BKV GROUP

Architecture
Interior Design
Landscape Architecture
Engineering

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Kroos
Vogel
Group
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EOE

May 14, 2015

Ramsey Fire Department
7550 Sunwood Drive NW
Ramsey, MN 55303

Attention: Pat Brama, Assistant City Administrator
EMAIL: pbrama@cityoframsey.com

RE: Professional Service Proposal for Public Works Study

Pat:

We are pleased to submit this proposal to provide professional services to assist the City in assessing and studying the City's public works facility.

In addition to our long relationship in working with the City of Ramsey BKV Group is a 37 year old Minnesota firm that has provided over 140 government studies. Of that total over 30 have been studies and construction projects of public works facilities. In addition to our experience Ron Hilton with Facility Maintenance Consultants, who is a national expert is part of our team in public works planning. I have attached his firm's information with this proposal.

The information in the proposal shows the steps we would typically propose for these types of studies. However our goal is to tailor our approach to fit the City's and department's objectives, to achieve that we welcome the opportunity to review this in detail and refine as appropriate.

Our studies are structured to develop thorough and accurate data to help the City and Council in making informed decisions on how best to approach possible options and cost associated with long range planning.

The planning steps we would propose to assist the City in looking at existing conditions, operational planning and long range master planning are as follows:

A. DISCOVERY PHASE

At the start of the study we will request copies of the following information to start to get familiar with your facility and operations prior to our kick off meeting.

1. Public Works organizational chart and staffing
2. All operations performed by Public Works
3. List of all current and planned public works equipment
4. List and size of any remote storage areas not associated with a facility.
5. List of all city vehicles and equipment sorted by department and location.
6. List of items currently in cold storage.
7. Infrastructure statistics. e.g. lane miles, miles of storm piping, miles of water distribution, number of signalized intersections
8. Past 2 years of utility cost
9. Existing site and building plans

B. FACILITY ASSESSMENT

This step involves an architectural and engineering assessment of the buildings, their conditions, code compliance and energy usage.

Prior to the tour we will have a kick off meeting to review City concerns, operational needs, etc. Our approach for the assessment will involve architects and engineers from our firm touring and inspecting the existing buildings and site. This walk-thru will review the building and focus on identifying general conditions, maintenance, life-cycle replacements and code issues. Following the on-site inspection, a building audit report will be developed.

This assessment report will document the following:

1. Site conditions, drainage, paving, utilities
2. Building shell condition, age of roof, windows, weather seals, insulation values
3. General mechanical system conditions, capacities and deficiencies
4. General electrical system conditions, capacities and deficiencies
5. Review of structures and systems, identification of maintenance/replacement needs
6. Code required up-grades related to expansion or renovation
7. ADA accessibility required up-grades related to expansion or renovation
8. Identification of any suggested further investigations such as structural or soils testing
9. Energy usage and efficiency of the buildings
10. Operational shortfalls
11. Estimate maintenance / repair cost associated with existing conditions

The findings of the facility assessment will be documented in a Building Audit Report which will outline any findings and recommendations that may affect long-range master planning options. Included in the audit will be plans and photos to documents conditions.

Based on the information in the audit initial reuse and or replacement strategies will be reviewed with the City team.

C. FACILITY SPACE PROGRAMMING

To fully understand and help develop long range planning needs current and potential future operations for the department need to be explored. Historic and projected staffing needs to be reviewed as well as technology systems and any service or equipment changes.

1. Plan Development

The team will take the existing city plans and prepare plans that indicate how each area is currently being utilized. These plans will help to identify current use as well as be a basis for showing potential use and remodeling. The plans will be utilized to verify existing department areas and ways to achieve maximum utilizations of existing areas.

2. Space Needs Assessment

We conduct Space Needs Assessments to review and identify operational space needs for public works which deals with staff, services, equipment and repairs. The assessment incorporates information gained through the following; department interviews, space standard diagrams, services provided, staffing changes, facility comparisons and program documentation.

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a. Space Standards
   Space diagrams are developed for each space identified in the program to help show required areas, arrangement of equipment, clearances, etc. These form the initial standards used in developing conceptual plans.

The information gathered through this process will result in a program document which clearly identifies long range facility space needs. This document will include a spreadsheet listing of spaces required, projected over 5, 10 and 15 year periods. The total building area required will be identifiable based on operational requirements, the Space Program and backed up by the detailed Space Needs information in the Space Standard Diagrams.

D. FACILITY MASTER PLAN OPTION DEVELOPMENT

With the staff and spatial information developed in the Facility Space Programing plan options can be developed that address current and projected spatial planning options.

1. Planning Option Development and Analysis
   The goal of this effort is to clearly determine the range of solutions capable of meeting the City's long range facility needs. Planning options will be focused on developing the most efficient and appropriate department facility planning concepts. We work with the City to identify planning options. These planning options will be developed as long-range Master Plans clearly showing current needs, anticipated expansions over the next 15 years. The planning options will be developed through concept plans and be analyzed for efficiency, future expansion, and needs met. We will review the development of the planning options with Public Works and the City leadership. The analysis of each option will include a study of advantages, operational constraints, staffing efficiency, safety and security, and long-term serviceability.

E. Mater Plan Implementation Schedule

With each study we work with our client's project goals, fiscal requirements, and timeframe to develop a project implementation schedule that represents the task and time associated with reviews, approvals, design and construction of potential projects. The initial steps may involve finalizing approvals to proceed, once the project is authorized, there are a series of design and review meetings with the client and the user groups to explore every item—from wall systems to mechanical systems, to hoist options to flag location. The design documents evolve into construction documents that are then used for bidding, permits and construction.

These steps and associated timeframes based on size and complexity of the project are graphically shown in a Gantt chart. This preliminary schedule provides a clear understanding of the steps and timeframe involved in your proposed project.

F. Cost Assessment

All projects must balance needs with cost efficiency in their ultimate solution. The cost-to benefit analysis for the value of options is crucial in a government planning. Feasible planning options will be evaluated based on costs associated with each. Capital (construction) costs, project costs (fees, etc.) and any unique operation costs will be evaluated to identify comparative values for each of the solution options.

Based on the possible building materials, size and types of systems a preliminary construction budget will be determined. In addition to construction cost, project soft cost can be estimated. Some of the typical types of soft costs associated with a project are:

1. Architectural / Engineering Fees
2. Survey / Topography
3. CM / Project Management / Owner's Representative Fees
4. FF&E (Furniture, Fixtures, and Equipment)
5. SAC / WAC (Sewer and Water Connection Fees)
6. Plan Review & Permit Fee
7. Bid Advertising Cost
8. Testing (Geo Technical, Construction)
9. Document Printing
10. Utility Re-Routing
11. Soil Remediation (if required)
12. Mechanical Systems Commissioning / Monitoring
13. Builders Risk Insurance
14. Data / Telecom Wiring
15. Best Value Process Fees

If bonding is determined to be a viable option for a project we will assist the City's bond company in developing data to explore financing and possible tax strategies.

Interim and Final Report
Communication throughout a study of this nature is critical to assuring all team members are all kept up-to date with the study process and information. To this end, the BKV Group team will lead review workshops at the end of each phase. The workshop will review and assess information developed, possible options, modifications and its ability to address the questions of that phase. The objective is again to assure full and thorough City review and involvement. The final results of the study will be compiled into a final report and will first be reviewed with Public Works and the City team and ultimately presented to the City Council. Based on findings through the needs assessment, the final report will communicate the facility planning options with potential implementation dates. Implementation dates will be based on City requirements and financial planning strategies, all used as a guide to determine appropriate timeframes to proceed.

Presentations
Our team will develop appropriate presentation materials and will assist the City in presentations of study findings. Presentations will be provided as directed by the City and will include the City Council and public as appropriate.

The steps identified above will be compiled into a final report along with an executive summary. We will review each section of the study with the City as well as the final draft and incorporate comments and suggestions into the final version. The deliverables will be the sections of the study as mentioned during the course of the study and final bound books of all of the sections at the completion.

We would anticipate 3 to 4 months to complete a study of this type. However, at the start of the study one of our first tasks will be to meet with the City to discuss timing, meetings and overall schedule.

Our objective is to provide the City with a comprehensive study that will serve as a well-defined road map for the long range Public Works planning. I will lead the study and will be the main point of contact for the City. Our fee goal is to establish fees that are appropriate and fair for the services provided and within the City's budget. In addition we tailor each proposal to fit the needs, goals and objectives of each client.

Based on the scope of services stated above our proposed fee, for the study by phase, is as follows:

A. Facility Assessments: $4,000
B. Space Programming: $3,500
C. Space Standards: $2,500
D. Planning Option Development: $3,500
E. Schedule Planning: $1,000
F. Cost Estimates: $2,000

Sub-Total = $16,500

Reimbursable expenses include printing, travel and shipping. While we estimate $3,000 for a study of this type, this is a maximum not to exceed amount and we will invoice for only the amount spent with no overhead or profit applied.

Our total proposed not to exceed fee is $19,500.

Thank you for the opportunity and we look forward to continuing our longstanding relationship with the City.

If the proposal is acceptable please sign below as your approval and acknowledgment to proceed with the work described above. Upon receiving an approved copy we will make arrangements with you to immediately begin the process.

Please feel free to contact me at your convenience should you have any questions.

Sincerely,
BKV Group, Inc.

Bruce Schwartzman, AIA
Partner - Managing Architect

Attachment: Maintenance Facility Consultants brochure

_____ _____
City Approval Date

Q\City of Ramsey_Public Works Study - A/E proposal _2015-5-14.doc

MAINTENANCE FACILITY CONSULTANTS

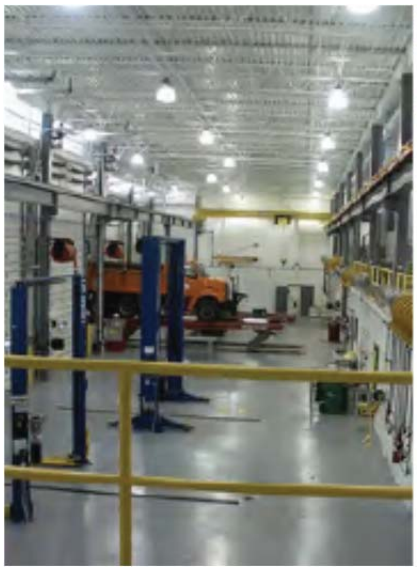
A DIVISION OF WHITMAN, REQUARDT & ASSOCIATES, LLP

FIRM PROFILE

Maintenance Facility Consultants (MFC) is a tea m of professionals assembled to help maintenance operations personnel solve a variety of immediate and long terms problems. The staff is comprised of individuals with unique expertise and skills developed through years of service in the maintenance operations industry. This expertise is available to aid cities, counties, transit agencies, school districts and all other maintenance operators, both public and private, in achieving their objectives for their maintenance operations. The staff is comprised of individuals recognized throughout the industry for the level of expertise and quality brought to each project.

The entire staff of MFC is dedicated to bringing its expertise and knowledge to every project. That however, is not enough. Each individual within the firm is committed to expanding this knowledge through working with a variety of clients, participation in Industry professional organizations, and academic studies. Our philosophy is rooted in the belief that we all work in an ever-evolving industry. We can only be effective if we stay informed of industry trends and technology advancements.

SERVICES



Site Evaluation and Selection

The success of a design project begins with the selection of the correct site. A multitude of criteria must be evaluated when selecting a site. Examples include distances to and from service areas, proximity to major arterials, size, topography, shape, and type of surrounding neighborhoods.

Our hands on experience in the design of over 200 maintenance facilities allows MFC to quickly establish the physical criteria required for the site.

Establishing a weighted criteria matrix ensures that the evaluation results in a ranking of sites which meet all of the desired requirements of the Owner.

Maintenance Facility Functional Design

The firm has been involved in the functional design of over two hundred maintenance facilities for facility and fleet operators throughout the US. Fleet facilities have included operations from as few as seven up to 5,000 vehicles. Our understanding of the maintenance process enables us to quickly comprehend the working philosophy established by your agency and translate that philosophy into the criteria required for a functional facility. Our depth of knowledge of maintenance equipment provides a useful tool for Owners when establishing the workflow and relationships of the areas within the facility and on the site.

Typical MFC involvement in facility design includes detailed space programming; development of functional criteria; establishing functional relationships; selection, specification, and layout of maintenance equipment; conceptual design; and coordination of functional criteria and maintenance equipment requirements with the other design disciplines.

The firm has performed these services for new facility designs, facility renovations, and facility expansions.

PAST MUNICIPAL CLIENTS

California

- City of San Gabriel
- Imperial Irrigation District
- City of San Pablo
- City of Elk Grove
- City of Santee
- City of Lomita
- Temecula Border Patrol (GSA)
- City of Corona
- City of San Diego (2 projects)
- City of Oakland
- City of Napa
- City of Montebello
- Culver City
- City of Chula Vista
- City of Escondido
- Rancho Cucamonga
- Carlsbad (3 projects)
- City of Modesto
- City of Burlingame
- City of Fremont
- City of Long Beach
- Vallecitos Water District, San Marcos
- Vista Irrigation District, Vista
- Olivenhain Water District
- Contra Costa Water District, Concord
- East Bay Municipal Utility District, Oakland
- Orange County Fire Authority, Irvine
- City of Beverly Hills (2 projects)
- Valley Center Water District, Valley Center
- Orange County Water District, Fountain Valley
- CALTRANS, Los Angeles
- Mission Springs Water District, Desert Hot Springs
- City of Moreno Valley
- South Coast Water District

Colorado

- City of Fort Collins
- City of Boulder
- Colorado Department of Highways, Durango
- City of Loveland
- City of Snowmass Village
- Pitkin County

Connecticut

- Town of Groton

Florida

- Hillsborough County, Tampa
- Sarasota County, Sarasota

Illinois

- Village of Carpentersville
- Lake County Forest Preserve
- Illinois Department of Transportation
- Village of Plainfield
- Village of Oak Park
- Village of Lake Bluff
- Village of Schaumburg
- Village of Lombard (2 projects)
- Village of Niles
- Village of Glencoe
- Village of Downers Grove
- City of Naperville (2 projects)
- Village of Parkridge
- City of Champaign
- City of Decatur
- Village of Bolingbrook
- Village of West Dundee
- Village of Orland Park
- Village of Melrose Park
- Village of Skokie
- City of DeKalb
- Village of Barrington
- Naperville Park District
- City of Darien
- Village of Shorewood
- City of Chicago
- Village of Sugar Grove

Maryland
- City of Baltimore
- Maryland Transportation Administration
- Maryland State Highway Administration

Massachusetts
- Massachusetts Turnpike Authority, Boston

Minnesota
- Minnesota DOT – Rochester Truck Shop
- Ramsey County Public Works, Arden Hills
- Sherburne County

New Hampshire
- City of Keene

New Jersey
- Atlantic County Utility District, Absecon (2 projects)

New York
- City of New York Mayors Office
- Department of Sanitation, New York
- Triborough Bridge Toll Authority, New York (2 projects)
- Department of Parks, New York

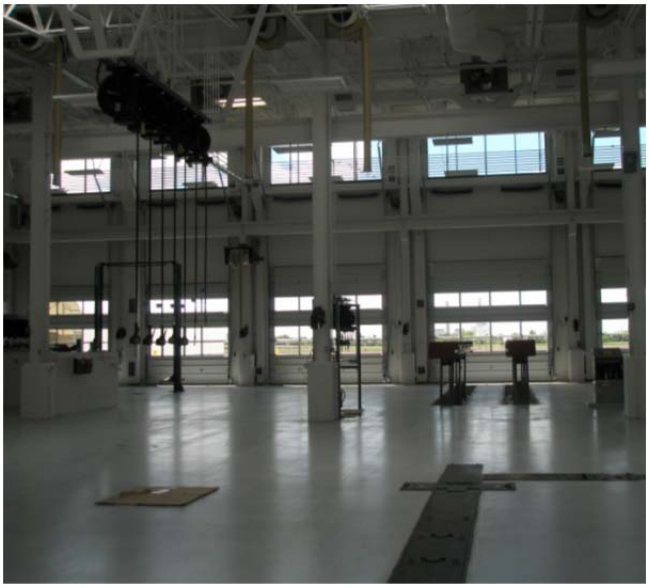
Oregon
- Washington County, Hillsboro

Pennsylvania
- Atlantic County (2 projects)
- City of Philadelphia Street Department, Philadelphia
- Lower Merion Township

Texas
- Department of Solid Waste Management, Houston (3 projects)
- City of Houston
- Bexar County Commissioners Court, San Antonio
- Austin Electric Utility, Austin
- City of El Paso

Virginia
- City of Suffolk
- King George County

Washington
- City of Richland (3 projects)
- Okanogan County
- Inland Power and Light, Spokane



OPERATIONS AND MAINTENANCE FACILITY

Sherburne County Public Works | Minnesota

Work Scope

The project work effort included planning and design of a new operations and maintenance facility for Sherburne County, Minnesota.

Project Elements

The facility design integrated all of the Public Works operations into a single structure. The facility housed administration, crew areas, road maintenance, sign shop, general repair shops, storage, vehicle and equipment maintenance, and heated vehicle storage.

The design incorporated extensive use of day-lighting to create shops and storage spaces with substantial natural light. The heated vehicle storage area in the facility was designed central to all shops and administrative areas to facilitate easy movement of personnel and materials to and from the vehicles.

Construction Budget: $10,700,000

Project Completion Date: October 2008.

VILLAGE OF CARPENTERSVILLE PUBLIC WORKS FACILITY

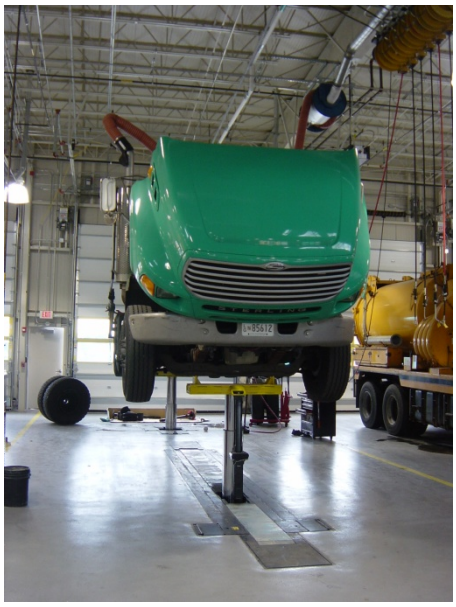
Carpentersville | Illinois

The Village of Carpentersville engaged Williams Architects, Williams Construction Management and Maintenance Facility Consultants to provide design and construction management services for the construction of their new Public Works facility. The initial needs study began in 2005 when Williams and MFC worked with the Public Works staff to determine their current and future space needs. Additional growth has occurred over the last few years that has mandated the Village move forward with the planned facility now. The planned facility is to include fleet maintenance, garages, shops, crew areas, administration, salt storage, yard access and a fueling station.

Construction Budget: $10,000,000

Project Size: 80,000 s.f.

Project Completion Date: December 2011.



CENTRAL FLEET MAINTENANCEFACILITY

City of Baltimore | Maryland

The City of Baltimore sold the property which housed its central fleet maintenance operation to the National Aquarium. Heery International and Maintenance Facility Consultants were retained to design a new facility on a new parcel of land. The new facility houses fleet maintenance operations for the entire fleet of the City of Baltimore ranging from electric shuttles to solid waste packers. The facility services a fleet of around 5,400 vehicles and equipment.

The new facility houses all operations required to maintain a fleet of this mix including the following.

- Administration offices
- Personnel/crew areas
- General repair bays
- Inspection bays
- Rebuild shops
- Parts storage
- Body and paint bays and shops
- Welding/fabrication bays and shops
- Vehicle make-ready bays
- Gasoline, diesel, and CNG fueling

Construction Budget: $14,000,000
Project Size: 240,000 s.f.
Project Completion Date: January 2009

NORTH COUNTY DEPOT

Montgomery County | Maryland

WR&A and MFC are designing a 45 acre campus to provide consolidated support for the Montgomery County Ride-On Bus program's Transit and Fleet Services. Also included on the site are facilities for the Highway Operations division. Each of these activities will operate separately within the shared facility with their own access and circulation systems. This LEED Silver facility includes a 165,000 SF primary maintenance and operations building, covered bus storage structure with employee parking above, covered storage for highway vehicles and equipment, salt barn structure, County fueling facility and open material storage areas.

Transit Services includes parking for 250 busses, administration office space, bus driver support space, and fare collection. Fleet Maintenance includes administration office space, 25 maintenance bays for busses and heavy equipment, body shop, paint shop, bus inspection, bus fuel and wash, and vendor parking. Highway Operations includes storage for 90 road maintenance vehicles, administrative offices, road crew and mechanic support space, four garage bays, enclosed truck wash bay, covered parking and equipment storage, salt storage, covered and exterior material bins and a County fueling station.

RAMSEY COUNTY PUBLIC WORKS

Arden Hills | Minnesota

MFC designed this new complex for all Public Works operations including road maintenance, signs, signals, construction, environmental services, soils, equipment maintenance, central stores and facilities maintenance.

The project included the planning and design of a new County Public Works Complex for Ramsey County. The facility is 230,000 SF under roof and is located on a 13 acre site. The facility elements include administration, shops, personnel spaces, equipment maintenance, central stores, and heated vehicle storage. The yard areas include a fueling station, an automated vehicle washer, granular material storage, green waste storage, stock pile areas for sweepings and millings, pipe storage, and a salt/sand enclosure for 20,000 tons of material.

RON HILTON, LEEP AP BD+C

Maintenance Facility Specialist

Mr. Hilton leads the maintenance facility practice for the firm. In this capacity, he oversees and directs various design and study efforts related to maintenance operations. He has also served as project manager for projects encompassing maintenance management studies, maintenance productivity studies, maintenance audits and information reporting systems, facility master planning, site selection, and equipment analysis. His extensive experience covers the design and planning of facilities for municipalities, transit systems, school districts, utilities, and private concerns. Ron has been responsible for the master planning, design, and construction of more than 150 Transit operations and maintenance facilities throughout the U.S.

His in-depth knowledge of maintenance shop equipment has been utilized in each of the above projects to address the functional requirements of the operation but also the LEED aspects of the projects.

Experience

Years with MFC: 23
Years with other firms: 12

Education

M.Ed/Texas A&M University/1977
BED/Texas A&M University/1976

Registration

LEED Accredited Professional

Municipal Projects Recently Completed or in Progress

CALIFORNIA

- Imperial Irrigation District: Master Plan for a 600 acre administration and operations complex.

ILLINOIS

- Village of Carpentersville: Planning and design of new Public Works facility.
- City of Urbana Parks District: Planning and design of new Parks Operations complex.
- Crawford County: Master plan for Public Works complex expansion.

MARYLAND

- City of Baltimore: Planning and design for new Central Fleet Maintenance Facility.
- Montgomery County: Planning and design for new LEED Gold maintenance and operations facility for Road and Bridge (100 vehicles), Transit (250 vehicles) and Schools (400 vehicles).

MINNESOTA

- Minnesota DOT, Rochester: Planning and design for new District 6 Truck Shop and Road and Bridge Shop.
- Sherburne County Public Works: Planning and design for new County Public Works Facility.

VIRGINIA

- City of Suffolk: Master planning and design of new Public Works and Public Utilities Complex.

CHARLES HENCK, PE, LEED

Mechanical Engineer

Mr. Henck's areas of expertise include HVAC, plumbing, environmental controls, fire protection, energy management systems, environmental assessment and construction phasing. His experience includes numerous research projects including existing condition evaluation and programming. Much of this experience includes prominent institutional and research facilities in the Mid-Atlantic region. Mr. Henck is knowledgeable of design and construction criteria related to utility upgrades, including critical construction phasing and scheduling for uninterrupted utility services as well as accurate cost estimating.

Experience

Years with WR&A: 3
Years with other firms: 33

Education

BS/1972/Mechanical Engineering/University of Maryland
MBA/1981/Business Administration/Morgan State University

Registration

1976/Mechanical/Maryland #10243
Registered Professional Engineer in DC, PA, VA and DE
Certified Energy Manager 3967
LEED Accredited Professional

Select Project Experience

North County Depot, Montgomery County, MD – Mechanical Engineer for 165,000 SF fleet maintenance facility. Engineering elements included HVAC, compressed air systems, lubrication distribution systems, vehicle exhaust systems, and fueling systems.

Operations Building, King George County, VA – Mechanical Engineer for design of this facility which consists of high bay spaces for repair of county owned vehicles, including busses, trucks and sedans, as well as bays for storage and repair of county public works property. The mechanical design included under floor hydronic radiant heating, dedicated ventilation systems and energy recovery, and energy efficient CS air conditioning systems. Dedicated vehicle tailpipe exhaust was provided for the maintenance bays.

Field Maintenance Shop, Winchester Readiness Center, Winchester, VA – Mechanical Engineer for a 13,300 SF maintenance facility that provides for enlarged and higher work bays. Engineering included compressed air and central lubrication distribution.

CONTACT

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