



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: FUTURE CITY HALL ARCHITECT PROPOSAL RECOMMENDATION
DATE: JUNE 30, 2026

A few weeks ago, I reached out to three architecture firms to get proposals for services on helping the City renovate parts of the 1201 1st Street NE building to meet the City's needs. The three firms I reached out to were SEH, Wold Architects, and OHA. Each of the three firms walked the facility, had discussions with Matt Rynda and I, and received a copies of the floor plans the City has on file. From these, all three firms submittal proposals to work with the City to design the space and to assist with construction management. I have attached all three proposals.

Looking through the proposals, each firm would take the City through a design process, produce drawings, and then help with construction management where needed. As we discussed, I let the firms know that I was looking for a flat-fee proposal for their work. As you can see in the proposals, the proposed fees from each firm are:

- SEH: \$52,000
- Wold Architects: \$28,000
- OHA: \$43,000

The firms also discussed their proposed timelines, though through discussions, each firm said that timelines are flexible based on design feedback and construction needs. Total timelines for the firms are:

- SEH: 6 ½ months to 7 ½ months
- Wold Architects: 9 months
- OHA: 2 ½ months to 3 ½ months

Recommendation

Based on the submitted proposals, I would recommend proceeding to hire Wold Architects for assisting City through renovation of 1201 1st Street NE for becoming the City's future City Hall.