



Stantec Architecture Inc.
733 Marquette Avenue, Minneapolis, MN 55402

March 29, 2022

Mr. Daniel R. Buchholtz, MMC
City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Reference: Spring Lake Park City Hall Building Pre-Design Proposal

Dear Dan,

As a follow-up to our previous discussions, we submit this proposed work plan to complete pre-design services for a possible update of the Spring Lake Park City Hall building. The building currently includes Administration, Parks & Recreation, Police Department, some Public Works facilities.

Since this building was expanded in 1994 the City has seen continued growth in both resident population as well as space and equipment needs for the departments using the City Hall/Police Department/former Maintenance Facility that serves the growing resident population.

A facility and space needs assessment has been performed by Leo A. Daly for the existing City Hall/Police Department/former Maintenance Facility.

We understand the current existing City Hall building issues facing the City include:

- Insufficient workspace allocation.
- Lack of public meeting rooms.
- Lack of restroom facilities for employees and visitors (not currently ADA Compliant).
- Safety issues.
- Inadequate mechanical and electrical systems.

Scope of Work

This project will consist of a formal report to the City Council that addresses and makes recommendations on the following items for the City Hall and Police Department:

A. Identify Current Facility Conditions and Deficiencies

- | | |
|-----------------------------------|----------------------|
| • Age of Facility | • Council Chambers |
| • Structural Issues | • Interior Finishes |
| • Mechanical/HVAC Systems | • Equipment |
| • Electrical Systems/Wiring | • Storage |
| • Size (Square Footage) | • ADA Compliance |
| • Number of Staff | • Utility Costs |
| • Front Entrance/Lobby Experience | • Hours of Operation |
| • Restrooms | • Photos |
| • Building Security | |

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B. Future Facility Needs

- Dedicated Police Department Entrance
- Identify Shared Space(s) Potential
- Workspace
- Storage
- Meeting Rooms
- Multi-Purpose Community Room/Recreation Facilities
- Sustainable Buildings/LEED
- IT and Computer Equipment
- Police Training Room/EOC
- Building Security Systems

C. Space Needs

- Square Footage, as requested by Staff
- Square Footage, as suggested by standards

D. Preliminary Building/Site Design Layouts

Stantec will meet with the City Staff to develop up to 2 preliminary designs for the City Hall and Police Department. One layout will include an option for improving the police firing range.

Pre-Design begins with an Initial Design Workshop, where our objective will be to understand the City's and police departments' goals for the project. In addition to meeting with City and Police Department staff, we will review available drawings and documents for the existing building and verify the survey data used to establish current and future building needs.

Stantec will prepare a workshop agenda and detailed minutes. A written summary of proceedings will be prepared, and an electronic copy (PDF format) will be delivered to City staff.

Based on the information gathered from the Initial Design Workshop, we will prepare up to 2 design alternatives for the City's review and approval.

E. Meetings

Because of the many variables with a building update project like this, we feel that ongoing communication is key to providing the City with the best results. We will schedule and facilitate recurring monthly meetings throughout the project to keep you informed of the progress. These monthly meetings will also be an opportunity for you to provide feedback on the work to date to help make sure that the final layouts meet the City's needs. It is anticipated that the monthly meetings will occur as a mix of online and in-person meetings.

In addition to the proposed monthly staff meeting, we will meet with the City Council at a workshop meeting during the site design layout process. The purpose of this meeting will be to solicit comments and feedback prior to completing the final documents.

We will present the layouts at a city council meeting or workshop.

March 25, 2022
Mr. Daniel R. Buchholtz, MMC
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Stantec proposes to perform the Pre-Design Scope of Services described above, billed on an hourly basis, in accordance with our current standard hourly billing rates, for a not-to-exceed fee of \$17,500.00. We understand this work effort cannot be exceeded without prior written authorization.

Reimbursable direct expenses during Schematic Design, such as mileage, printing, reproduction, and postage, are estimated to not exceed \$500.

Upon approval of the design alternative, we can, if requested by the City, retain the services of a construction cost estimating firm to prepare an opinion of probable construction costs.

If you have questions about this proposal or need additional information, please call me at (612) 712-2108. We look forward to continuing our service to the City of Spring Lake Park.

Regards,

STANTEC



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