



Stantec Consulting Services Inc.
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June 28, 2022
File: 19380####

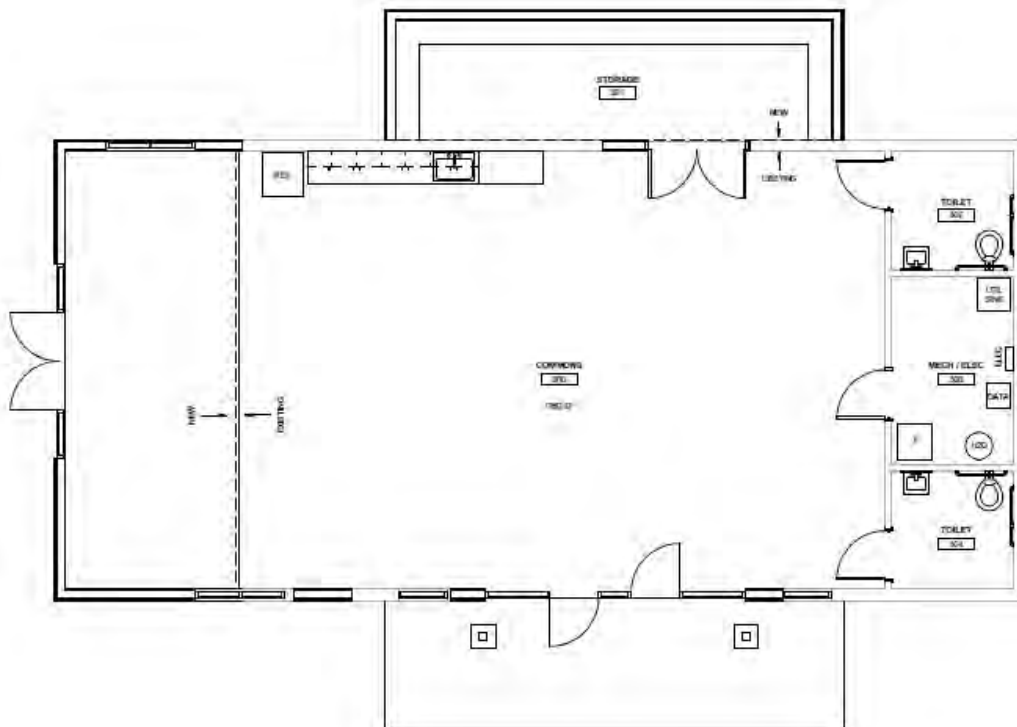
Kay Okey, Parks and Recreation Director
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

**Reference: Park Shelter Building Improvements at Able Park
Architectural and Engineering Design Services**

Dear Kay,

Thank you for the opportunity to submit this letter proposal for architectural and engineering design services for the Able Park park shelter building. We understand that the building improvements will be based on the Option F floor plan as discussed at Parks Commission meetings earlier this year.

The improvements generally include expansion of the Common Room to the west; renovation of the south wall with new doors, windows, and covered entry; and addition of a new storage room at the north side.



① OPTION F - FLOOR PLAN
SCALE: 1/4" = 1'-0"



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We propose the following work scope:

1. Project kick-off meeting in Spring Lake Park to review the floor plan to confirm work scope. Attending this meeting will be the project architect, along with our structural, mechanical, electrical, and civil engineers. At this meeting, we will discuss the building design in detail to define what the City wants in terms of exterior appearance, interior finishes, building mechanical and electrical systems, and site circulation.
2. Based on the information gathered during the kick-off meeting, we will prepare Schematic Design Drawings for review.
3. After approval of the Schematic Drawings, we will prepare construction documents and specifications for the building. Project plans, specifications and bidding documents shall include:
 - a. Architectural, structural, mechanical, plumbing, and electrical for the new Able Park Park Building.
 - b. Mechanical building systems including extensions of the existing HVAC and plumbing systems to the building additions. This does NOT include design of a new HVAC system for the entire building.
 - c. Electrical building systems including power, lights, communications, and security. This does NOT include design of a new electrical power supply system for the entire building.
4. We will meet with the City personnel to review the drawings and specifications at 50% and 95% completion. All discussions will be documented and incorporated into the drawings and specifications prior to issuing for bidding.
5. We will prepare a final opinion of probable construction costs at 95% completion.
6. During the bidding phase, we will respond to all bidder questions and issue document modifications via addenda as necessary.
7. Participate in the bid opening, review all bids received, prepare bid tabulation, and prepare letter of contract award recommendation.

Items 1 through 7 above will be performed for a lump sum fee of \$42,760.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$1,500.00.

In addition to our proposed design services, we are proposing the following work scope during construction:

8. Review shop drawing submittals for compliance with the construction documents, respond to Requests for Information, and issue change orders as needed.
9. Provide progress reports and review contractor payment requests.
10. Building corner staking and providing a site benchmark.
11. Four site visits during construction.
12. Prepare the punchlist at end of construction noting items that are not complete or not in compliance with the construction documents.
13. Final walk-through with Owner when all punchlist items have been addressed.

We will complete the Construction Phase services on an hourly basis. We estimate our associated hourly fees to be for items 8 through 13 above at \$24,210.00 plus reimbursable expenses of \$2,000.

Design with community in mind



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Exclusions to this proposal include geotechnical report, ACM testing/removal, retaining walls, costs associated with contaminated materials/soil, and permit fees.

This letter represents the understanding between the City and Stantec in respect to the Project and may only be modified in writing signed by both of us and is subject to the current Master Services Agreement between the City and Stantec.

If this letter satisfactorily sets forth conditions of our Agreement, please sign in the space below and return one copy to our office. Thank you for the opportunity to provide these services.

CITY OF SPRING LAKE PARK

By

Print Name and Title

Date

If you have any questions, need additional information, or wish to discuss this matter in greater detail, please contact Bruce Paulson or me.

Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink that reads "Phil Gravel".

Phil Gravel, PE
Principal
Phone: (612) 712-2000
Phil.Gravel@stantec.com

cc. Bruce Paulson, Stantec