



Wold

**WOLD
ARCHITECTS
& ENGINEERS**

50 South 6th Street, Suite 2250
Minneapolis, Minnesota 55402

woldae.com | 612 772 9025



June 24, 2026

Joshua Tetzlaff, City Administrator
City of New Prague
118 Central Ave N
New Prague, MN 56071

Dear Josh,

It has been a pleasure working with you, your team and the City Council over the last four years, starting with developing an overall city facility master plan to help guide future facility needs in 2022. The number one priority identified in the master plan was a need to fix the space deficiencies for the police department. In 2023, the Council authorized design of an addition to the existing fire station for a new police facility, that is just completing construction this month. We are proud to report that this project is substantially complete and will be successfully delivered on-time and under budget.

Most recently, the city purchased the building at 1201 1st Street NE for the purpose of utilizing it for city operations. We are excited to submit our proposal to help with minor renovations to this building to support the needs of city departments, public service, council chambers and security. It is also expected that some minor finish upgrades will be needed as part of this conversion.

From our tour of the building and discussions with you, we under the scope of the work to include:

- Lobby security/ public service counters and public restrooms.
- Minor interior changes to technology and security.
- Renovations to support a new Council Chambers.
- Minor mechanical and electrical work for these improvements.

The following pages of this submittal is intended to show you how we approach a collaborative design process along with a selection of similar relevant city hall projects to show our experience. The team selected for this project will be the same team that worked with the City on the Police Station project and we are excited to continue what we started together with the Master Facility Plan. In addition, we have an in-house technology team lead by Dan Kruth and they are available if needed as we look at the needs for the Council Chambers and other technology needs. At a minimum, we would coordinate those needs with whomever the city utilizes for technology.

At the end of this document is our fixed fee proposal for the work and our assumptions in calculating this fee. Certainly if our assumptions do not align with the scope, we would adjust this fee as needed.

Thank you for this opportunity to continue our long-term relationship with the City by providing full service architectural and engineering services for this exciting next chapter for the City of New Prague.

Sincerely,

Wold Architects and Engineers

John McNamara, AIA, LEED AP
Government Practice Leader

Wold Architects and Engineers
50 South 6th Street, Suite 2250
Minneapolis, MN 55402
t 612 772 9025

**PLANNERS
ARCHITECTS
ENGINEERS**

PROJECT TEAM



GOVERNMENT PRACTICE LEADER

JOHN MCNAMARA, AIA, LEED AP

university of california | Bachelor of Architecture

As Government Practice Leader, John is responsible for governmental facility planning and design projects. John has significant experience in facility planning and design, working with clients to understand their needs and operational objectives while navigating the political environment for government facilities, ensuring expectations are met. John brings more than 30 years of experience designing public facilities with Wold, and he will provide excellent leadership and professional service through his energy and passion for your success.

32

years with wold

32

total years

RELEVANT EXPERIENCE

city of new prague | Facility Space Need Study, Recreation Facility Study, Police Facility Addition & Renovation, Police FFE

city of becker | Police and City Hall Addition & Renovation

city of brooklyn park | City Hall Renovation

city of burnsville | Police and City Hall Addition & Renovation

city of cottage grove | New City Hall/ Police Facility

city of eagan | City Hall & Police Renovation & Addition

city of farmington | New City Hall

city of hopkins | City Hall Renovation

city of little falls | City Hall/ Police/ Fire Schematic Design

city of south saint paul | City Hall/Fire/ Police Addition & Remodel

city of victoria | City Hall Renovation

city of west saint paul | City Hall Renovation

village of palatine | Village Hall Renovation & Addition



PROJECT MANAGER

JAKE WOLLESAK, AIA

university of minnesota | BA, Architecture

university of minnesota | Master of Architecture

Jake will be responsible for translating and implementing the project goals. He will coordinate with the Design Team to ensure relevant details are being included throughout, and facilitate the Construction Administration process. Jake has special expertise working with teams to accomplish technical, functional, and aesthetic objectives for new facilities.

RELEVANT EXPERIENCE

city of new prague | Facility Space Need Study, Parks & Maintenance Facility Code Study, Police Addition

city of brooklyn park | City Hall Renovation

city of burnsville | City Hall Locker Room Remodel

city of cottage grove | City Hall Remodel, City Hall Front Desk Remodel

city of eagan | City Hall and Police Addition & Renovation

city of farmington | City Hall Service Window

city of isanti | City Hall Re-Roof

city of otsego | New City Hall Public Works Addition

city of rogers | City Hall Master Plan

city of stillwater | Police/City Hall Remodeling

city of west st paul | City Hall Renovation

village of palatine | Village Hall Addition & Renovation

13

years with wold

15

total years



LEAD MECHANICAL ENGINEER

REED PAITICH, PE

university of minnesota | BS, Mechanical Engineering

As the Mechanical Engineer, Reed's role is to implement the project design into a complete set of construction documents. He works collaboratively with each client to develop engineering solutions that balance the cost of the system with long-term maintenance and operations. Reed will work directly with the Owner and the construction team to ensure all aspects of the project are successfully implemented. He will be readily available throughout the design and the construction phases and will complete a final project punch list to ensure the full project intent is completed to your satisfaction.

22

years with wold

22

total years

RELEVANT EXPERIENCE

city of crystal lake | City Hall BAS Replacement

city of farmington | New City Hall Project

city of wyoming | City Hall and Police Renovation

village of long grove | Village Hall Addition & Remodel

village of tower lakes | New Village Hall/Police

city of woodbury | Public Safety Facility Addition & Renovation

carver county | Government Center Renovations, Government Center Remodel

dakota county | Judicial Center Renovation

scott county | Government Center Renovations, Government Center Campus Addition

washington county | Campus 2025 Improvements

waukesha county | County Courthouse Renovation



LEAD ELECTRICAL ENGINEER

BRAD JOHANNSEN, PE, LEED AP

university of iowa | BS, Electrical Engineering

Bradley will work with you throughout the design process. He ensures quality through all phases of construction and guarantees uninterrupted service delivery for the life of the facility through efficient and reliable power systems. Bradley's experience in the public sector gives him a deep understanding of the high level expectations of sustainable and seamless electrical systems.

14

years with wold

26

total years

RELEVANT EXPERIENCE

city of becker | Police and City Hall Addition & Renovation

city of burnsville | City Hall/Police Additions/Renovations

city of carver | City Hall Replacement Facility

city of colorado springs | Historic City Hall Council Chambers Renovation

city of hastings | City Hall Improvements

city of minneapolis | City Hall Office Improvements

city of new hope | New Police & City Hall

city of st louis park | City Hall HVAC & Electrical Improvements

city of st. paul | City Hall Annex Generator Replacement, City Hall Annex Electrical Service

city of stillwater | City Hall & Police Station Remodel

city of wray | New City Hall, Civic Center, Police & Museum

town of erie | Town Hall Addition & Renovation



TECHNOLOGY LEAD

DAN KRUTH, *BICS*

Dan has been involved in Technology for over 30 years. His roles as Project Manager, Design Engineer, and Account Manager have all specialized in structured cabling design for technology systems. His experience includes advanced data infrastructure, outside plant communications, fiber optics, grounding and bonding, security, video surveillance, fire alarm, access control, VOIP, WiFi, public address systems, and Distributed Antenna Systems. Dan has held a Registered Communications Distribution Designer (RCDD) accreditation for 19 years. His passion drives his attention to detail and focuses on seamless project success throughout the project.

RELEVANT EXPERIENCE

4

years with wold

31

total years

city of becker | Police & City Hall Addition & Renovation

city of lakeville | Lakeville City Hall Improvements

city of minneapolis | City Office Improvements

city of wyoming | City Hall Renovation

city of wray | Wray City Hall and Civic Center

village of barrington hills | Village Hall Renovations

village of long grove | Village Hall Audiovisual

city of rogers | New Fire Station

city of virginia | Virginia Public Safety Facility

city of white bear lake | Public Safety FF&E

ramsey county | City Hall Courthouse Public Entry Improvements, District Court Consolidated Service Center

steele county | Admin Building Renovation

tazewell county | New Justice Center Annex

waukesha county | Courthouse Renovation



COST ESTIMATOR

JONATHAN MURRAY, *LEED AP*

university of wisconsin - stout | BS, Construction

As the Cost Estimator from Rockwise Strategies, Jonathan Murray provides clear, experience-based cost guidance throughout design. He works with the Owner and project team to align scope, budget, and project goals, helping inform decisions and keep the project grounded in current market conditions. Jonathan supports the team at key milestones to help deliver a project that meets the City's expectations for quality, value, and overall success.

RELEVANT EXPERIENCE

10

years with
rockwise

20

total years

city of new prague | Facility Space Need Study, Recreation Facility Study, Police Facility Addition & Renovation, Police FFE

city of becker | Police and City Hall Addition & Renovation

city of brooklyn park | City Hall Renovation

city of burnsville | Police and City Hall Addition & Renovation

city of cottage grove | New City Hall/ Police Facility

city of eagan | City Hall & Police Renovation & Addition

city of farmington | New City Hall

city of hopkins | City Hall Renovation

city of little falls | City Hall/ Police/ Fire Schematic Design

city of south saint paul | City Hall/Fire/ Police Addition & Remodel

city of victoria | City Hall Renovation

city of west saint paul | City Hall Renovation

village of palatine | Village Hall Renovation & Addition

APPROACH

The floor plan illustrates the layout of the Council Chamber and adjacent spaces. Key areas and proposed changes include:

- Council Entry:** The main entrance to the Council Chamber, located at the bottom left.
- Restrooms:** Two restrooms located near the Council Entry.
- Lobby:** A central area connecting the Council Entry to the restrooms and the main Council Chamber.
- Secure Access:** Two points of secure access, one near the restrooms and another near the main Council Chamber.
- Cubicles:** A large area of cubicles located near the main Council Chamber.
- Reception:** A reception area located near the cubicles.
- Offices:** Several offices are shown, including the Josh Office, Robin Office, and Ken Office.
- Meeting Rooms:** A larger meeting room and a smaller meeting room are located near the cubicles.
- Break Room / Kitchen:** A break room and kitchen area located near the smaller meeting room.
- Training / Meeting Room:** A room that could have divider installed to break up the space, located near the break room.
- Exits:** A new exit is proposed near the Council Entry, and an existing exit is located near the Council Desk Option 2.
- Council Desk Options:** Two options for the Council Desk are shown, labeled Council Desk Option 1 and Council Desk Option 2.

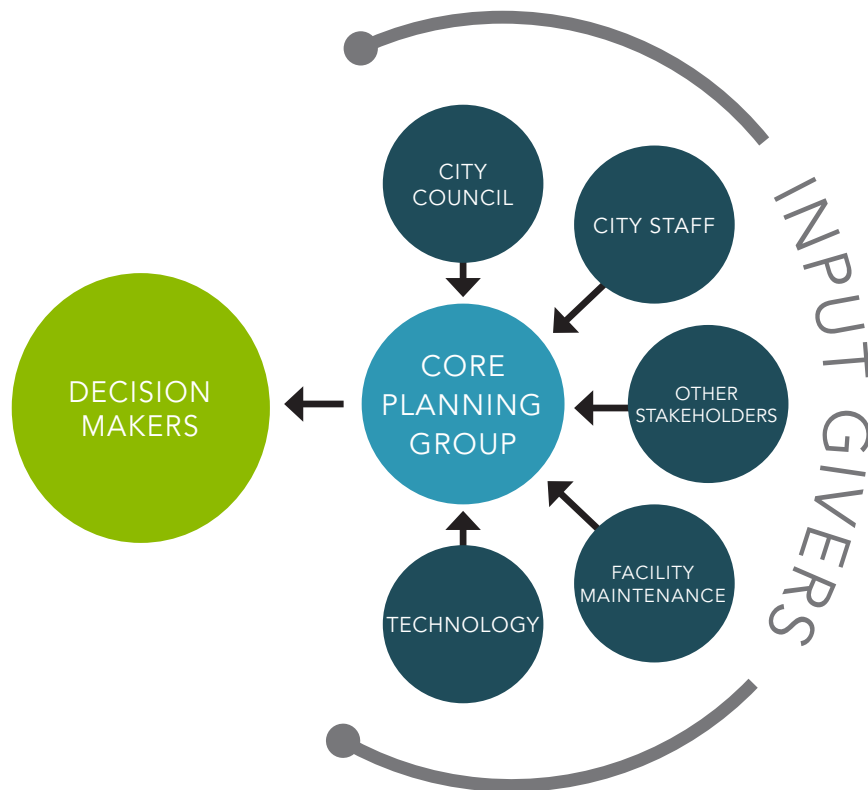
NOTE: EXTERIOR OPENINGS SHOWN ARE NOT WATER-TIGHT. BRINK, GERMANY

- The main lobby area has enough space to create a singular public counter/ reception area that can be used by all departments as a first contact location for the public coming to the facility whether it is for a building permit, a billing need or to meet with a planner. This will provide great flexibility for city staff.
- Adjacent to the main lobby is the octagonal open space that will be used for the City Council Chambers. With the need to add public toilets in this area, there is an opportunity to add a pre-function lobby for the Council Chambers and to provide security separating the staff offices from the general public. There are a number of exterior exits from this space and depending on orientation of the council desk, they may provide a safe route for exiting the council in case of an emergency.
- The goal for this project would be to provide safe and secure staff and public spaces within the facility that would require the addition of a few doors separating those staff areas.
- The remaining office/ meeting spaces are in good condition and would not require much modification if any.
- There are also opportunities to save cost on the project by utilizing Public Works staff that have construction training and we will work with staff to develop solutions that maximize those opportunities.

Wold Architects and Engineers | City of New Prague 8

PARTICIPATORY DESIGN PROCESS

ESTABLISH A CORE PLANNING GROUP



The Wold team believes that successful facilities are those that include a great deal of participation that engages building users, staff, and the Council. Wold has developed a “Participatory Planning Process” to make this planning and programming effort come to life.

Facility planning is an interactive process. Each participant’s specific needs and objectives must be understood and every attempt must be made to meet those needs and objectives. Wold specializes in facilitating this ongoing site-based team process. We understand how to bring groups together and gain consensus.

core planning group

The Core Planning Group consists of key decision makers who would work to evaluate design options using criteria established by the group, prior to recommendation to the Council for approval.

Among the issues that the Core Planning Group will decide when presented recommendations by the Wold team:

- Project objectives
- Needs list
- Functional options

guidelines for a successful participatory planning process

- Core Planning Group requests information from input givers; input givers’ role is for input, not consensus decision
- The more efficient the Core Planning Group, the faster the project can develop
- We understand the importance of giving your departmental staff a voice in solutions while still maintaining the overall objectives and budget of the project.

our unified planning & design approach ensures input from all stakeholders

We meet with your stakeholders, on their schedules, to determine needs and desires for each individual space being planned, from room organization and orientation, down to the smallest details, like storage types, electrical outlet placement and door hardware. This input is clearly documented and distributed to all participants, then directly transmitted to the Core Planning Group’s review.

DESIGN FACTORS

FOR CITY HALLS

We know that quite a bit of thought has already occurred on what changes may be needed to the purchased building and that minor changes are needed, for the office areas but we want to share how we approach collaborative design with our clients. The Wold team will work closely with you to plan and provide creative solutions necessary to meet your current and future space needs. From the initial planning to the occupancy of facilities, our presence helps integrate the many aspects of the design process for a unified, aesthetically pleasing atmosphere throughout.

—> **functionality**

- Space use allowing for intended functions
- Design for unique service delivery
- Ample public access space

—> **efficiency and workflow**

- Shared services explored for centralized efficiencies
- Analyze work flow, work cycles

—> **technology**

- Flexible technological infrastructure that is futuristic in scope

—> **public image**

- Appropriate, individualized design that represents the specific client
- Aesthetic elements providing the branding elements and the warmth, giving the user ownership
- Appropriate acoustic sensitivities for public and staff locations

—> **accessibility and ergonomics**

- Workspaces and public spaces must be accessible
- Workspaces adjust for multiple users sensitive to ergonomic issues for each user

—> **aesthetic atmospheres**

- Aesthetic elements providing warmth and ownership
- Healthy environments sensitive to airflow, light source, and as much daylight as feasible

—> **opportunities to match mission with operations**

- Unique spaces to match and enhance your mission



RENOVATION PROCESS

FOR CITY OF NEW PRAGUE

The City of New Prague's City Hall renovation is an opportunity to make targeted, practical improvements that directly support staff operations and the public experience without overbuilding. Coming out of the City's broader facility master planning effort, the focus is not simply on creating more space, but on using the new building more effectively, improving customer service, addressing privacy and accessibility challenges, and making strategic investments that extend the useful life of your new facility.

Wold's process for a small City Hall renovation begins with confirming the priorities already identified through the master plan. Rather than restarting the planning process, the team would work with City leadership and staff to validate what has changed, confirm which needs remain most urgent, and identify the improvements that will have the greatest day-to-day impact. This includes reviewing public service counters, lobby flow, staff work areas, meeting space, council chamber function, accessibility, security, and building maintenance needs.

From there, the renovation process would move into a focused test-fit and concept planning phase. Wold would develop options that show how existing areas could be reused and how to improve public access, create better separation between public and staff zones, provide more privacy for customer interactions, and support future staffing needs. Because this is a smaller renovation, options would be evaluated for constructability, cost, and how well each solution supports the City's long-term facility plan.

Once a preferred direction is selected, Wold would help the City define a realistic scope, and budget. The team would identify which improvements can be completed together, which could be deferred, to a future project.

The result is a renovation process that is clear, manageable, and grounded in the City's master plan. By focusing on targeted improvements to customer service, accessibility, security, staff workspace, and building longevity, New Prague can make City Hall work better for today while preserving flexibility for future needs.



SCHEDULE

FOR CITY OF NEW PRAGUE

The Project Manager is responsible for maintaining and managing the project schedule. Wold begins by establishing key project milestones and then develops detailed, outcome-based agendas for meetings necessary to achieve those milestones. Rather than holding meetings simply because they are scheduled, we focus on gathering when decisions need to be made and progress needs to occur. Meetings are designed to produce results, and we work to ensure agenda items are completed before concluding each session.

Throughout the project, the Project Manager monitors the performance and contributions of all team members to ensure information is shared effectively, responsibilities are clearly understood, and tasks are completed on time. Successful schedule management depends on strong collaboration among the entire project team. Wold staff and consultants have worked together on numerous projects and have a proven track record of listening to clients, responding to their needs, and delivering successful outcomes through a partnership-driven approach.

	2026						2027					
	J	A	S	O	N	D	J	F	M	A	M	J
A/E Selection & Approval	★											
Design Approval												
Construction Documents Approval												
Building Construction Bid Approval												
Construction Administration												
Occupancy												

PROJECTS

CLIENT-CENTERED EXPERIENCE

CITY, VILLAGE, TOWN HALLS, AND COMMUNITY SAFETY

Functional responses start and end with listening closely to how the City, Village, Town Hall, and Community Safety intends to operate. By understanding your mission, service model, staff workflows, public interface, and long-term community goals, Wold designs civic facilities that do more than house departments—they support the daily delivery of quality public services. Our experience with city halls, village halls, town halls, and municipal service centers has taught us that successful public facilities must balance efficiency, flexibility, security, accessibility, and a welcoming civic presence. We will design your new Town Hall to align with your operational needs, overall municipal functions, and community mission, creating a facility that supports staff, serves residents, and adapts as your needs evolve.

MINNESOTA

city of annandale

New City Hall

city of becker

Police & City Hall Addition & Renovation

city of belle plaine

City-Wide Feasibility and Master Plan

city of blaine

City Hall Improvements

city of brooklyn park

City Hall Renovation

city of burnsville

City Hall Space Needs
Police and City Hall Remodel

city of carver

New Carver City Hall

city of circle pines

City Hall

city of corcoran

City Hall/Police Remodel

city of cottage grove

New Public Safety/City Hall

city of crystal

Crystal City Hall Renovations

city of eagan

City Hall/Police Addition & Renovation

city of excelsior

City Hall Space Needs Study

city of eden prairie

City Hall Functional Program Study

city of farmington

New City Hall Project

city of hopkins

City Hall Renovation

city of hutchinson

City Hall Remodel

city of inver grove heights

Space Needs Study

city of kimball

City Hall Facility Master Plan

city of lakeville

City Hall Improvements

city of little falls

City Hall/Police/Fire Needs

city of lonsdale

New City Hall/Police Department
Master Plan

city of new hope

City Hall/Police Facility

city of new hope

Police/City Hall Site Master Plan

city of orono

City Hall Service Windows Remodel

city of prior lake

New City Hall/Police Station

city of richfield

New City Hall, Police & Fire

city of south saint paul

City Hall/Fire/Police

city of saint paul

City Hall Annex Planning

city of stillwater

City Hall/Police Remodeling

city of west saint paul

City Hall/Police Remodel

city of white bear lake

City Hall Reorganization Study

city of wyoming

City Hall ADA & Security Upgrades

ILLINOIS

village of barrington hills

Village Hall Renovations

village of buffalo grove

Village Administration Remodel

city of crystal lake

City Hall Lobby Security Upgrades

village of deer park

New Village Hall

village of glenview

Village Hall Space Needs Analysis

village of hoffman estates

Village Hall Exterior Study

village of long grove

Village Hall Renovation & Addition

village of palatine

Village Hall Renovations

city of palos heights

City Hall Remodel

village of tower lakes

New Village Hall and Police

knox county

911 Relocation

tazewell county

Justice Center

WISCONSIN

village of cross plains

New Joint Village Hall/Police

COLORADO

city of wray

Wray City Hall & Civic Center

town of erie

Town Hall Addition & Renovation



CITY OF BECKER CITY HALL/POLICE RENOVATIONS

BECKER, MINNESOTA

total sf | 26,600 sf

construction cost | \$5.2 M

completed | Fall 2025

project type | Addition/Renovation

reference

Greg Lerud, City Administrator
glerud@ci.becker.mn.us
763 200 4244

In the summer of 2023, the City approved a comprehensive remodel of the existing police station, including expanded operational spaces to better support staff and future growth. The renovation updated administrative areas, workspaces, and support facilities, enhancing efficiency, safety, and functionality. These improvements position the Police Department to operate effectively while accommodating evolving community needs.

A central focus of the project was the creation of new entry and lobby spaces to provide a more open and welcoming environment for the public. The redesigned lobby centralizes all interactions for both City Hall and the Police Department, improving wayfinding, security, and service efficiency. By combining access points, the space fosters transparency and community connection.

The project also allowed for enhancements to City Hall, adding flexible office and meeting spaces to support staff collaboration and operational efficiency. These improvements create a more integrated municipal facility that serves both staff and the public effectively. Overall, the project strengthens civic services while reflecting the City's commitment to a functional, accessible, and community-focused facility.



HOPKINS CITY HALL

HOPKINS, MINNESOTA

total sf | 12,600 sf
construction cost | \$3.7 M
completed | 2019
project type | Master Plan, Renovation, Addition

references

Ari Lenz, Former Assistant City Manager
 952 548 6303

Wold Architects and Engineers was hired to develop a master plan for the various departments located at Hopkins City Hall.

This study's outcome was a full renovation of the city hall that aligned with the city's goal of improving residents' customer service experience. Additional improvements included adding a larger vestibule to the building that enhanced the customer experience and provided space to showcase the city's commitment to the artistic community of Hopkins. Beyond the lobby and entry improvements, all staff areas were renovated to improve efficiency, collaboration, daylighting and the overall aesthetic.

Throughout the entire design, Wold wanted to integrate the creative community and public art with the building. The design aesthetic is very open, modern and transparent. Additionally, the larger than typical vestibule and newly cleared sightlines offered enough room to feature public art, including a custom pendant light in the building.



CITY OF WEST ST. PAUL POLICE & CITY HALL RENOVATION

WEST ST. PAUL, MINNESOTA

total sf | 9,858 sf
project cost | \$1.2 M
completed | 2022
project type | Renovation

reference

Dennis Schilling, Chief Building Official
 dschilling@wspmn.gov
 651 552 4190

Wold has been working with the City of West St. Paul for many years, helping them as they reinvest in their existing municipal facility.

In 2016 Wold was hired to create more public facing meetings rooms that were centralized to the main lobby.

In 2019 the Police was renovated to provide better organizational flow for the department.

In 2021 the City renovated the City Hall portion to provide a more secure and functional working environment for their staff and to better serve the public. This renovation consisted of a new secure public counter, with adjacent conference room, more efficient office layout, new windows to provide daylighting into the office space, and updated break room, and staff restrooms including a new mother's room.



CITY OF SOUTH ST. PAUL CITY HALL, POLICE, AND FIRE RENOVATION

SOUTH ST. PAUL, MN

total sf | 50,000 sf

construction cost | \$2.4 M

completed | 203

project type | Renovation

references

Shelly Anderson, Assistant City Administrator
651 554 3203

In 2019, Wold was hired to help the city with long-range planning for City Hall, Police, Fire and Public Works. Over the course of a year, our team met with department leaders and with the City Council to develop cost effective solutions that improved departmental organization, location within the city complex, customer service and expansion if needed.

The master plan was organized around short-term, mid-term and long-term goals. This allowed the city to develop financing solutions that would meet the needs of the city without undue burden to the taxpayers.

In 2021, Wold was asked to develop design drawings for renovation of their existing City Hall/Police and fire facility that would meet the departmental needs for the next 10 years. This renovation improved staff spaces and locations to better align with customer needs, expanded service counters and waiting space was developed for city hall and police. Additionally, improvements to the fire station included improvements to their office area to better align with current staffing requirements as well as improvements to the kitchen and dayroom area. This multi-phase project allowed continuous operations during construction.



DEER PARK VILLAGE HALL

DEER PARK, IL

total sf | 4,100 sf

construction cost | \$1.1M

completed | 2020

project type | Master Plan, New Construction, Conditions Assessment

reference

Beth McAndrews, Village Administrator
847 726 1648

Wold worked with the Village of Deer Park to evaluate design options for potential expansion of the historic Vehe Barn for re-use as their Village Hall.

The Village of Deer Park's village hall is located on the grounds of the historic Vehe Barn structure, which was donated to the community and transformed into an event center. Among the many uses of the barn, Village Board meetings are held in the upper level meeting room.

To address needs for more appropriate space for Village staff, Wold was hired by the Village to complete a pre-design analysis of opportunities for expanding the historic barn to add new offices for Village Hall. Through this process, the Village ultimately determined that a standalone building located adjacent to the historic barn was the most advantageous option. Construction of the new Village Hall was completed in July 2020.

FEE PROPOSAL

FEE PROPOSAL

FOR THE CITY OF NEW PRAGUE

Wold believes in always finding ways to improve our collaborative working relationships with our clients. We believe we have built a strong reputation of service and responsiveness with our shared experiences together. As a professional service provider we also believe in no surprises. In proposing fees, we attempt to determine the challenge ahead and present a fair fixed fee that we believe will provide the required service. We typically propose a fixed fee at the onset of any design project and our fixed fee includes any consultants, as well as cost estimating.

For this construction portion of the project we understand the scope of work includes the following priorities:

- Replace parking lot lights
- Front door ADA
- Carpet (select areas)
- Front Desk/entrance improvements
- Paint (select areas)
- Council Chambers (Diaz and security)
- Public Restrooms
- City Hall sign
- ADA Sidewalk
- Office walls (safety and security)
- Technology rough-in (to support operations and the Council Chambers)
- Mechanical and electrical work to support changes

We have reviewed the overall budget established for the above work and from our recent work on similar projects, we believe that a construction budget of \$400,000 for those projects is reasonable and have calculated our fee based on full design of the work including coordination with city on any self performed work. For this project that is comprised of light renovation, we propose that our fixed fee would be 7% of the agreed upon construction budget for the work. Therefore, we propose the following calculation of our fixed fee:

\$400,000	Assumed Construction Cost
<u>7%</u>	Fixed Fee Rate for New Construction
\$28,000	Proposed Fixed Fee Rate

Additionally, we are happy to support the design and bidding of the technology and furniture needs for the City Hall and our additional fees for this work would be based on the following:

Furniture Design and Bidding - 6% of the cost of the work
 Technology Design and Bidding - 10% of the cost of the work

Reimbursable expenses for minor out-of-pocket expenses such as document printing, mileage, etc. are proposed to be actual costs as submitted, in addition to our fixed fee, but are expected to be minimal and are estimated to be approximately \$1,000.

Our proposal includes all services requested. As always, we will not be happy until you are happy. We do not limit the number of meetings in our fixed fee, and we commit to complete the effort—whatever it takes—within our proposed fee.



minnesota | colorado | illinois | indiana | tennessee