



Stantec Architecture Inc.
733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

December 21, 2022

Mr. Daniel R. Buckholtz
Administrator, Clerk/Treasurer
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Reference: Spring Lake Park City Hall Renovation and Expansion Design and Construction Services Proposal

Dear Mr. Buckholtz,

Thanks for the opportunity to submit this proposal to provide architectural and engineering design services, bidding phase services and construction phase services for the Spring Lake Park City Hall Renovation and Expansion.

This proposal is based on the plans and elevations presented at the October 10, 2022, City Council work session.

We are proposing the following work scope:

PUBLIC PRESENTATIONS

1. We will participate in up to three public relations presentations during the design phase to present the planned renovations and expansion of City Hall with colored floor plans, elevations, and renderings of the main public spaces within City Hall and gather feedback from the residents of Spring Lake Park.

Work noted above will be performed under an hourly not-to-exceed fee of \$8,500.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$1,000.00.

DESIGN PHASE

1. Project kick-off meeting at the City Hall to review the project scope and schedule. Attending this meeting will be the project architect, structural, mechanical, and electrical engineers. At this meeting, we will discuss the renovation and expansion in detail so we understand what the City wants in terms of layout, access, interior finishes, building mechanical and electrical systems.
2. Based on the information gathered during the kick-off meeting, we will prepare construction documents and specifications for this project. Project plans, specifications and bidding documents shall include the work noted above.
3. We will meet with City staff to review the drawings and specifications on a monthly basis during the design phase to keep everyone apprised of the design progress. All discussions will be documented and incorporated into the drawings and specifications prior to issuing for bidding.

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4. We will attend a City Council meeting to present the bidding documents and request approval to issue the project for bidding.
5. Electrical will include lighting, lighting controls, power such as receptacles and power to other equipment or items furnished by the Owner, and fire alarm systems as required per code. The electrical documents will show empty conduit and boxes for special electrical systems such as voice/data, door access systems, security systems, CCTV systems, and AV systems. Stantec will coordinate with the special electrical systems vendor as chosen by the City for locations of empty conduit and boxes and power related to the special electrical systems.

Items 1 through 5 above will be performed under an hourly not-to-exceed fee of \$221,800.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$2,500.00.

BIDDING PHASE

1. Print drawings and specifications (bidding documents) – provide PDF copy of each
2. Advertise project per bidding requirements.
3. Organize, coordinate, and lead pre-bid conference.
4. Contact potential bidders to alert them to this project.
5. Upload bidding documents to QuestCDN.
6. Respond to bidders' questions.
7. Issue addenda to bidding documents, if required.
8. Attend bid opening and prepare bid tabulation.
9. Evaluate bids and prepare letter of contract award recommendation.
10. Prepare contracts, based on direction from Town Board.

Items 1 through 10 above will be performed under an hourly not-to-exceed fee of \$12,600.00. 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:

CONSTRUCTION PHASE

1. Provide construction contract administration and communication with Owner staff.
2. Organize, coordinate, and lead pre-construction conference.
3. Review contractor submittals and shop drawings for compliance with construction documents.



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4. Conduct project progress meetings (every other week).
5. Process requests for information, issue contract clarifications, process change orders.
6. Review and provide status of contractor submitted progress schedules.
7. Process contractor pay requests.
8. Provide bi-weekly observation during construction with written field report.
9. Provide review of start-up reports, be on site for start-ups during construction.
10. Provide substantial completion inspection and punch list for contractor and issue certificate of substantial completion.
11. Provide final inspection and punch list for contractor.
12. Review final submittal from contractor with respect to conformance with contract documents.
13. Provide and verify record drawings (as-builts) based upon contractor's mark-up and field observation.
14. Final walk-through with Owner when all punchlist items have been addressed.
15. Process final pay requests and project closeout.
16. Provide special inspections per 2020 Minnesota State Building Code.

We are anticipating the construction phase for this work will require up to 10 months. We propose to complete the Construction Phase tasks on an hourly basis. We propose a Not-to-Exceed amount of \$175,800.00 for items 1 through 16 above, plus Reimbursable Expenses. Reimbursable expenses are estimated at no more than \$3,000.00 for the entire construction phase. We understand that the value of this Not-to-Exceed amount, totaling \$178,800.00, cannot increase without further authorization from the City of Spring Lake Park.

PROPOSED SCHEDULE

| | |
|------------------------|-------------------|
| Submit Proposal | December 21, 2022 |
| Start Design | January 17, 2022 |
| Issue for Bidding | November 10, 2023 |
| Start Construction | February 2024 |
| Substantial Completion | October 2024 |
| Final Completion | November 2024 |

Should you wish to discuss any of the information above in further detail, please do not hesitate to call me at (612) 712-2108. If this proposal is acceptable, please sign and return a copy of the attached Standard Terms and Conditions.



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Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in blue ink that reads "Bruce P. Paulson".

Bruce P. Paulson, RA
Senior Project Manager/Architect
Phone: (612) 712-2108
Cell: (651) 492-9089
Bruce.Paulson@stantec.com

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