



June 10, 2022

Ms. Kay Okey; Parks and Recreation Director  
Spring Lake Park  
1301 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432

Re: Able Park Shelter Upgrades – Architectural/Engineering Services

Kay:

Thank you for this opportunity to submit our proposal to provide Architectural and Engineering Services for the renovation of the Able Park shelter building. Our understanding of the project is as follows:

- The scope of the project will be additions and renovation of the existing Able Park Building per Option F of the pre-design study prepared by Wendel.
- The scope does not include the pre-design alternates for a garage or picnic shelter.
- The desired schedule is to start construction in early fall of 2022.
- The intent is for the construction work to be done under a single-prime, lump-sum contract.

Scope of Services:

- Work will include preparation of Schematic Design, Design Development, Construction Documents.
- Construction Documents will include drawings and project manual as required to obtain public competitive bids.
- Wendel will provide drawings and other information as needed to obtain city site and building permits.
- Wendel will issue documents for Bidding and assist the Owner in obtaining bids for the project.
- Wendel will provide standard Construction Administration services, including progress meetings, answering RFIs, issuing proposal requests and change orders as needed, making periodic site observations, reviewing contractor pay requests and making punchlist and final inspections.

Based on this scope, we propose to provide Architectural/Engineering services for a **fixed fee \$57,800.00**. The proposed fee is based on the following assumptions:

- Scope of services shall be in accordance with AIA B101-2017; Standard Form of Agreement between Owner and Architect.
- Architecture, Structural, Mechanical and Electrical Engineering are included. We intend to use Hallberg Engineering as our Mechanical/Electrical consultant and Larson Engineering for any structural engineering work required.
- Architectural design will include sidewalks and restoration of lawns adjacent to the building. Civil engineering (grading and utilities) and landscape architecture are not included.
- Any utility work required will be provided by the Owner.
- Design associated with any other scope of work not noted above is not included.
- Design associated with removal of hazardous materials (abatement) is not included.
- Fees for any permits are not included.
- Survey, soil borings, commissioning, special inspections and construction testing are not included. If requested, we will obtain the required service on behalf of the Owner.



Reimbursable Expenses

- **No charge** for mileage, lodging, meals, photocopying, fax and telephone. Costs for outside printing, postage and delivery/courier service will be billed at actual invoiced cost (no mark-up).

Please contact me if you have any further questions.

Sincerely,

**WENDEL ARCHITECTURE PC**

A handwritten signature in blue ink that reads "Jim Wilson".

Jim Wilson, AIA, LEED AP, ALEP

Principal

Re: Able Park Shelter Upgrades – Architectural/Engineering Services

This proposal and the attached “Appendix A” (Professional Services Terms and Conditions) are intended to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal and attached general conditions are acceptable to you, please indicate your acceptance by signing both originals and return one (1) executed original to our office.

**ACCEPTANCE / AUTHORIZATION:**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Should Wendel’s proposal be accepted, Wendel Architecture, PC, a Minnesota licensed architecture and design firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say “Wendel” and we will refer to ourselves as Wendel throughout the project.