
To: Dan Buchholtz
Spring Lake Park City Administrator

From: Bruce Paulson

File: 193805580

Date: October 10, 2022

Reference: Spring Lake Park City Hall Renovation/Expansion

The plans and elevations presented at the October 10, 2022, City Council work session represent what we refer to as the end of Schematic Design.

The next steps, should the City Council approve moving forward with this project, would be:

1. **Design Development:** The design development phase of the architecture design process is made up of various documents that together define the parameters of the project. These design development documents include civil drawings, architectural drawings, structural drawings, mechanical drawings, electrical drawings, and outline specifications.
2. **Construction Documents:** Construction "Contract Documents" are the written documents that define the roles, responsibilities, and "Work" under the construction Contract, and are legally-binding on the parties (Owner and Contractor). The construction documents will include civil drawings, architectural drawings, structural drawings, mechanical drawings, and electrical drawings, as well as project specific specifications.
3. **Bidding Phase:** The construction documents, including plan set and specifications, are posted to QuestCDN for perspective bidders to download to prepare their bids. This phase will include a mandatory pre-bid meeting that will include a brief review of the bidding documents, and then a tour of the City Hall so all perspective bidders understand the existing conditions and can prepare their bids.
4. **Construction Phase:** As the name implies, this the phase when the renovation/expansion work is done. Our services would include the following:
 - Organize, coordinate, and lead pre-construction conference
 - Review contractor submittals and shop drawings for compliance with construction documents
 - Attend weekly construction progress meetings
 - Process requests for information, issue contract clarifications, process change orders
 - Review and provide status of contractor submitted progress schedules
 - Process contractor pay requests
 - Provide weekly construction observation during construction with written report for each site visit. Submit report to Owner within 72 hours of site visit.
 - Provide substantial completion inspection and punch list for contractor and issue certificate of substantial completion
 - Provide final inspection and punch list for contractor
 - Review final submittal from contractor with respect to conformance with contract documents

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- Provide and verify record drawings (as-builts) based upon contractor's mark-up and field observation; verify receipt of all owner's manuals/documentation
- Process final pay requests and project closeout

Please let me know if there are any items that were discussed that are not included in the above.

Thank you.

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