

Work Plan/Scope of Services

PHASE I

Initial Work Phase/Program

- Review existing program/budget
- Update program issues with City Staff
- Meet and receive input from user groups
- Review code and city planning requirements
- Develop written program/design objectives incorporating input and project concerns
- Finalize schedule

Schematic Design

- Prepare concept plans and design alternatives
- Prepare rough cost analysis related to concept alternatives
- Review with City Staff to finalize design concepts, including reconciliation of septic system design (by City Staff) with sustainability specifics and cost objectives
- Prepare schematic plans, elevations, and computer generated 3D diagrammatic illustrations.
- Design and system narrative to establish approach for design development
- Establish preliminary cost estimates
- Present to City Staff and others as appropriate

City of Ramsey responsibility:

Provide geotechnical information, environmental impact information, program information and availability for meetings and interaction with the design team.

PHASE II

Design Development

- Update design concept as approved and modified and review with City Staff
- Prepare design development plans with proposed structural, mechanical and electrical systems illustrated in CADD form explaining design and appearance character and image
- Prepare outline specifications of materials and systems
- Prepare final preliminary cost estimate
- Prepare annual energy consumption estimate
- Review with City Staff at appropriate intervals to keep abreast of project, incorporating input as part of team.
- Present to City for approval to proceed with construction documents

City of Ramsey responsibility:

Meetings and interaction with the design team for review and approval of design concepts and Council approval to proceed with construction documents.

PHASE III

Construction Documents

- Review with City Staff. Finalize design concerns and modifications
- Prepare final construction and bid documents in CADD form
- Review options for contract methods with City
- Prepare construction specifications
- Prepare final cost estimate
- Present to City for approval to bid

City of Ramsey responsibility:

Meetings and interaction with the design team and input regarding conditions of the contract and bidding and procurement information and City approval to issue for bidding and permitting.

PHASE IV

Bidding and Construction Administration

- Attend pre-bid conference
- Review bidding questions and issue clarifications to bidders
- Review bids with City and make recommendations on award
- Attend preconstruction conference and progress meetings at project site
- Review and approve shop drawings and material selections; incorporating input from City Staff as appropriate
- Provide job site observation and reports at intervals appropriate to project construction phase and progress
- Review and approve monthly payment request
- Provide final inspection with Owner and issue punch list
- Review completion of punch list and sign off of contractors
- Approve final pay request and issue certificate of completion
- Review warranties and perform walk through with City prior to one year occupancy

City of Ramsey responsibility:

Approval of bid packages. Provide public notice information. Provide location for receipt of and opening of bids. Meetings and interaction with the design team. Review and approval of finish schedule for colors, materials and systems. Participate in final inspection and acceptance of project.

Unique Qualifications

Depth of Experience with Community Based Projects

Del Erickson has over 45 years experience working with community organizations which include cities, counties, state, schools, youth associations, YMCA's and the Girl Scouts. His experience provides clients with considerable, relevant experience that will be applied to this unique project as a recreational facility of importance to the community.

Small Firm with Active Principal Involvement

We are a lean firm, whose principals are involved throughout the process. Our hands-on approach maintains continuity of client and design objectives through final project completion. We have a reputation for efficient, cost effective services that provide full value at competitive fees.

Sustainable Practices

We have pioneered many sustainable practices in our designs since the 1980's and continually incorporate appropriate and cost effective solutions in our work. While we encourage the use of as many sustainable building components as possible, we also realize that in every project an underlying issue is building cost, both first and operational, therefore life cycle analysis, value engineering, and reuse and recycling are thoroughly studied as is user friendly lighting control systems and HVAC systems that is easily adjustable to meet the varying occupant load and time of day usage. Our firm and major consultants have LEED certified personnel providing appropriate sustainable design.

Durable Public Buildings

We recognize that public building can have extra challenges in maintenance and durability. Materials and finishes need to be durable yet aesthetically interesting. We know the importance of durability of materials, that are accessible to the public and users as well as mechanical and electrical systems that require minimum maintenance and have long life.

On Budget on Time

As a firm we value your time, and your budget. With our knowledge of current construction costs and trends in the region we start the process from the very beginning of making sure an organized and fiscally responsible approach is taken that will yield ultimate value for your project. Our cost estimating has been within 5% of final cost and we have never had a project not proceed because we could not design within budget.

Availability

We are prepared to start immediately and devote necessary resources and personnel to serve the community of Ramsey and the needs of this project.