



February 10, 2022

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

Re: Able Park Shelter Upgrades – Design Study

Kay:

Thank you for this opportunity to submit our proposal to prepare preliminary sketches and cost estimates for the renovation of the Able Park shelter building. Our understanding of the project is as follows:

- The existing building is approximately 1,500 SF total, consisting of a multi-purpose room, storage room and restrooms (not ADA compliant).
- The desired scope of the proposed project includes upgrades to the existing building and expansion of the multi-purpose room.
- The desired schedule is to start construction late summer/early fall of 2022.

Scope of Services:

- Field measure existing building and create Revit plan.
- Conduct zoom meeting with city staff to confirm project goals and rough space program.
- Create at least 2 design options to meet these goals.
- Review options with city staff and select preferred option.
- Prepare sketch floor plan and 3D image of the selected option.
- Prepare rough order-of-magnitude cost estimate of the selected option.

Based on this scope, we propose to provide Architectural services of a **lump sum fee of \$6,200.00**. The proposed fee is based on the following assumptions:

- Only the services noted above are included. Preparation of construction documents, bidding assistance and construction administration are not included, but can be added by separate proposal if requested.
- All engineering (Civil, Structural, Fire Protection, Mechanical and Electrical) is not included.
- Design associated with removal of hazardous materials (abatement) is not included.
- Survey, soil borings, commissioning, special inspections and construction testing are not included.

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



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

January 4, 2022

Kay Okey
City of Spring Lake Park

1301 81st Avenue NE
Spring Lake Park, MN 55432

Re: **City of Spring Lake Park
Parks & Recreation
Design Fee Proposal – Able Park Community Building – renovation, restoration and
design**

Project Understanding

Thank you for asking us to propose on the planning and renovation design work for the existing Able Park building in Spring Lake Park. I enjoyed meeting you on the conference call last week and look forward to helping plan the future of the park structure and how it can support activities at this key park in your system.

The initial effort will help scope the space program and develop an approach to the design that incorporates the needs and wants, along with deferred maintenance and code upgrades.

This planning will then be used to develop a Schematic Design plan, exterior work scope and facilitate a cost estimate. At the end of this portion of the project you will have drawings for the renovation and upgrades along with a detailed cost estimate that can be used for approvals on the City side.

Reference projects, resumes and references are available upon request.

Thank you,

Matt Lysne, AIA, NCA RB

Scope of Services

Our services would include the architectural, structural engineering, mechanical & electrical engineering design for the proposed building.

Task 1 – Pre-Design / Park Building Architectural Program and Plan Development

Scope of Work:

- Kick Off meeting to review needs and requests from City of Spring Lake Park team.
- Develop building design sketch options that help guide a conversation about layout options within the existing building.
- A review meeting to review 2-3 options.
- Develop the selected option.
- Site meeting to review deferred maintenance items identified in the previously completed audit with our Cost Estimator.
- Finalize the SD floor plan layout. Develop reflected ceiling plans, preliminary finish packet and exterior repair scope narrative.

Task 2 – Cost Estimate:

Scope of Work:

- Develop the detailed preliminary budget with supporting breakdown of costs.

Task 3 – Wrap Up:

Scope of Work:

- Review cost estimate with the City of Spring Lake Park team.
- Provide a compiled report for your use.

Our proposed fees are as follows:

	Lump Sum Fee
Design Phase	
Task 1 – Pre-Design / Park Building Architectural Program and Plan Development	\$4,320.00
Task 2 – Cost Estimate	\$1,500.00
Task 3 – Wrap Up	\$720.00
Reimbursable Expenses	\$75.00
Requested Fee Increase (Estimated)	\$6,615.00

Reimbursable expenses such as required mileage, prints, copies, long distance calls, faxes, etc. are billed at 1.0 times costs.

Exclusions: Construction Documents, Specifications and Construction Administration.

Thank you for your consideration of this request. Please give us a call (612-904-1332) if there are any questions regarding this proposal.

Acceptance

If this proposal meets with your approval, please indicate your authorization to proceed by signing the ACCEPTED BY and returning a copy to us. Should this proposal not be accepted within 60 days from the date of proposal or should the scope of the project or services vary from the stated assumptions, Hagen, Christensen & McIlwain Architects reserves the right to review and update this proposal as necessary.

ACCEPTED BY: _____

DATE: _____

Together we believe that “The most successful projects do not just happen but evolve as a team effort based on open and clear lines of communication, technical expertise, an attitude of cooperation and a full commitment to fulfill the needs of the client.”