



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: June 10, 2026

Subject: Terrace Park Building Replacement – Architectural & Engineering Services

Staff is requesting City Council authorization to enter into an agreement with Stantec for architectural and engineering design, bidding, and construction administration services for the Terrace Park Building Replacement Project. Stantec has submitted a proposal based on the building concept reviewed with City staff on May 19, 2026.

The proposed scope includes preparation of construction documents, bidding assistance, construction administration, and required inspections. The project is anticipated to be constructed through a partnership between a general contractor and students participating in the Spring Lake Park High School construction trades program. The proposal includes not-to-exceed fees of \$77,500 for design services, \$6,100 for bidding services, and \$59,500 for construction administration services, plus reimbursable expenses.

Timely authorization of these services is critical to maintaining the project schedule. Staff's goal is to bid the project this summer and complete demolition, foundation work, utility rough-ins, and concrete floor slab construction before the first week of October 2026, when students in the Spring Lake Park High School construction trades program are scheduled to begin framing and vertical construction activities. Delays in design or bidding could jeopardize the ability to utilize the trades program for this project and could result in increased project costs. The proposed schedule calls for construction to begin in August 2026, with substantial completion anticipated in May 2027.

Recommendation: Approve the Stantec proposal for professional services related to the Terrace Park Building Replacement Project.

If you have any questions, please do not hesitate to contact me at 763-784-6491.