed or implied.
- Any fungi or mold reference included in the final report does not constitute a professional mold inspection and is not based upon any sampling, testing and/or abatement.
- KA merely notes the visual presence or absence of fungi or mold while in the course of preparing this report.

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ALIGN BETTER.

INTRODUCTION

Kraus-Anderson (KA) is pleased to submit this proposal for reality capture services for the City of Minnetrista municipal facilities. The proposed services include comprehensive existing conditions scanning to develop accurate floor plan documentation that can support facility management, planning, maintenance, and future capital improvement projects. To meet the City's needs, KA has provided two scope options: (1) existing condition scan and (2) As-Built floor plan deliverables suitable for future architectural and engineering use.

PROJECT OVERVIEW

The City of Minnetrista is seeking accurate documentation of its existing facilities to establish a reliable record of current building conditions and layouts. The facilities included in this proposal are:

- City Hall – 11,000 SF (including unfinished basement)
- Public Works Heated Storage Building – 18,500 SF
- Public Works Shop – 7,000 SF
- Public Safety Facility – 16,000 SF, including a 6,200 SF garage

KA will perform reality capture scanning at each facility to collect comprehensive field data and accurately document existing building layouts. The resulting information will provide a clear understanding of space configuration, room locations, circulation paths, and overall facility organization.

Depending on the selected scope, KA will deliver either the raw laser scan data for the City's future use or as-built floor plans generated from the scan data. These deliverables will provide the City with dependable existing conditions documentation that can be utilized for facility planning, renovation studies, maintenance initiatives, space utilization evaluations, and future design projects involving architects and engineers.

SCOPE OF SERVICES – REALITY CAPTURE SERVICES

Objective

To capture comprehensive interior point cloud data of the subject facilities using mobile SLAM (Simultaneous Localization and Mapping) laser scanning technology. The resulting dataset will provide accurate, full-color documentation of visible interior walls, floors, ceilings, and other building features within line of sight, supporting the development of precise 2D floor plans for portfolio and facility utilization analysis.

Step 1: Field Scanning Mobilization and Data Capture

KA will perform field scanning using reality capture technology, including the FARO Orbis SLAM scanner, as appropriate for the space and conditions. Mobile scanning allows for efficient capture of building interiors, exteriors, equipment areas, and other accessible project areas.

Scanning activities may include the following:

- Establish logical scanning routes to promote complete coverage of accessible areas.
- Capture spatial data and imagery of visible existing conditions in real time.

- Traverse applicable building interiors, exterior areas, equipment areas, corridors, open spaces, and common areas.
- Document visible walls, floors, ceilings, structural components, doors, glazing, major building features, equipment, and other elements within line of sight.
- Return to starting or control areas as needed to support alignment, positional accuracy, and loop closure.
- Use the FARO Orbis SLAM scanner where mobile capture is appropriate for efficient documentation of larger or continuous areas.

This approach provides a high-density spatial record of existing conditions while maintaining efficient field data collection across the identified facilities and equipment areas.

Step 2: Scan Processing and Point Cloud Registration

Following field capture, KA will process the collected scan data to generate registered point-cloud datasets for the identified project areas.

Processing activities may include:

- Process raw scan data from the FARO Orbis SLAM scanner.
- Compute SLAM trajectory and generate unified point-cloud data for applicable areas.
- Perform loop closure optimization and quality checks to minimize drift and support dimensional reliability.
- Review the dataset for general coverage, alignment, and usability.
- Prepare the point-cloud data for hosting, review, and download.

The result will be a cohesive point-cloud dataset representing accessible and visible existing conditions captured during field scanning.

Step 3: Project Hosting and Data Access

KA will host the processed reality capture data through Sphere XG to provide project team access to the captured conditions. Sphere XG will allow the team to review the scanned environment, navigate captured data, and reference existing conditions remotely.

The hosted project may include:

- Visual access to captured scan locations.
- Point-cloud review.
- Panoramic or image-based visual reference where available.
- Project team access to the digital capture environment.
- Downloadable point-cloud data for future use, coordination, or downstream workflows.

Sphere XG hosting is included for an initial period of one year from the date the project is published or made available to the project team. Continued hosting beyond the initial one-year period is not included in the base proposal and may be renewed annually as an additional service, subject to Sphere XG subscription, storage, and licensing costs in effect at the time of renewal.

Point-cloud data can be provided in agreed-upon export formats for use by the owner, design team, or other project stakeholders. Any required file formats or platform-specific requirements should be confirmed prior to final delivery.

Step 4: Managing Obstruction and Limitations

The reality capture data will document visible existing conditions within the scanner's line of sight at the time of capture. Certain existing conditions may limit scan visibility or data completeness.

Limitations may include:

- Data will be collected from accessible areas only.
- Obstructions such as furniture, equipment, stored materials, vehicles, personnel, or active operations may create shadowed areas or gaps in the dataset.
- KA will mitigate data gaps by varying scan positions, walking paths, and capture angles where feasible.
- Scanning will not include concealed spaces above ceilings, within walls, below slabs, inside equipment, or within inaccessible areas.
- Equipment or building components that are blocked, covered, enclosed, or not visible at the time of scanning may not be fully captured.

Step 5: As-Built Plan Creation

Develop 2D CAD as-built floor plans for each facility using the registered scan data. The as-built drawings shall be properly oriented and reflect verified field conditions captured during scanning.

Drawings will depict the following elements at the indicated Levels of Development (LOD):

- LOD 300 – Interior and Exterior Walls
Including curtain walls, demising walls, and plumbing walls.
- LOD 200 – Floors
Including changes in floor elevation such as curbs, stoops, stairs, ramps, housekeeping pads, and select adjacent site conditions where scanned.
- LOD 300 – Windows, Doors, and Openings
- LOD 200 – Built-In Millwork
Including cabinets and countertops where necessary for space documentation.
- LOD 200 – Plumbing Fixtures
Including sinks, toilets, mop sinks, and similar visible fixtures.
- LOD 300 – Structural Systems and Components
Including visible columns and structural grid lines (where observable during scanning).
- LOD 300 – Large MEP Equipment
Including boilers, furnaces, air handling units, pumps, electrical panels, and meters where visible at the time of scanning.

DELIVERABLES

The anticipated duration of on-site data collection and the subsequent delivery timeline will vary based on the size, complexity, and conditions of each facility. Project-specific field durations and document turnaround times will be outlined in the fee structure for each location.

Below is a table of deliverable and formats:

Item	Format	Digital Delivery
Point Cloud	Autodesk ReCap / FARO SCENE compatible formats, such as RCP/RCS, E57, LAS/LAZ, or other agreed format	FARO Sphere XG / OneDrive
Floorplan	CAD/PDF	OneDrive

Sphere XG hosting is included for an initial period of **one year** from the date the project is published or made available to the project team. Continued hosting beyond the initial one-year period is not included in the base proposal and may be renewed annually as an additional service, subject to Sphere XG subscription, storage, and licensing costs in effect at the time of renewal.

FEE STRUCTURE

Site Mapping Costs – Point Cloud

Site Name	Sq Ft	Site Mapping/Capture
City Hall	11,000	\$1,600
Public Works Heated Storage Building	18,500	\$2,600
Public Works Shop	7,000	\$1,000
Public Safety Facility	16,000	\$2,250
Grand Total Investment	52,500	\$7,450

2D Floorplan creation - *must include site mapping fee in order to complete 2D Floor plans

Site Name	Sq Ft	Site Mapping/Capture
City Hall	11,000	\$2,000
Public Works Heated Storage Building	18,500	\$3,330
Public Works Shop	7,000	\$1,500
Public Safety Facility	16,000	\$2,900
Grand Total Investment	52,500	\$9,730

SCHEDULE

Realty Capture: The anticipated duration of on-site data collection and the subsequent delivery timeline will vary based on the size, complexity, and conditions of each facility. Project-specific field durations and document turnaround times are as outlined below for each location.

Site Name	Site Mapping/Capture	Data Registration	2D Floorplan generation
City Hall	<1 day	3-4 business days	10-14 business days
Public Works Heated Storage Building	<1 day	3-4 business days	10-14 business days
Public Works Shop	<1 day	3-4 business days	10-14 business days
Public Safety Facility	<1 day	3-4 business days	10-14 business days

ACCEPTANCE

This proposal will be deemed accepted as the Work Order for the Project upon receipt of a signed original or copy thereof. If this proposal correctly states our agreement, please sign below:

In witness whereof, the parties hereto have caused their duly authorized representatives to enter into this agreement effective as of the date set forth below.

City of Minnetrista

By:

Date:

/ /

KRAUS-ANDERSON

By:

Date:

/ /
