



Building a Better World
for All of Us®

May 14, 2025

RE: Community Park Warming House
Phase A – Design Services
Proposed Scope of Services and Fee

Paul Carpenter
Deputy Administrator/Public Works Director
4858 St. Francis Blvd. NW
St. Francis, MN 55070

Dear Paul,

Short Elliott Hendrickson, Inc. (SEH) is pleased to provide our Proposed Scope of Work and Fee for Phase A – Architectural Services for the Warming House within Community Park in St. Francis, MN. This Proposal is based on previous conversations with City, including our meeting with you last week. We understand that parks are a priority for the City of St Francis and a way for the City to give back to the community. The City recently approved the SEH prepared Park Planning Study and is moving the project forward as Phase A, which is the subject of this Proposal. This Proposal is intended as an Amendment #1 to the August 29, 2024, Agreement for Professional Services between the City of St. Francis and SEH. SEH proposes to subcontract with The Design Group for MEP services.

SEH is excited to serve as your partner to deliver this architectural rehabilitation project.

PROJECT UNDERSTANDING

Warming House improvements include:

1. The addition of a new open air covered picnic shelter on the north side of the existing building. The roof of this shelter would connect to the existing building, and the floor would be a concrete slab on grade.
2. A new patio area on the east side of the warming shelter with a lean-to pergola structure attached to the existing building for resting and viewing of the skating rink / pickleball court area. The floor will be wood plank or similar for comfort when changing in and out of ice skates. Other options would be explored during design including seating, shading, and wind breaks for both the patio and picnic shelter areas.
3. The interior of the warming shelter will be designed for improvements focusing on the restrooms, and service line space for catered set-ups. Where feasible paint, doors, windows, roofing, flooring, and other items will be discussed for replacement thorough the design process for inclusion in the bidding and construction process.

Proposed ice rink and site improvements include:

1. Development of supporting site elements and infrastructure such as fire “council ring” and seating, sidewalk connections around the Warming House and parking lots, and site furniture for seating.
2. Reconfigured parking lot, curb & gutter, new apron location, new LED lighting units, and sidewalks.
3. Adjustment and reconfiguration of handicapped parking spaces, accessibility ramp, and approach sidewalk to building entrance.
4. Turf establishment/repair and landscape plantings around Warming House.
5. Aggregate base and bituminous paving for ice rink footprint, top-surface painting, and stripping for six pickleball courts.
6. Replacement of the ice rink boards.
7. Replacement of rink lighting poles, LED luminaires and footings.

ASSUMPTIONS

1. Professional services will include structural engineering for the north roof and pergola additions, mechanical, electrical, and plumbing for restroom related improvements.
2. A fire sprinkler system is not required for the building due to size.
3. No design work is required for the remainder of existing building interior lighting, or HVAC systems.
4. City of St. Francis will manage all stakeholder public engagement and outreach activities beyond the scope presented here.
5. City of St. Francis will provide all previous or existing studies, base maps, surveying data and/or studies.

PROPOSED SCOPE OF WORK

SEH proposes to provide Schematic Design, Final Design, Bidding, Permitting, and Construction Administration services in five tasks for the proposed Phase A - Warming House Improvements Project. Services are anticipated to be required from the following disciplines:

1. Architecture
2. Structural Engineering
3. MEP Engineering
4. Landscape Architecture
5. Civil Engineering

Task 1 – Schematic Design

Identification and development of preliminary layouts for proposed building modifications based on information generated as part of previous concept design work completed by SEH. This phase includes one design review meeting at (35%) complete, for feedback and refinement of generated work. Tasks include the following:

1. Kick-off Meeting.
2. Preliminary Building Code analysis.

3. Generation of schematic building plan.
4. Generation of schematic exterior elevations with proposed preliminary materials and colors.
5. Confirmation of proposed structural foundation systems based on geotechnical information.
6. Preliminary identification and recommendations of structural framing, mechanical, plumbing, and electrical improvements.
7. Based on the Planning Study, create one final site concept showing all proposed site features, including the reconfigured parking lot, new basketball court, sidewalk connections, and ice rink/pickleball court layout.
8. Attend one design review virtual meeting.
9. Provide a preliminary per square foot estimate of probable costs for building improvements.

Task 2 – Final Design

Generation of detailed architectural, structural, mechanical, electrical, drawings and specifications. Final design document package will be prepared for submitting to governing authorities for plan review and issuance of permits, and for issuance to Contractors for construction pricing. At the completion of this phase a final Estimate of Probable Cost will be provided. Deliverables include the following:

1. Project Manual including front end (bid documents) and technical specification.
2. Building Code analysis for code compliance review and approval by Authorities Having Jurisdiction (AHJ).
3. Architectural building floor, ceiling, and roof plans.
4. Exterior building elevations and associated details.
5. Building and wall sections and associated details.
6. Interior building details.
7. Structural foundation plans, details, and schedules.
8. MEP Plans and associated schedules and details.
9. One final site layout showing all proposed features.
10. Final Project Estimate of Probable Cost provided at end of Schematic Development and after 95% Construction Document Review.
11. Attend two design review meetings at (65% and 95%) complete for feedback and refinement of generated work.
12. Final construction drawings and specifications at 100% completion.

Task 3 – Bidding Assistance

Preparation of bid documents for distribution to bidding Contractors. Assistance will be provided to administer the public bid process for Contractor selection and generation of construction Contracts. Activities include:

1. Preparation and submittal of Advertisement for Bids.
 - a. Advertisement costs will be billed as a reimbursable expense.

2. Distribution of bid documents to bidding Contractors.
 - a. Bid document will be distributed to bidders electronically.
 - b. If hard copies are required, they will be billed as a reimbursable expense.
3. Responding to bidder's questions, providing clarifications to bid documents, and issuance of Addenda as needed.
4. Lead virtual bid opening and compile Contractor bids for City review.
5. Bid evaluation and preparation of recommendations for Contractor selection.
6. Prepare draft construction Contract between the Owner and Contractor.

Task 4 – Permitting

Preparation of permit documents for submittal to appropriate governing authorities having jurisdiction for approvals and issuance of site and building permits. Activities include:

1. Submission of plans, specifications, calculations, and forms to appropriate governing authorities. Plan review and permitting fees will be invoiced to the Owner as a reimbursable expense.
2. Provision of written response to plan review comments in the securement of required permits. Issuance of Addenda to adjust Construction Documents as required.

Task 5 – Construction Administration

Administration of the Contract between the Owner and the Contractor for the construction of the project. Activities include:

1. Organizing and conducting Pre-Construction Meeting with the Contractor.
2. Answering field questions and providing additional information to Contractor as required during the course of construction.
3. Review and response to Contractor-issued RFI's.
4. Review of Shop Drawings, product data and other submittals as designated by the Contract Documents.
5. Attendance of Architect at three (3) monthly construction meetings conducted by the Contractor.
 - a. Construction Meeting minutes to be prepared and distributed by the Contractor.
6. Review of monthly Contractor pay requests and provide a recommendation to the Owner.
7. Review and prepare Change Order documents and provide recommendation to the Owner.
8. Punch-list review and generation of punch-list report for issuance of Certificate of Substantial Completion.

SERVICES NOT INCLUDED

(this list may not be all-inclusive)

1. Geotechnical borings, engineering, and recommendations report will be provided by the City of St. Francis.

2. Materials testing and Inspection Services will be provided by the City of St. Francis.
3. Redesign efforts conducted after the Schematic Design phase initiated by the Owner will be considered an additional service and fee.
4. Value Engineering.
5. Energy Modeling.
6. Building envelope, HVAC, and Electrical Commissioning.
7. Noise abatement / Acoustical studies.
8. Environmental testing and engineering.
9. Permitting fees.
10. Special Inspections.
11. Furniture, fixtures, and equipment (FFE) design and procurement.
12. Additional site visits beyond those outlined in this Project Scope.
13. Construction materials testing is not included in this Proposal. Testing services will be required by a third-party firm contracted and paid for directly by the City at the time of construction.

PROJECT TEAM

We have assembled a Project Team that has worked together extensively on many recreation and park facilities projects. Our interdisciplinary Project Team will include the following Key Experts:

Project Manager	Karl Weissenborn, PLA
Project Architect	John Deacy, AIA
Architectural Design Support	Dan Mahoney
Principle In Charge	Brian Bergstrom, AIA
Lighting Lead	Andrew Felber
MEP Subcontractor	Otto Maki, PE
Grants and Funding	Stacy Crakes
Engineering Lead	Brian Hare, PE
Park Planning	Molly Wagner, PLA
Recreation Planning & Design/Graphics	Virginia Torzewski
Client Service Manager	Jessica Hedin, PE

KEY HIGHLIGHTS TO OUR APPROACH

We understand you want to move quickly on this project, and we are ready to respond. Our intent is to start Task 1 upon successful amendment execution of a Contract for this work. We anticipate this work can be completed by March 2026. This would allow the City of St. Francis to proceed with potential future 2026 funding applications to the MnDNR Outdoor Recreation Grant Program and/or other funding sources.

ANTICIPATED FEE

The primary tasks and deliverables are as outlined above. We are proposing not to exceed an hourly fee of \$90,810.00 inclusive of expenses for this project based on the tasks, meetings,

and deliverables outlined herein. Our proposed fee is broken down by task so you can see our proposed level of effort based on our best understanding of your project.

Our Project Team is excited to partner with the City of St. Francis to fulfill the next phase of your Community Park vision. Please contact either of us with any questions.

Sincerely,



Brian Bergstrom, AIA
Principle In Charge
952.215.8118 cell



Karl Weissenborn, PLA (MN)
Project Manager
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