

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Facility Needs Assessment Update

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: June 15, 2025

Issue: As part of the 2026 Strategic Planning exercise, the City Council identified a facility needs assessment of City of Minnetrista facilities as a priority. Staff contacted surrounding communities with recent experience conducting such assessments to establish a planning-level cost. Shorewood, Corcoran, Excelsior, Minnetonka, the Excelsior Fire District, and the South Lake Minnetonka Police Department all recently used the same vendor, Kraus-Anderson, for this work. Staff requested a cost estimate from Kraus-Anderson for a Minnetrista assessment. This memo presents that estimate and options for proceeding. Please note that staff is not recommending Kraus-Anderson at this time; their proposal is presented as a reference point for scope and cost.

Overview: Minnetrista City Hall was built in 1990, the Public Safety Facility was built in 2009, and the Public Works campus is nearing capacity. A facility needs assessment evaluates the physical condition and functional adequacy of each facility, projects future space and operational needs, and identifies code and standards compliance gaps. The completed assessment would cover all three facility groups and would help the City phase and balance future capital projects, tailoring them to funding availability and community needs. Performing the assessment in 2026 allows its findings to be incorporated into future budgets and planning documents.

Kraus-Anderson's fee for this scope is \$10,215, which staff believes is a fair representation of what comparable firms would charge. Funding for the assessment would come from the Capital Improvement Fund. Under the City's purchasing policy, professional services at this amount may be procured by direct selection; soliciting additional proposals is an option available to the Council but is not required. The Kraus-Anderson scoping documents are attached to establish deliverable expectations at their documented price point.

Options include, but are not limited to:

- Soliciting additional proposals for facility assessment services and returning to City Council for vendor selection
- Selecting Kraus-Anderson and entering into an agreement at the August 3rd City Council meeting

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.

- Engaging the City's engineering consultant, WSB, to determine interest and ability to perform this work under the current master services agreement (note: WSB's capacity for this scope has not yet been confirmed, and exploring this option may extend the timeline)

Next Steps: Staff is seeking Council direction on vendor selection for the facility needs assessment. Completing the assessment in 2026 would position the results to inform the 2027 budget and future capital planning documents.

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KRAUS-ANDERSON®

Kraus-Anderson Construction Company
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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.