

June 30, 2026

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

RE: PROFESSIONAL DESIGN SERVICES FOR A PREDESIGN STUDY OF 1201ST STREET NE, FOR THE CITY OF NEW PRAGUE

Dear Mr. Tetzlaff,

Thank you along with Robin and Matt for taking time to walk through the project with me last week. OHA Architecture + Design is excited about the opportunity to present our proposal for architectural design development and construction documents for the remodeling of the existing building located at 1201st Street NE in New Prague. We believe our talented staff, design team, and experience with facilities like yours make OHA an excellent fit.

FIRM OVERVIEW, EXPERIENCE & KEY PERSONNEL:

OHA is a full-service design firm offering architectural, interior design, planning, and sustainability services. OHA approaches each project with a dedication to lasting client relationships, quality workmanship and total customer care.

OHA is a Limited Liability Company. The owners are Eric L. Oleson and Dennis G. Hobbie who established the firm in 2010. We are located in Mankato, Minnesota & Sioux Center, Iowa. Our team of multi-disciplinary professionals includes Architects, LEED Accredited Professionals, Interior Designers, Planners, Project Managers and Graphic Designers. This team is supported by a strong AutoCAD, Revit Modeling, and technical support staff.

IN-HOUSE CAPABILITIES:

Comprehensive Design Studies	Cost Estimating
Predesign	Master Planning
Sustainable Design	Interior Design
Architectural	Historical Preservation
Building Envelope/Restoration	Construction Administration
Construction Document Review	Construction Observation/Inspection
Litigation Support	Signage

DESIGN PHILOSOPHY:

Over the years our team at OHA has developed long-lasting client relationships. We believe that our work goes beyond bricks and mortar, and it goes beyond doors and windows. We understand that budgets exist for a reason and that there is a value to every dollar spent toward a vision and a future that is shared by many. We believe that our value to a project comes from listening to our client's thoughts, visions, and ideas and implementing those visions into building concepts.

COMMUNICATION IN DESIGN:

Open and accurate communication is at the core of OHA. We understand accountability and the need to keep accurate and up to date information for the entire design team to share. We use online project management tools to ensure all information is readily and accurately available to all. We have incorporated the use of online collaboration software into our project communication framework. It allows a single source location for important documents for all to access at any given time. Whether it is meeting minutes, or concept ideas in the early stages of design, communication between all parties is necessary for a successful project.

MUNICIPAL FACILITY EXPERIENCE:

Team members of OHA have been assisting office buildings and municipal facilities for over a decade. Our work with recent municipal facilities has proven successful with projects for the City of Albert Lea, Sleepy Eye, Saint Peter, Fairmont, Medford, Mayer, Wells, Belle Plaine, and Mankato. In Iowa the city of Doon, Inwood and Sioux Center. We work closely with city officials and their support team to create unique spaces that are functional to their needs while warm and welcoming to the communities they serve.

PROJECT UNDERSTANDING, APPROACH, SCOPE OF WORK & TIMELINE:

It is our understanding that you are seeking professional design assistance for light interior remodeling and refreshing of the existing building located at 1201 1st Street NE in New Prague. During my visit you shared that your group spent time developing ideas and a high-level budget for the work. Our approach would be a two-phased process. Phase 1 would be to confirm your program of use for the facility in the existing building remodel that fits both your function and your budget. Those areas would include remodeling the large octagonal space for the council chambers (2,224 sf) along with new restrooms for the area. Another area indicated was creating a welcoming lobby and reception space (930 sf) for the community. Security is also a priority for the building as it transitions into your new city hall. Once we have determined the best plan and remodeling concept that is within your budget, we would then transition into Phase 2 or construction development to further define the scope of work and then the preparation of signed construction documents that include a building code analysis and drawings for gathering proposals or bids for the work. You also shared that you are considering having city staff work on the remodeling to reduce costs. This may be your best approach to saving on construction costs as the project could be broken into smaller work areas. This could save costs for General Conditions and project management.

SCOPE OF WORK:

The below phases define our next steps to move forward with our architectural services that detail our process for how we would collaborate with you on the project.

PHASE 1: PREDESIGN

ESTIMATED 4 TO 6 WEEKS

The Design Development (DD) phase will set the project parameters and final scope of work for moving forward towards Construction Bidding/Proposal Documents. OHA will work with your team to gather existing condition information with As-Built drawings, refine the program and plan design concept to ensure all significant design decisions have been resolved to such an extent that construction documents may proceed with limited changes. OHA's design team will provide drawings showing relationships of all project components including the possible reuse of existing areas and casework. These design documents will include scaled floor plans, building interior elevations, finishes and details.

Tasks that will be performed in this phase are:

- Programming, Design Development review & coordination with estimated construction costs.
- Determine areas of renovation and improvements while considering phasing opportunities.
- Review of conceptual building floorplan layout as it relates to the state and local building codes.
- Owner sign-off meeting for Design Development Documents.

PHASE 2: INTERIOR REMODEL CONSTRUCTION DOCUMENTS

ESTIMATED 6 TO 8 WEEKS

With the Design Development plans approved we will start the Construction Document (CD) phase which considers the final design decisions of the Design Development phase and produces the necessary documents to bid and construct the building. OHA's design team will develop Construction Documents as necessary to provide information to bid and construct the project.

Tasks that will be performed in this phase are:

- Detailed construction drawings along with general construction information. (Coordinating all drawings for mechanical, electrical and plumbing work)
- Review meetings for the Construction Documents.
- Updated code and ADA compliance analysis.
- Review potential project construction schedule.
- Prepare documents for permitting and construction.

The Bidding phase is the process in which the General Contractors to prepare bids for a guarantee not to exceed price "GMP" to construct the building as shown on the construction documents. OHA's design team will work with you to coordinate bidding activities to obtain the best qualified bids for the project.

Tasks that will be performed in this phase are:

- Review bidder's requests for information.
- Review requests for prior approval and writeup and distribute addenda.
- Preside over bid opening.
- Tabulate and review bids and make recommendations.

CONSTRUCTION ADMINISTRATION:

The Construction Administration (CA) Phase is that process where the awarded contractors construct the building as designed and bid. OHA's Design Team will act as contract administrator with our construction supervision services to assist you with the construction process. We work with the General Contractor in coordinating all construction-related meeting minutes, request for information, shop drawings, and construction payment applications. Our well-managed meetings assure our clients that we value their construction dollar and will assist the City of New Prague in effective construction administration.

Tasks that will be performed during this phase are:

- Review contractor requests for information, shop drawings, change proposal requests & application for payment documents.
- Attending three (3) construction meetings and providing site reports.
- Assist in inspections and substantial completion for certificate of occupancy.

DESIGN FEES:

PHASE 1 - PREDESIGN

As-Built Verification of the Existing Building	Fee: \$8,000
Conceptual Design Development & Estimating	Fee: \$10,000
Total Phase 1:	Fee: \$18,000

PHASE 2 – INTERIOR REMODEL CONSTRUCTION DOCUMENTS

Construction Documents and Bidding	Fee: \$17,000
Construction Administration (3 visits: Kick Off, Framing Review and Final Inspection)	Fee: \$8,000
Total Phase 2:	Fee: \$25,000

PROFESSIONAL DESIGN FEES

Professional design fees will be billed monthly for the percentage of work completed. The Architect reserves the right to stop work on the project if there are past due invoices. Work would commence again when past due invoices are paid and current.

ADDITIONAL SERVICES OR SERVICES BY OTHERS

1. This proposal assumes there will be no LEED (Leadership in Energy and Environmental Design) analysis required. Any services for LEED analysis will be provided as an additional service.
2. This proposal assumes the existing mechanical and electrical systems are compliant with the current building code and do not need necessary improvements beyond areas of the remodeling. We were told that existing plumbing is in place for new restrooms near the council chamber. If this is not correct and is needed, we will prepare a proposal for additional services for those utility improvements.
3. This proposal assumes that there is no outside work to the building that would include exterior detailing beyond the potential of removing windows and replacing them with infill wall panels in the new council chambers.
4. This proposal does not include civil engineering or structural engineering consultants for the interior remodeling of the project. If needed, we will provide services for a negotiated additional fee.
5. This proposal does not include exterior landscaping or parking improvements. If needed, we will provide services for a negotiated additional fee.
6. All permit and submittal fees for review are by Owner and not included in our services.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to our base services incurred by OHA and any consultants. This may include reproduction of documents, postage, and mileage based on the current IRS federal rate per mile.

PAYMENTS ON ACCOUNT

Invoices for the Architect shall be submitted monthly. Invoices shall be payable when rendered and shall be considered past-due if not paid within 30 days after the invoice date. Payments which are past due will be subject to a 1.5% finance charge per month from the time of due date unless prior arrangements are made in writing.

INDEMNIFICATION

To the fullest extent permitted by law, the Architect and the Client mutually agree to indemnify and hold each other harmless from any damages and losses arising from their own negligent acts, errors, or omissions in their performance under this Agreement, to the extent that each party is responsible for such damages and losses on a comparative basis of fault.

RISK ALLOCATION

In recognition of the relative risks, rewards, and benefits of the Project to both the Client and the Architect, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses rising out of this Agreement, from any cause or causes, shall not exceed the amount of the Architect's fees. Such cause or causes include, but are not limited to, the Architect's negligent acts, errors, omissions, strict liability, breach of contract, breach of expressed or implied warranty, or any other theory of legal liability. This limitation of liability shall apply to the Architect and its officers, members, directors, partners, agents, employees, and subconsultants.

CONCLUSION

We believe that we have the expertise and talent that you will need in moving forward with your remodeling project for the relocation of the New Prague City Hall. We look forward to developing the final design, preparing construction documents, and guiding you through the design process for your new City Hall. Our current workload allows us to start working on your project in late July to early August. If you have any questions regarding our proposed fees or scope of work, please contact us at 507-420-1964. If the above information is acceptable to you, please reach out and we will prepare an architectural AIA Contract to move forward with your project. Thank you again for the opportunity to present this proposal to you.

Sincerely,



Eric L. Oleson AIA, CID
Principal Architect / Partner
OHA Architecture + Design