



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

May 29, 2026

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

**Reference: Spring Lake Park Terrace Park Building Replacement Design and Construction Services Proposal**

Dear Dan,

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 Terrace Park Building Replacement.

This proposal is based on the revised plans and elevations from the May 19, 2026, design review meeting.

We understand this project will be a combination of General Contractor and Spring Lake Park High School construction class students. We will meet with the teachers to review the drawings to understand what they believe the students will be able to construct and what the General Contractor will be responsible for completing.

We will ask the teachers to provide a schedule showing when they can begin their portion of this project. This date will then be used to work backwards to establish the dates for bid issue, bid opening, contract award, contractor mobilization, demolition of the existing Terrace Park Building, and construction of the new building footings, foundation, underfloor plumbing and electrical work, and concrete floor slabs.

The bidding documents will require the General Contractor to provide a complete bill of materials for the project with their bid, including the materials that will be used by the students for their portion of the project. This list will be used by the City of Spring Lake Park to purchase the materials through the Minnesota Office of State Procurement.

We are proposing the following work scope:

**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 park building replacement in detail so we understand what the City wants in terms of layout, access, interior finishes, building mechanical and electrical systems.

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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 and teachers to review the drawings and specifications on a weekly 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.
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 a site electrical plan showing the utility transformer/service location and electrical service routing to the new building. Building electrical design will include interior lighting and lighting controls designed to meet applicable energy code requirements; exterior building-mounted lighting at doors and emergency egress locations as required by code; receptacles; power for mechanical, plumbing, Owner-furnished equipment, and miscellaneous electrical loads; fire alarm system requirements as required by code; panel schedules; one-line diagrams; and electrical details as required. Exterior parking lot lighting, site lighting, athletic court/field lighting, and sports lighting are excluded. Special electrical systems such as voice/data, fiber, door access, security, CCTV, and TV/AV systems will include empty conduit, boxes, pathways, and power provisions, with active equipment, cabling, terminations, programming, final device layouts, and commissioning by others.

Items 1 through 5 above will be performed under an hourly not-to-exceed fee of \$77,500.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$1,000.00.

**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.

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Items 1 through 10 above will be performed under an hourly not-to-exceed fee of \$6,100.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$500.00.

**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.
4. Conduct project progress meetings (every 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 \$59,500.00 for items 1 through 16 above, plus Reimbursable Expenses. Reimbursable expenses are estimated at no more than \$2,000.00 for the entire construction phase. We understand that the value of this Not-to-Exceed amount, totaling \$61,500.00, cannot increase without further authorization from the City of Spring Lake Park.



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## **PROPOSED SCHEDULE**

Submit Proposal	May 29, 2026
Start Design	June 3, 2026
Issue for Bidding	June 18, 2026 – July 2, 2026
Bid Opening	July 9, 2026 – July 23, 2026
Start Construction	August 3, 2026 – August 17, 2026
Substantial Completion	May 2027
Final Completion	June 2027

The schedule above is based on having the existing park building removed in its entirety and the new park building footings, foundations, underfloor plumbing and electrical rough-ins, and floor slab poured prior to the Spring Lake Park High School construction classes starting the wall framing on Monday, October 5, 2026.

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.

Regards,

**STANTEC CONSULTING SERVICES INC.**

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

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

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