



November 6, 2023

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

Re: Police Facility Next Steps
Commission No. 222137

Dear Josh:

It was good talking to you about the next steps for addressing space and facility needs for the police department. Through our planning process we developed conceptual options for an expansion to the existing fire station for the police department. With the consensus of the Council regarding this option, it would be beneficial to move into the first stage of design for this solution as a logical next step for this plan. This would include the following tasks:

- Finalize the layout of Police and any modifications needed to the existing fire station to accommodate this expansion.
- Meet with the police department to determine operational efficiencies and determine the level of future staffing to include in this solution.
- Develop the site solution for this option.
- Develop the solutions to a level of detail necessary to develop a detailed cost estimate for the work including any ancillary soft costs and site development costs.
- Meet with other city departments (planning, engineering, and building department) to gain support and approval for the schematic solutions.

To advance the design to the level needed to determine a final solution, gain needed approvals and to provide a detailed project budget, I am recommending we commence the design process and complete Schematic Design over the winter and report back to the Council in the spring of 2024. This will allow for the level of detail needed to gain approval from departments and the City Council on the design solutions and site recommendations. Pausing the design at this stage would allow adequate time for the city to make decisions on scope and financing prior to committing to the final design and bidding.

1. Schematic Design – December 2023 through February 2023
2. Cost Estimating/ Council Approval – March 2024-May 2024
3. Design Development – TBD (typically takes 3 to 4 months)
4. Contract Documents – TBD (typically takes 4-6 months)
5. Bidding/ Contract Approval – TBD (typically takes 1.5 months)
6. Construction – TBD (typically takes 10-12 months)

Future phases of the work would include finishing the design of the approved solution (Design Development) and developing the Contract Documents. Once Contract Documents are approved, bidding and construction would commence. This briefly describes each of those phases:

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DESIGN DEVELOPMENT PHASE SERVICES

Design Development services use the initial design documents from the schematic phase and take them one step further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details. Typically referred to as DD, this phase results in drawings that often specify design elements such as material types and location of windows and doors. Specific room layouts and amenities are finalized with building users. The DD phase often ends with a formal presentation to and approval by the owner. Design Development often produces floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications. DD accounts for 20% of architectural services.

CONSTRUCTION DOCUMENT PHASE SERVICES

The next phase is Construction Documents (CDs). Once the Owner and Architect are satisfied with the documents produced during DD, the Architect moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials. Once the CDs are completed, the Architect sends them to contractors for bidding. The construction document phase produces a set of drawings and specifications that include all pertinent information required for a contractor to price and build the project. CDs account for 40% of architectural services.

When authorized by Council the next phases would be for bidding the project and construction administration once awarded. These phases include the following work:

BID PHASE SERVICES

The first step of this phase is preparation of the bid documents to go out to potential contractors for pricing. The bid document set includes an advertisement for bids, instructions to bidders, the bid form, bid documents, the Owner-Contractor agreement, labor and material payment bond, and any other sections necessary for successful price bids. After bid sets are distributed, the Architect answers contractor questions, reviews any requests for alternate materials and issues addenda to the bidding document to clarify them prior to bids being received. The Architect, in collaboration with the Owner, will evaluate the bids and recommend a contractor for the work. The final step is to award the contract to the selected bidder with a formal letter of intent to allow construction to begin. The final deliverable is a construction contract. Once this document is signed, project construction can begin. Bidding accounts for 5% of architectural services.

CONSTRUCTION PHASE SERVICES

Contract Administration (CA) begins with the initial contract for construction and terminates when the final certificate of payment is issued. The Architect's core responsibility during this phase is to help the Contractor to build the project as specified in the CDs as approved by the Owner. Questions may arise on site that require the Architect to develop architectural sketches: drawings issued after construction documents have been released that offer additional clarification to finish the project properly. Different situations may require the architect to issue a Change in Services to complete the project. CA accounts for 20% of architectural services.



We provide a comprehensive package of professional design services and manage our time internally to always meet your expectations. All engineering and consultant services are included in the proposed fixed fee. We believe that by establishing a fixed fee for, based on an agreed upon construction cost, this eliminates the potentially negative dialog that often happens regarding extra services, unless the scope of the project changes significantly.

We are excited to help you with this important project and look forward to the opportunity to continue what we started together. We typically establish a fixed fee at the project's onset. All engineering and consultants are included in our fixed fee. For this project that includes additions and minor renovations to existing buildings, I would propose a fixed fee of 7% of the agreed cost of construction.

Utilizing the costs presented to the Council and escalating them to the mid-point of 2025, our fee calculation would be as follows:

Police Facility Addition and Renovation at the Fire Station

\$9,400,000 (construction cost) x 7% = \$658,000 (Total Architectural Fee)

I believe that Phase 1 should be through Schematic Design, which would be 15% of the total design fee proposed. This would give us the level of detail needed to gain consensus on the final solution and project budget.

Police Facility Addition and Renovation at the Fire Station

\$658,000 (Total Fee) x 15% (SD) = \$98,700 Schematic Design Fee

Reimbursable expenses would be in addition to this fixed fee but are expected to be minimal for this first phase of the work and are estimated to be approximately \$2,000 for this phase.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "John McNamara", with a stylized flourish at the end.

John McNamara | AIA, LEED AP
Partner

cc: Jake Wollensak, Wold Architects & Engineers
Matt Mooney, Wold Architects & Engineers