

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Design Services for Warming House/Ice Rink
DATE: June 2, 2025

OVERVIEW:

It was determined on the March 24th work session that the city will move forward with the remodel of the warming house/ice rink. Staff at that time was working with SEH on a designed fit test for the current space and the Park Commission decided to move forward with the recommendation.

SEH also recommended that the city apply for two grants, one from the League of Minnesota Cities and another from the DNR. The grant application process was approved by council on May 5th. It stands to reason that the company working on the grants for the city should be the company that designs and manages the project. Essentially SEH will monitor the project from start to finish.

SEH will provide the following services:

- Schematic Design
- Final Design
- Bidding Assistance
- Permitting
- Construction Administration

Total hourly fee for the scope of the project is not to exceed \$90,810. Cost will decrease with staff involvement.

ACTION TO BE CONSIDERED:

Council to authorize staff to sign the proposed scope of services and move forward with the project.

BUDGET IMPLICATION:

This will be paid for out of the Park Fund

Attachments:

- SEH Letter Agreement
- Contract Amendment
- Fee Summary