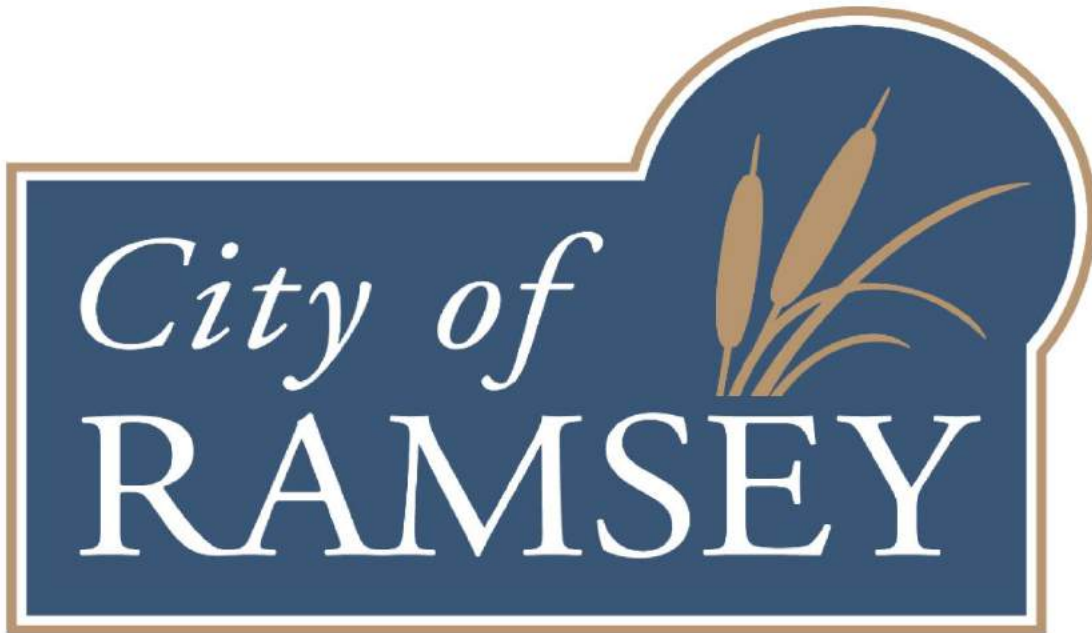


Request for Proposal (RFP) Response for:
Architectural / Engineering Services
for
City of Ramsey Public Works Facility



Proposal of Professional Design Services
Presented by the Design Team of

HAGEN, CHRISTENSEN & MCLWAIN ARCHITECTS

4201 Cedar Avenue South
Minneapolis, MN 55407
Main Phone: 612-904-1332



Lead Contact: Dan Lind, Principal in Charge, at 612-904-1332 or
lind@hcmarchitects.com

January 10, 2020

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Wright County Highway Department • HCM Architects, 2016



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

January 10, 2020

Attn: Grant Riemer
Public Works Superintendent
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Re: A) Cover Letter: Request for Proposal – Architectural / Engineering Services for City of Ramsey Public Works Facility

Dear Grant:

We sincerely thank you for the opportunity to submit this proposal of professional consulting services for the City of Ramsey Public Works Facility; our excitement for this project cannot be overstated.

The Design Team we have assembled under this proposal includes key Principal and senior staff from **HCM Architects**, as well as our committed partners: **Ericksen Roed (ERA)**, Structural, **Emanuelson Podas (EP)**, Mechanical and Electrical Engineering, **Loucks Associates (LA)**, Civil Engineering and Landscape Architecture, and **Isola Design (ID)**, Interior Design and Furnishings. Together, we share a long history of executing successful projects of similar program, site and scope. Most recently, over the past seven years, we have completed efforts for the City of Woodbury Public Works (2019), Wright County Highway Department (2016), Washington County Public Works - North Shop (2015) and Anoka County Highway Department (2012); all four of these projects were brought to fruition through the use of a Construction Management firm. Almost all of our Public Works projects begin with studies, similar to that which was prepared for the City of Ramsey in 2015 and is the basis for this effort. This past year, we completed a Feasibility and Master Planning study for Ramsey County Public Works in Arden Hills. Currently, one of our former studies has been carried through the design phases by this Team and is now under construction; that Public Works project is for the City of Minneapolis Eastside Storage and Maintenance Facility.

Our overall Design Team has a wealth of Public Works knowledge and is fully committed to your project scope and schedule; quite simply, we would love to be a part of this process and help bring your goals and vision to reality.

The following is our proposal for professional services to provide complete Architectural and Engineering planning and design services through construction. If you have any questions regarding this proposal, please don't hesitate to give us a call.

Once again, we thank you for giving us this opportunity.

Sincerely,

Dan Lind, AIA
HCM Architects, Principal in Charge

Dan Lawrence, AIA
HCM Architects, Associate

B. Scope of Performance

Our Project Approach differs from many Firms and Design Teams. ***We are designing your project...not ours.*** We strive to solve *your* specific goals and needs with a solution that is efficient, long-lasting and is a thoughtful use of the project budget.

Our approach to design starts simply. First, we must listen. This is the only way we can understand the issues at hand. Key issues that we must understand include your needs, Facility needs, project program, project schedule, project budget and your values. Then we must begin to work through the project with your City Staff and Department Team Leaders as an integral member of the Project Design Team.

We feel that the best and most successful designs are a product of hard work and collaboration, not strictly inspiration.

Listening and Communication Skills – High Quality Documentation

This is the foundation to solving all problems and providing collaborative solutions.

We take pride in the way our office documents information; from Meeting Minutes to final Construction Documents. They all must be clear and complete. By spending the time necessary to provide good documents to our Clients, costly conflicts are minimized. Our reputation for providing excellent documentation for bidding is strong. We pride ourselves in the quality of our documents which parlays into tighter and more competitive bids.

Value of Our Services

Our Design Team is comprised of Owner-Active professionals that can effectively provide the time and service that this project will require on a day-to-day basis. This translates to more hours of service and staff commitment for our fee. Our Team will provide excellent **value** to the City of Ramsey.

Scope of Services

Our Design Team has reviewed the City of Ramsey Request for Proposal for a Public Works Facility and has assembled a Detailed Work Plan and Schedule based on the identified Phases listed below:

Phase 1: Deliverable = Bid Package #1

- Task A** Review Space Needs Study (2015) with Owner
- Task B** Schematic Design
- Task C** Cost Estimate #1 (Construction Manager) & City Review / Approval
- Task D** Design Development
- Task E** Cost Estimate #2 (Construction Manager) & City Review / Approval
- Task F** Phase 1 Construction Documents & 95% CD Page Turner Review with the City / CM
- Task G** Bid Package #1 Construction Bidding & Cost Estimate #3 (Construction Manager)

Phase 2: Deliverable = Bid Package #2

- Task A** Phase 2 Construction Documents, 95% CD Page Turner Review with the City / CM
Cost Estimate #4 (Construction Manager)
- Task B** Bid Package #2 Construction Bidding

Phase 3: Deliverable = Project Completion (Construction Manager)

- Task A** Construction Administration / Observation

Based on our extensive experience with this building type and with Construction Management firms, **HCM Architects** and our Design Team propose an accelerated schedule compared to what is identified in the City of Ramsey RFP. We plan to expedite the completion of work so as to stay within, or under, the project budget cost constraints. Our proposed fee will reflect this accelerated schedule and in working with the Construction Manager we plan to reduce the cost impacts associated with construction elements such as winter conditions.

Please note, however, that we reserve the right for flexibility on the proposed accelerated schedule start dates due to the current unknowns of contractual project start date and the actual time duration required for City and Construction Manager review periods. With that being said, we will strive for an earlier project delivery date.

Detailed Work Plan

The following information is our proposed Detailed Work Plan and accelerated Schedule for the City of Ramsey Public Works Facility. This Detailed Work Plan is a comprehensive view starting with the review of the 2015 Space Needs Study through the Design and Construction Phases. Major tasks and associated timelines are noted for each of the three phases along with work scope that will remain ongoing throughout the life of the Project.

Ongoing Work Scope

February 3, 2020 – August 31, 2021

A) Project Management

Work Scope:

HCM Architects will manage the Project throughout all Phases. We will be responsible for Team communications, scheduling and coordinating the efforts of the Design Team and City Staff. Specific tasks will include:

- Project Meeting Scheduling & Documentation
- Monthly progress reports
- Invoicing
- Project Scheduling
- Project & Team coordination
- Quality assurance and quality control functions through the project duration to ensure the project is completed on time, within budget, and of great quality.

Deliverables:

- Monthly progress and status reports
- Meeting minutes and project documentation
- Project Schedule
- Coordinated efforts

B) City of Ramsey and Public Works Stakeholder Involvement

HCM Architects believes that Owner input and involvement is paramount to the success of any project. By listening and learning, we will work to understand your goals and specific needs. Rest assured, HCM Architects will **lead and guide the entire process** with full transparency. We have identified specific responsibilities for the City of Ramsey and its Stakeholders in the following Detailed Work Plan – Phases 1-3.

Phase 1: Deliverable = Bid Package #1

February 3 – June 30

Phase 1: Task A • Review Space Needs Study (2015) with Owner and CM:

Schedule: One (1) week

February 3 – February 7

Work Scope:

- Review the following: Site layout options, traffic flow and access, site grading and storm water management design, utility extensions and/or relocations. **Propose alternate site plans** as necessary.
 - *Note: **HCM Architects** had the opportunity on December 19, 2019 to meet on site with the City of Ramsey (Grant Riemer, Public Works Superintendent) to review the existing campus conditions. It was discussed that the preferred plans from the Needs Study did not fully encapsulate operational requirements such as pull-through fleet service bays. These types of issues will be discovered and accounted for as part of this Task.*
- Incorporate all findings from the zoning, planning, watershed and building ordinances and codes.
- The Preferred Design shall include the entire Public Works Facility including existing buildings to remain, parking lots, outside storage areas, delivery areas and campus security.
- Involve the Construction Manager to speak to constructability, costs and phasing throughout the Design and Construction process.

City of Ramsey Team Responsibilities:

- Meet with the Design Team to review and develop building and site concepts; identify all missed operational requirements from the Needs Study.

Deliverables:

- Create a Preferred Design solution to be used as the basis for completing the overall project.

Phase 1: Task B • Schematic Design:

Schedule: Five (5) weeks

February 3 – March 6

Work Scope:

- Meet with the City of Ramsey Project Team to review overall project goals and objectives – see Task A.
- Introduce overall Design Team of consultants that will be involved throughout the duration of the project.
- Meet with the individual Department Leaders for a final confirmation of their Space Program and for a detailed review of their space size(s) and configuration as shown on the Schematic Design Plan. Discuss refinements and potential revisions to be implemented.
- Identify where each of the department sections will be located including any future growth that may be required. Each section’s office area, work areas, filing/material storage areas, mobile equipment garages, heavy equipment storage and more shall be shown on the plan. Verify furniture sizes with City standards.
- Develop a strategy for building system options based on energy analysis, future master plan phasing, City of Ramsey practices and selected sustainable design strategies.
- Investigate all pertinent codes, zoning requirements, safety regulations, environmental permitting, and more that will be considered by this improvement.

Design Team Staff Involvement / Roles

Primary Responsibilities

- | | |
|--|--|
| <ul style="list-style-type: none"> • <u>Architectural</u>
Dan Lind– Principal Architect / PM
Dan Lawrence – Project Architect • <u>Civil / Landscape</u>
Civil Engineer(s) • <u>Structural</u>
Structural Engineer(s) • <u>Mechanical & Electrical</u>
Mechanical Engineer(s)
Electrical Engineer(s) • <u>Furnishings, Fixtures & Equipment</u>
Interior Designer | <ul style="list-style-type: none"> Overall Project Management / Coord. / Design
Overall Coordination & Building Design Refine Site Plan / Regulatory Reviews / Site Survey Development of Structural System(s) Mechanical Systems direction
Electrical Systems direction Coordination with City standards / Systems direction |
|--|--|

City of Ramsey Team Responsibilities:

- Meet with the Design Team to review the Schematic Design Package.
- Help to define the sustainable goals for the project.
- Confirm with the Design Team any preferred MEP system/equipment specifications.
- Join in a kick-off meeting with the City of Ramsey Planning and Building officials.

Deliverables:

- **Schematic Design Package:** floor plans and building design.
- 3-D rendered model of the entire campus depicting the full Facility image.
- Sustainable design strategies checklist to inform cost estimate development.
- A report listing the major structural, mechanical, electrical and telecommunication improvements needed to accommodate desired changes.
- Documentation of meetings and presentations.

Phase 1: Task C • Cost Estimate #1 (Construction Manager) • City Review / Approval

Schedule: Two (2) weeks

March 9 – March 20

Work Scope (Verify - To be completed by the Construction Management Firm):

- Complete a detailed budget for each phase of the Implementation Plan for design, construction, permitting and construction management. The budget shall include office equipment, furniture and appurtenances required for effective operational use.
- Develop a capital improvement schedule based on the availability of funds, constructability based on weather, and other factors that may require the project to proceed over an extended period of time.

City of Ramsey Team Responsibilities:

- Review and approve the Schematic Design and cost estimate; provide direction to proceed to next phase.

Deliverables:

- Cost estimate prepared by the Construction Manager.

Phase 1: Task D • Design Development

Schedule: Five (5) weeks

March 23 – April 24

Work Scope:

- Develop the building design and site elements.
- Lock in the building plans and exterior forms, materials and finishes.
- Refine mechanical and electrical systems design.
- Ongoing review of all options of project design/cost objectives with the Construction Manager.
- Submit the Project Site Work for Watershed and Zoning review/approval.
- Submit Site Utility work for review by the City and County Agencies.
- Review the design with the City Planning & Building Officials.

Design Team Staff Involvement / Roles

Primary Responsibilities

- | <u>Design Team Staff Involvement / Roles</u> | <u>Primary Responsibilities</u> |
|--|---|
| <ul style="list-style-type: none">• <u>Architectural</u>
Dan Lind– Principal Architect / PM
Dan Lawrence – Project Architect
Architectural Staff | Overall Project Management / Coord. / Design
Building Design / System(s) Coordination
Documentation / Detailing |
| <ul style="list-style-type: none">• <u>Civil / Landscape</u>
Civil Engineer(s)
Engineering Tech
Landscape Architect | Site Design and Site Approvals
Documentation / Detailing
Site Design and Coordination |
| <ul style="list-style-type: none">• <u>Structural</u>
Structural Engineer(s)
Engineering Tech | Building Structure Design / Calculations
Documentation / Detailing |
| <ul style="list-style-type: none">• <u>Mechanical & Electrical</u>
Mechanical Engineer(s)
Electrical Engineer(s)
Engineering Tech(s) | Mechanical Design
Electrical Design
Documentation / Detailing |
| <ul style="list-style-type: none">• <u>Furnishings, Fixtures & Equipment</u>
Interior Designer | FFE Design / Coordination with Architectural Plans |

City of Ramsey Team Responsibilities:

- Meet regularly with the Design Team to review and develop building and site design.
- Help to refine the sustainable goals for the project.
- Review the Design Team’s system/equipment design and specifications package.
- Join in meetings with the Watershed, County Environmental, Planning and Building officials.

Deliverables:

- This phase will culminate with the **Design Development Package** that will include submitted site and utility packages, floor plan, exterior elevations, interior elevations, finish plans, structural plans, mechanical and electrical system and distribution plans, outline specifications and details.

Phase 1: Task E • Cost Estimate #2 (Construction Manager) • City Review / Approval

Schedule: Two (2) weeks

April 27 – May 8

Work Scope (Verify - To be completed by the Construction Management Firm):

- Complete a detailed budget for each phase of the Implementation Plan for design, construction, permitting and construction management. The budget shall include office equipment, furniture and appurtenances required for effective operational use.
 - Note: **HCM Architects** to work closely with the CM in developing the detailed cost estimate.
- Develop a capital improvement schedule based on the availability of funds, constructability based on weather, and other factors that may require the project to proceed over an extended period of time.

City of Ramsey Team Responsibilities:

- Review and approve the Design Development Package and cost estimate; provide direction to proceed to next phase, that being Construction Documents, Bid Package #1.

Deliverables:

- Cost estimate prepared by the Construction Manager

Phase 1: Task F • Construction Documents – Bid Package #1: Site / Structural / Precast

- **95% CD Page Turner Review with the City / Construction Manager**

Schedule: Six (6) weeks

May 11 – June 19

Work Scope:

- Develop the detailed drawings and specifications required for the permitting and competitive bidding of the project's first phase. Emphasis for this phase will be given to the site, building exteriors and structural core / shell of the buildings.
- Present the final design to the City of Ramsey Project Team and governing agencies for their review and approval.
- Regular project meetings including a 95% final review meeting with all users, the entire Design Team and Construction Manager (CM). This will be a page by page review of the Drawing Set.
- Ongoing review of all project design / cost objectives with the Construction Manager (CM).

Design Team Staff Involvement / Roles

Primary Responsibilities

- | <u>Design Team Staff Involvement / Roles</u> | <u>Primary Responsibilities</u> |
|--|--|
| <ul style="list-style-type: none">• <u>Architectural</u>
Dan Lind– Principal Architect / PM
Dan Lawrence – Project Architect
Architectural Staff | Overall Coordination / Quality Control / Specification
Design / System(s) Coordination / Specification
Documentation / Detailing |
| <ul style="list-style-type: none">• <u>Civil / Landscape</u>
Civil Engineer(s)
Engineering Tech
Landscape Architect | Documentation / Detailing / Coordination / Specification
Documentation / Detailing
Documentation / Detailing |
| <ul style="list-style-type: none">• <u>Structural</u>
Structural Engineer(s)
Engineering Tech | Documentation / Detailing / Coordination / Specification
Documentation / Detailing |
| <ul style="list-style-type: none">• <u>Mechanical & Electrical</u>
Mechanical Engineer(s)
Electrical Engineer(s)
Engineering Tech(s) | Mechanical Design / Coordination / Specification
Electrical Design / Coordination / Specification
Documentation / Detailing |
| <ul style="list-style-type: none">• <u>Furnishings, Fixtures & Equipment</u>
Interior Designer | FFE Documentation / Specification |

City of Ramsey Team Responsibilities:

- Meet with the Design Team and Construction Manager for approval and decisions
- Attend 95% review meeting of Construction Documents – Bid Package #1

Deliverables:

- Complete **Bid Package #1 Construction Documents** made up of detailed plans and specifications provided to the Construction Manager for Project Bidding.

Phase 1: Task G • Bid Package #1 Construction Bidding & Cost Estimate #3 (Construction Manager)

Schedule: Two (2) weeks

June 22 – July 3

Work Scope (Verify - To be completed by the Construction Management Firm):

- Solicit competitive public bidding for each project work scope identified as part of the Bid Package #1 Construction Documents.
 - Note: **HCM Architects** to work closely with the CM in developing the detailed work scopes.
- Provide cost estimate #3 for each project work scope NOT identified as part of the Bid Package #1 Construction Documents.

Design Team Staff Involvement / Roles / Responsibilities

- HCM Architects and our Design Team will provide assistance in answering questions during bidding. Issuance of Addenda as required, responding to contractor questions.

City of Ramsey Team Responsibilities:

- Review and approve the Construction Bids for Bid Package #1 Construction Documents.
- Provide direction to proceed to next phase, that being Construction Documents, Bid Package #2.

Deliverables:

- Construction Bidding for Bid Package #1 work scopes; Cost estimate #3 for all remaining work scopes.
- Contract Award for Bid Package #1 work scopes.

Phase 2: Task A • Construction Documents – Bid Package #2: Architectural / MEP

- **95% CD Page Turner Review with the City / Construction Manager**
- **Cost Estimate #4** (Construction Manager)

Schedule: Five (5) weeks**July 6 – August 7**Work Scope:

- Develop the detailed drawings and specifications required for the permitting and competitive bidding of the project's second phase. Emphasis for this phase will be given to the interiors and mechanical / electrical systems for the facilities.
- Present the final design to the City of Ramsey Project Team and governing agencies for their review and approval.
- Regular project meetings including a 95% final review meeting with all users, the entire Design Team and Construction Manager (CM). This will be a page by page review of the Drawing Set.
- Ongoing review of all project design / cost objectives with the Construction Manager (CM).
- Final Cost estimate, prior to bidding, prepared by the Construction Manager.

Design Team Staff Involvement / RolesPrimary Responsibilities

- | | |
|--|--|
| <ul style="list-style-type: none"> • <u>Architectural</u>
Dan Lind– Principal Architect / PM
Dan Lawrence – Project Architect
Architectural Staff | Overall Coordination / Quality Control / Specification
Design / System(s) Coordination / Specification
Documentation / Detailing |
| <ul style="list-style-type: none"> • <u>Civil / Landscape</u>
Civil Engineer(s)
Landscape Architect | Documentation of any revisions to Bid Package #1
Documentation of any revisions to Bid Package #1 |
| <ul style="list-style-type: none"> • <u>Structural</u>
Structural Engineer(s) | Documentation of any revisions to Bid Package #1 |
| <ul style="list-style-type: none"> • <u>Mechanical & Electrical</u>
Mechanical Engineer(s)
Electrical Engineer(s)
Engineering Tech(s) | Mechanical Design / Coordination / Specification
Electrical Design / Coordination / Specification
Documentation / Detailing |
| <ul style="list-style-type: none"> • <u>Furnishings, Fixtures & Equipment</u>
Interior Designer | FFE Documentation / Specification |

City of Ramsey Team Responsibilities:

- Meet with the Design Team and Construction Manager for approval and decisions
- Attend 95% review meeting of Construction Documents – Bid Package #2

Deliverables:

- Complete **Bid Package #2 Construction Documents** made up of detailed plans and specifications provided to the Construction Manager for Project Bidding.

Phase 2: Task B • Bid Package #2 Construction Bidding**Schedule: Three (3) weeks****August 10 – August 31**Work Scope:

- Solicit competitive public bidding for each project work scope identified as part of the Bid Package #2 Construction Documents.
 - Note: **HCM Architects** to work closely with the CM in developing the detailed work scopes.

Design Team Staff Involvement / Roles / Responsibilities

- HCM Architects and our Design Team will provide assistance in answering questions during bidding. Issuance of Addenda as required, responding to contractor questions.

City of Ramsey Team Responsibilities:

- Review and approve the Construction Bids for Bid Package #2 Construction Documents.
- Provide authorization to proceed to the Construction phase.

Deliverables:

- Construction Bidding for Bid Package #2 work scopes and any revisions to Bid Package #1 work scopes.
- Contract Award for Bid Package #2 work scopes.

Phase 3: Task A • Construction Administration / Observation

Schedule: Twelve (12) Months (Verify with CM)

September 1, 2020 – August 31, 2021

Work Scope:

- Attend regular construction meetings and review work for compliance with construction documents.
- Review shop drawings and product submittals.
- Answer all contractor inquiries regarding the design intent of the documents (RFI's / ASI's).
- Issue contract modification documents as required (Proposal Requests, Project Directives).
- Work closely with the Construction Manager regarding the construction work.
- Review payment applications and prepare change orders.
- Review the completed project 11 months after the date of occupancy and report any issues or warranty problems to the Construction Manager for correction.

Design Team Staff Involvement / Roles

Primary Responsibilities

<ul style="list-style-type: none"> • <u>Architectural</u> Dan Lind– Principal Architect / PM Dan Lawrence – Project Architect 	Construction Observation / Quality Control Construction Observation / Quality Control
<ul style="list-style-type: none"> • <u>Civil / Landscape</u> Civil Engineer(s) 	Construction Observation
<ul style="list-style-type: none"> • <u>Structural</u> Structural Engineer(s) 	Construction Observation
<ul style="list-style-type: none"> • <u>Mechanical & Electrical</u> Mechanical Engineer(s) Electrical Engineer(s) 	Construction Observation Construction Observation

City of Ramsey Team Responsibilities:

- Payment of Approved Applications for Payment.
- Attendance at Construction Meetings.
- Approval of required changes.

Deliverables:

- Timely review of Submittals and Shop Drawings.
- Review of Pay Applications with the Construction Manager and the City of Ramsey.
- Issuance of appropriate Change Orders.
- Punch list Inspections in coordination with the Construction Manager and the City of Ramsey.
- 11 Month Post-Construction Warranty Review.



City of Woodbury Public Works - Woodbury, MN

C. Firm Information / Qualifications

Hagen, Christensen & McIlwain Architects (HCM Architects) is a fifteen-person Minnesota based S-Corporation providing professional architectural, planning and design services for municipal, manufacturing, corporate, institutional and commercial projects. Our firm is based on a foundation of common values, friendship and a singular vision on how we want to practice architecture. A practice based on a simple business philosophy:

Provide creative ideas, exemplary services, treat people well and good things will happen.

Principal Involvement

HCM is a 22-year-old firm led by Principals who actively work on the projects and in the project teams. The key to our service is direct and continuous involvement of the firm's Principals in all aspects of the project. This optimizes the collective knowledge base, technical expertise, creative design abilities and project management skills of our leadership that has been gained from over one hundred years of combined practice.

We believe that leadership involvement throughout all phases of the project provides our clients with the level of service they deserve. This approach has provided **HCM Architects** a unique and highly regarded reputation within the community of building owners, consultants and contractors.

A Principal of **HCM Architects** will always lead the design team and will be your day to day contact and "partner" throughout the project. They will be fully hands-on and will coordinate, lead and manage the design process from start to finish. This will ensure strong leadership and responsiveness throughout all phases of the project and has been a highly successful approach in our work.

HCM Architect's Ownership Group is as follows:

Roger Christensen, AIA	Founding Principal
Tim McIlwain, AIA	Founding Principal
Dan Lind, AIA, LEED AP	Principal
Matt Lysne, AIA	Principal

Small Business Enterprise

HCM Architects is a registered Small Business Enterprise (SBE) and is recognized as a preferred consultant with the State of Minnesota, Hennepin County and the cities of Minneapolis and St. Paul. HCM Architects maintains the highest credit rating from Dun and Bradstreet.



HCM Architects, 4201 Cedar Avenue South, Minneapolis, MN 55407

Together we believe that "The most successful projects do not just happen but evolve as a team effort based on open and clear lines of communication, technical expertise, an attitude of cooperation and a full commitment to fulfill the needs of the client."

D. Design Team Resumes / Qualifications

Hagen Christensen & McLwain Architects (HCM) will be the Project Leader for the Design Team and will be responsible for the overall design of the building, all aspects of coordination, and project management of all project consultants. Additionally, **HCM** will be the primary Design Team representative throughout the Construction Administration phase of the project and will work directly with the selected Construction Manager.

Our Project Team is made up of consultants that we feel can best service the City of Ramsey's needs. Together, we have an extensive depth of knowledge regarding Public Works sites and this programmatic building type; we will apply our skills to this project such that an accelerated schedule is possible. Ultimately, our Design Team will work collectively and creatively to provide the most cost effective and efficient solutions in order to optimize the day to day operations on the City of Ramsey's Public Works campus.

We take pride in the way our Team documents information; from Meeting Minutes to Construction Documents. They all must be clear and complete. Our documentation will follow your required standards for the design and documentation of the building; this will establish the criteria for building performance, commissioning and operation.

Our Design Team has both the staff and availability necessary to begin this project immediately, should we be selected. No firm expansion is necessary for HCM or any of its consultants to successfully execute this project. The Team members are fully committed to this project for the City of Ramsey from the start to the completion.

The following list of individuals will be directly responsible for delivering the *City of Ramsey Public Works Facility*:

HCM Architects

HCM Architects

Loucks

Loucks

Ericksen Roed and Associates (ERA)

Emanuelson-Podas Engineers (EP)

Emanuelson-Podas Engineers (EP)

Emanuelson-Podas Engineers (EP)

Isola Design (ID)

Dan Lind, AIA, Principal in Charge / Project Manager

Dan Lawrence, AIA, Associate, Senior Project Architect

Mike St. Martin, PE, President, Principal Civil Engineer

Nate Eckhoff, ASLA, PLA, Landscape Architect

Ryan Bonniwell, PE, SE, Structural Engineer

Scott Vander Heiden, PE, LEED AP, Mechanical Engineer

Brian Ringsven, Mechanical Engineer

Cory Meier, Electrical Engineer

Jill Johnson, Furnishings, Fixtures and Equipment (FF&E)



Anoka County Highway Department Facility - Andover, MN

Hagen Christensen & McIlwain Architects (HCM)
Architectural Team



Dan Lind, AIA – Principal Architect, Managing Partner

HCM Architects
4201 Cedar Avenue South
Minneapolis, MN 55407
(O) 612-904-1332
Fax: N/A
lind@hcmarchitects.com

Available Resources:

- HCM will have dedicated support staff 100% of their time through the life of this project.
- HCM utilizes the most current technology for documentation and coordination: Revit (BIM software), Sketchup (3D modeling), Lumion (3D rendering).

Education:

- Bachelor of Architecture, North Dakota State University

Experience:

- City of Minneapolis East Side Storage & Maintenance Facility, Minneapolis, MN
- Wright County Public Works Facility Assessment/Master Plan - Buffalo, MN
- Wright County Highway Department Maintenance Facility - Buffalo, MN
- Anoka County Highway Department, Phase 1 – Andover, MN
- Andover Municipal Campus & Public Works Master Plan - Andover, MN
- City of Fridley City Hall and Public Works Master Planning Study – Fridley, MN

Current Projects:

- Andersen Windows – multiple projects
- Anoka County Highway Department – Phase 2 Master Plan Study
- Boston Scientific – multiple projects

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 70%

Scope of Services:

- Project Manager. Full project scope from design through Construction.

Qualifications:

- Licensed Architect, State of Minnesota, Wisconsin & Texas
- American Institute of Architects / AIA Minnesota Chapter
- 29 years of professional experience



Anoka County Highway Department Facility - Andover, MN

Hagen Christensen & McIlwain Architects (HCM)
Architectural Team



Dan Lawrence, AIA – Associate, Senior Project Architect

HCM Architects
4201 Cedar Avenue South
Minneapolis, MN 55407
(O) 612-904-1332
Fax: N/A
lawrence@hcmarchitects.com

Available Resources:

- HCM will have dedicated support staff 100% of their time through the life of this project.
- HCM utilizes the most current technology for documentation and coordination: Revit (BIM software), Sketchup (3D modeling), Lumion (3D rendering).

Education:

- Master of Architecture, University of Minnesota
- Bachelor of Arts in Architecture, University of Minnesota

Experience:

- City of Bloomington Public Works, Fleet Services Master Planning Study – Bloomington, MN
- Ramsey County Public Works Feasibility and Planning Study – Arden Hills, MN
- City of Woodbury Public Works Renovation and Expansion – Woodbury, MN
- City of Woodbury Public Works Programming / Master Planning Study - Woodbury, MN
- Washington County Public Works Facility - Stillwater, MN
- Washington County Fuel Island Upgrades – Five (5) Locations in Washington County, MN
- Anoka County Highway Department Maintenance Facility - Andover, MN

Current Projects:

- City of Bloomington Public Works, Fleet Services Study – Bloomington, MN
- City of Woodbury Valley Creek Park Master Plan – Woodbury, MN
- City of Woodbury City Hall Space Planning Study - Woodbury, MN

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 85%

Scope of Services:

- Project Architect. Full project scope from Design through Construction.

Qualifications:

- Licensed Architect, State of Minnesota
- American Institute of Architects / AIA Minnesota Chapter
- 20 years of professional experience



Washington County Public Works – North Shop, Stillwater, MN



Michael St. Martin, PE – President, Principal Civil Engineer
Loucks
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
(O) 763-496-6713
Fax: N/A
MStMartin@loucksinc.com

Available Resources:

- Loucks will have dedicated support staff 100% of their time through the life of this project.
- Loucks utilizes the most current technology for documentation and coordination: AutoCAD Civil 3D, HydroCAD and HEC-RAS for Civil design.

Education:

- Bachelor of Science Civil Engineering, University of North Dakota

Experience:

- City of Minneapolis East Side Storage & Maintenance Facility, Minneapolis, MN
- Wright County Highway Department Facility, Buffalo, MN
- Andover Municipal Campus & Public Works Master Plan, Andover, MN
- Anoka County Highway Department Facility, Andover, MN
- City of Independence Public Works Building, Independence, MN
- Hennepin County Public Works, Medina, MN

Current Projects:

- City of Bloomington Public Works, Fleet Services Study – Bloomington, MN
- Cold Spring Brewing Warehouse and Distribution Center – Cold Spring, MN
- Twin City Hide Processing Facility – South St. Paul, MN

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 80%

Scope of Services:

- Project Civil Engineer. Full project scope from Design through Construction.

Qualifications:

- American Society of Civil Engineers
- Preservation Alliance of Minnesota
- 27 years of professional experience



City of Minneapolis East Side Storage & Maintenance Facility – Minneapolis, MN



Nathan W. Ekhoﬀ, ASLA, PLA – Landscape Architect
Loucks
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
(O) 763-496-6722
Fax: N/A
NEkhoﬀ@loucksinc.com

Available Resources:

- Loucks will have dedicated support staff 100% of their time through the life of this project.
- Loucks utilizes the most current technology for documentation and coordination: AutoCAD Civil 3D, Sketchup (3D modeling), and LandFX for landscape design.

Education:

- Environmental Design, University of Minnesota

Experience:

- Andover Municipal Campus & Public Works Master Plan, Andover, MN
- Wildwood Library, Mahtomedi, MN
- City Center Streetscape, New Hope, MN
- Bunker Beach Wave Pool Expansion, Anoka County, MN
- Bielenberg Sports Complex Improvements, Woodbury, MN
- Bunker Hills Club House Redevelopment, Coon Rapids, MN

Current Projects:

- City of Woodbury Valley Creek Park Master Plan – Woodbury, MN
- Anoka County Bunker Beach Wave Pool Expansion, Coon Rapids, MN
- Hennepin Healthcare Redleaf Center, Minneapolis, MN

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 80%

Scope of Services:

- Project Landscape Architect. Full project scope from Design through Construction.

Qualifications:

- Licensed Landscape Architect, State of Minnesota
- American Society of Landscape Architects / ASLA Minnesota Chapter
- 13 years of professional experience



City of Andover Municipal Campus and Public Works Master Planning Study

Ericksen Roed & Associates (ERA)
Structural Engineering Team



Ryan Bonniwell, PE, SE, – Principal Structural Engineer
Ericksen Roed & Associates
2550 University Ave. W., Suite 423-S
St. Paul, MN 55114
(O) 651-414-6157
Fax: 651-251-7578
rbonniwell@eraeng.com

Available Resources:

- ERA will have an engineer and a designer responsible for delivering this project to ensure that we have coverage to respond quickly to any questions or other project needs.
- ERA uses the latest engineering and BIM software

Education:

- Master of Science, University of California; Berkeley
- Bachelor of Science, University of Southern California

Experience:

- City of Woodbury Public Works Renovation and Expansion - Woodbury, MN
- Wright County Highway Department Facility – Buffalo, MN
- Eagan Fire Safety Campus - Eagan, MN
- Transfer Road Storage – St. Paul, MN

Current Projects:

- Maple Grove Hospital Expansion – Maple Grove, MN
- University of St. Thomas Sophomore Housing – St. Paul, MN
- Wildwood Public Library, Mahtomedi, MN

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 50%

Scope of Services:

- Project Manager. Full project scope from Design through Construction.

Qualifications:

- Registered Professional Engineer, MN & CA
- Registered Structural Engineer, CA
- 14 years of professional experience



City of Woodbury Public Works – Woodbury, MN



Scott A. Vander Heiden, PE, LEED® AP – Managing Partner, Mechanical Engineer
Emanuelson-Podas
7705 Bush Lake Road
Edina, MN 55439
(O) 952-540-4012
Fax: N/A
svanderheiden@epinc.com

Available Resources:

- EP will have dedicated support staff 100% of their time through the life of this project.
- EP utilizes the most current technology for documentation and coordination: Revit (BIM software), TRACE 700 for HVAC Loads, AGI for light modeling.

Education:

- Bachelor of Science in Mechanical Engineering - South Dakota State

Experience:

- Woodbury Public Works – Woodbury, MN
- Shoreview Maintenance Facility, Shoreview, Minn. (LEED Gold Certified)
- Washington County Public Works Facility, Stillwater, Minn.
- Wright County Highway Department Facility, Buffalo, Minn.
- City of Minneapolis East Side Storage & Maintenance Facility, Minneapolis, MN
- McLeod County Highway Maintenance Facility, Hutchinson, Minn.
- Chisago County Public Works Cold Storage, Harris, Minn.

Current Projects:

- Montevideo Public Works, Montevideo, MN
- Buhler Industries Corporate Office Remodel, Minneapolis, MN
- University of Minnesota Lab School and Child Development Center, Minneapolis, MN

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 35%

Scope of Services:

- Mechanical Engineer of record. Full project involvement from design through construction.

Qualifications:

- American Society of Heating Refrigerating and Air Conditioning Engineers
- National Fire Protection Association (NFPA) Member
- LEED-accredited professional
- 24 years of professional experience



Wright County Highway Department – Buffalo, Mn



Cory Meier, Senior Electrical Designer
Emanuelson-Podas
7705 Bush Lake Road
Edina, MN 55439
(O) 952-540-4038
Fax: N/A
cmeier@epinc.com

Available Resources:

- EP will have dedicated support staff 100% of their time through the life of this project.
- EP utilizes the most current technology for documentation and coordination: Revit (BIM software), TRACE 700 for HVAC Loads, AGI for light modeling.

Education:

- University of Minnesota
- University of Nevada

Experience:

- Woodbury Public Works, Woodbury, MN
- Shoreview Maintenance Facility, Shoreview, MN (LEED Gold Certified)
- Washington County Public Works Facility, Stillwater, MN
- Wright County Highway Department Facility, Buffalo, MN
- City of Minneapolis East Side Storage & Maintenance Facility, Minneapolis, MN
- McLeod County Highway Maintenance Facility, Hutchinson, MN
- Chisago County Public Works Cold Storage, Harris, MN

Current Projects:

- Montevideo Public Works, Montevideo, MN
- City of Bloomington Treatment Plant, Bloomington, MN
- City of St. Paul Conway Park Dome and Community Building, St. Paul, MN

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 50%

Scope of Services:

- Electrical design. Full project involvement from design through construction.

Qualifications:

- IES – Illuminating Engineering Society member
- 35 years of professional experience



City of Woodbury Public Works – Woodbury, MN

Isola Design (ID)

Furnishings, Fixtures & Equipment



Jill Johnson, CID, IIDA, LEED AP, Principal, Certified Interior Designer
Isola Design Group
17 North Lake Avenue
Duluth, MN 55802
(O) 218-349-0655
Fax: N/A
jill@isoladesigngroup.com

Available Resources:

- Isola Design will have dedicated support staff for the life of this project.
- Isola Design utilizes the most current technology for documentation and coordination: Revit (BIM software) and Autocad.

Education:

- Bachelor of Science in Interior Design, University of Minnesota

Experience:

- City of Minneapolis East Side Storage & Maintenance Facility, Minneapolis, MN
- City of Woodbury Public Works, Woodbury, MN
- Washington County Public Works Facility, Stillwater, MN
- Washington County - Wildwood Library, Mahtomedi, MN
- Boston Scientific – Weaver Lake 3 R&D Building, Maple Grove, MN
- Bio-Techne Hematology Facility, Minneapolis, MN
- Roosevelt Library, Minneapolis, MN
- MN Air National Guard Repair Squadron Operations, Remodel, Duluth, MN
- Duluth Seaway Port Authority, Duluth, MN

Percentage of Available Time for the City of Ramsey Public Works Facility:

- 50%

Scope of Services:

- FFE Design. Full project involvement from design through construction.

Qualifications:

- Certified Interior Designer in the state of Minnesota (CID)
- Professional Member International Interior Design Association (IIDA)
- Owner of *Mavis*; a furniture procurement service / showroom for commercial clients
- 29 years of professional experience



Washington County Public Works – North Shop, Stillwater, MN

E. References

HCM Architects has had the opportunity to work with a lot of great clients throughout our history as a firm. The following professional references are individuals that we feel can speak candidly about our quality of work and performance on Public Works projects within the last seven years.

Chris Backes
Construction Management Coordinator
City of Minneapolis
350 South 5th Street, Room #223
Minneapolis, MN 55415
Chris.backes@minneapolismn.gov
612-673-3774



Teresa Keller
Engineering Project Coordinator
City of Woodbury
8301 Valley Creek Road
Woodbury, MN 55125
teresa.keller@woodburymn.gov
651-714-3593



Virgil Hawkins
County Highway Engineer
Wright County Highway Department
3600 Braddock Avenue NE
Buffalo, MN 55313
virgil.hawkins@co.wright.mn.us
763-682-7388



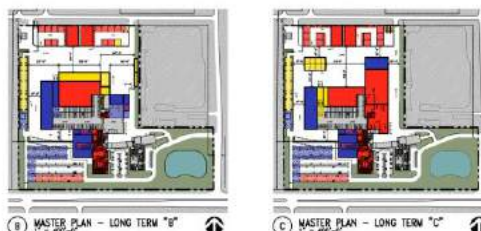
Don Theisen
Director
Washington County Public Works
11660 Myeron Road N
Stillwater, MN 55082
don.theisen@co.washington.mn.us
651-430-4304



Joe MacPherson
County Highway Engineer
Anoka County Highway Department
1440 Bunker Lake Blvd.
Andover, MN 55304
joe.macpherson@co.anoka.mn.us
763-324-3199



Ted Schoenecker
Director / County Engineer
Ramsey County Public Works
1425 Paul Kirkwold Dr
Arden Hills, MN 55112
ted.schoenecker@co.ramsey.mn.us
651-226-7116



F. Experience with Construction Management Firms

HCM Architects has worked successfully with **Construction Management Firms (CM)** to deliver quality projects for public and private sector clients. We understand that our office and our consultants need to work with the Owner and the Construction Management Firm as an integrated Project Team to allow work to flow smoothly and efficiently with the ultimate goal of delivering a Project that exceeds the Owner's expectations, is within budget and on schedule.

This is the attitude and approach we will bring to your Project.

HCM Architects has worked with **Construction Management Firms** to successfully deliver a multitude of Public Works projects on schedule and on budget. The City of Ramsey Project appears to have many similarities to those Public Works projects, such as:

- Projects which are **publicly bid** and have a **fixed Project Budget**.
- Projects which have a **fixed schedule** on multiple phases.
- A Project that includes **significant new construction of a Facility on a "greenfield" site**.
- Renovations of **occupied existing facilities**.

Our approach to working with a Construction Management Firm is based on the following principles that will guide our approach to working with your Team:

- Always listen.
- Clear communication is the key to a successful project.
- Provide complete and thorough documents.
- Be flexible and receptive to ideas and strategies presented by the Owner and the CM.
- Never miss a deadline.

The following projects identified below were designed by HCM and completed with a **Construction Manager (CM)** who was a Project Team Member from the beginning of each project. We have enjoyed these relationships, and are proud of each of the following projects:

Specific to Public Works Projects:

- **2019: City of Woodbury Public Works Facility** _____ **CM: RJM Construction**
- **2016: Wright County Highway Department Facility** _____ **CM: Kraus-Anderson**
- **2015: Washington County Public Works Facility** _____ **CM: Kraus-Anderson**
- **2015: Washington County Fuel Island Upgrades** _____ **CM: Kraus-Anderson**
- **2013: Anoka County Highway Department Facility** _____ **CM: Kraus-Anderson**

Other HCM Project Experience (Note: this list is NOT all inclusive):

- **2012-Present: Bio-Techne (Various Labs and Offices)** _____ **CM: RJM Construction**
- **2012: Bio-Techne Hematology Facility** _____ **CM: RJM Construction**
- **2019: Washington County - Wildwood Library, Mahtomedi, MN** _____ **CM: Kraus-Anderson**
- **2017: Banner Engineering Facility Expansion** _____ **CM: Kraus-Anderson**
- **2016: Cummins Engineering Building Renovation** _____ **CM: Kraus-Anderson**
- **2012 / 2014: Valspar VAST (Research & Development HQ)** _____ **CM: Kraus-Anderson**
- **2008: Key Air –Terminal and Hangar Facility – Anoka County Airport** _____ **CM: Kraus-Anderson**
- **2004-2008: Boston Scientific Weaver Lake 3 R&D Building Phase 1&2** _____ **CM: Kraus-Anderson**



Key Air Terminal – Anoka County Airport

G. Experience in Public Works Projects

HCM Architects and our Design Team have extensive design and construction administration experience with Public Works projects; additionally, we frequently work on maintenance facilities and municipal / county buildings of all types, public safety facilities and civic campus planning projects. We have worked on numerous public projects for Washington County, Anoka County, Wright County, McLeod County, Ramsey County and the cities of Minneapolis, Fridley and Andover. To round out our experience, we have also designed maintenance and vehicle storage facilities for private sector clients including Cummins Power Generation, Valspar and Polaris.

The following *Project Experience & Example* pages highlight our completed efforts from the last seven (7) years. A detailed listing of Public Works projects completed by **HCM Architects** within this time frame is noted below; during the past seven (7) years there has always been an active Public Works project in our office. This wealth of experience provides us the necessary know-how to provide the City of Ramsey with the services required for this Public Works project.

- **2019-Present: City of Bloomington Public Works, Fleet Services Master Planning Study**
- **2016-Present: City of Minneapolis East Side Storage and Maintenance Facility**
- **2016-2019: City of Woodbury Public Works and Master Planning Study**
- **2019: Anoka County Public Works - Phase 2, Master Planning Study**
- **2018-2019: Ramsey County Public Works Feasibility Study**
- **2013-2016: Wright County Highway Department and Master Planning Study**
- **2015-2016: City of Andover Municipal Campus and Public Works Facility Master Planning**
- **2015: Chisago County Public Works, Cold Storage Seasonal Equipment Building**
- **2015: Washington County Fuel Island Upgrades (Five Sites)**
- **2013-2015: Washington County Public Works – North Shop and Master Planning Study**
- **2013-2014: City of Fridley City Hall and Public Works Master Planning Study**
- **2013: McLeod County Highway Department, Maintenance Facility**
- **2011-2013: Anoka County Public Works – Phase 1 and Master Planning Study**

In addition to projects with **HCM Architects**, our Design Team Consultants have a substantial amount of Public Works project experience as follows:

Loucks

- City of Independence Public Works Building, Independence, MN
- Hennepin County Public Works, Medina, MN

Ericksen Roed & Associates

- City of Victoria Public Works Building, Victoria, MN
- Sherburne County Public Works Building, Elk River, MN
- Roseville Public Works Addition, Roseville, MN

Emanuelson-Podas

- Shoreview Maintenance Facility, Shoreview, MN



Wright County Highway Department - Vehicle Warm Storage

**City of Minneapolis
East Side Storage & Maintenance Facility & Master Planning Study
Minneapolis, Minnesota**

2016 - Present

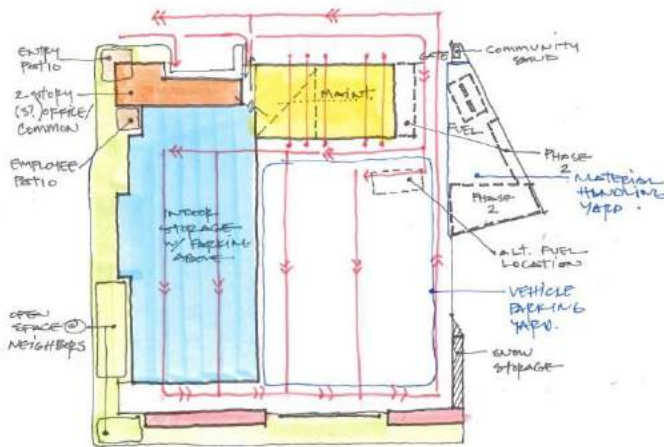
Hagen Christensen & McIlwain Architects and its team designed Minneapolis' New East Side Storage & Maintenance Facility providing a multi-purpose building and site to be utilized as a municipal operations campus that will facilitate a variety of large-scale storage and maintenance needs. This was a brownfield site directly adjacent to a residential neighborhood. **HCM's** services included a Master Planning study, programming, facility modeling studies, all design phases, interior design, structural and electrical/mechanical design coordination, collaborative energy modeling process, full site design as well as complete documentation through the current construction process.

The entire **Project Team** set goals for the site and building to be LEED Gold Certified, providing a facility that functions with high efficiency, operates for long-term use, and fulfills the City's growing needs for the future/community with features such as landscape buffers with bicycle and walking paths. **HCM's** design provided a realistic project budget and efficient timeline for construction and occupying the building.

Project Team: Dan Lind, HCM
Principal, Project Architect
Matt Lysne, HCM
Principal, Project Architect
Civil / Landscape: Loucks
Structural: MBJ
Mechanical: EP
Electrical: EP
Interior Design: Isola Design

Project Contact: Chris Backes
City of Minneapolis
350 South 5th Street, Rm # 223
Minneapolis, MN 55415
612-673-3774

Project Budget: \$40,000,000



Programming – Master Planning



Master Planning – Site Options



Programming – Master Planning



Programming – Schematic Design

**City of Minneapolis
East Side Storage & Maintenance Facility & Master Planning Study
Minneapolis, Minnesota**

2016 - Present



Design Development - Rendering



Construction - Parking Ramp



Construction - Two Story Office



Construction - Covered Cold Storage (right), Warm Vehicle Storage (background), Public Art Installation (foreground)

**City of Woodbury
Public Works & Parks Maintenance Renovation & Expansion
Woodbury, Minnesota**

2016 - 2019

Hagen Christensen & McIlwain Architects and its team designed a full renovation and expansion to the existing 128,000 square foot Maintenance Facility on the two parts of the existing Tower Drive campus in the heart of Woodbury's residential neighborhood. Through the Master Planning Study, it was proven that the long-term needs of the facility could be met on the existing site through an extensive reorganization of the campus. The site posed significant grading challenges as well as construction phasing issues due to operations being maintained on the site throughout the life of the project. Coordination with the Construction Manager was key in delivering this project.

Renovation areas, such as the 13,000 square foot existing office space & the 2,800 square foot break/muster room, provided for a revitalized collaborative work environment utilized by all staff. Creative reuse of building areas, such as the conversion of existing fleet services space to staff support areas via the internal expansion of the second floor, provided more square footage without increased exterior additions. Ultimately, the goal of bringing a divided staff back together was realized. Furthermore, the addition of new warm vehicle storage square footage, a new stand-alone cold storage building, and a separate 23,000 square foot fleet services building created a more safe, efficient and flexible operational flow.

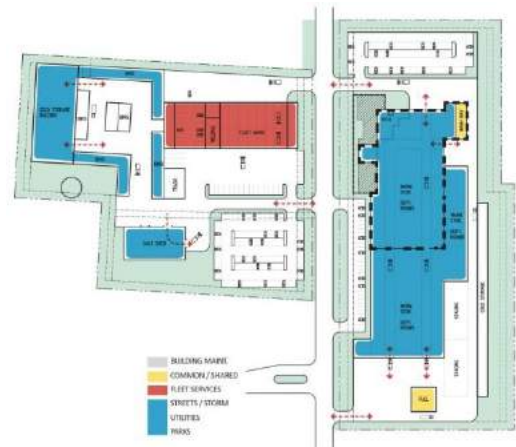
Project Team: **Jerry Hagen, HCM**
Principal, Project Manager
Dan Lawrence, HCM
Project Architect
Civil / Landscape: BMI
Structural: ERA
Mechanical: EP
Electrical: EP
Interior Design: Isola Design

Project Contact: Teresa Keller
City of Woodbury
8301 Valley Creek Road
Woodbury, MN 55125
651-714-3593

Project Budget: \$20,000,000



Programming – Master Planning Study – Existing Conditions



Master Planning Study – Design Option



Design Development – Rendering

**City of Woodbury
Public Works & Parks Maintenance Renovation & Expansion
Woodbury, Minnesota**

2016 - 2019



Service side of the campus – New Fleet Services building, New Cold Storage building, New Fuel Island



New Addition – Main Entry and Lobby



Renovation – Open Office



New Fleet Services Building (Note: Panoramic View)

**Wright County
Highway Department Facility & Master Planning Study
Buffalo, Minnesota**

2014 - 2016

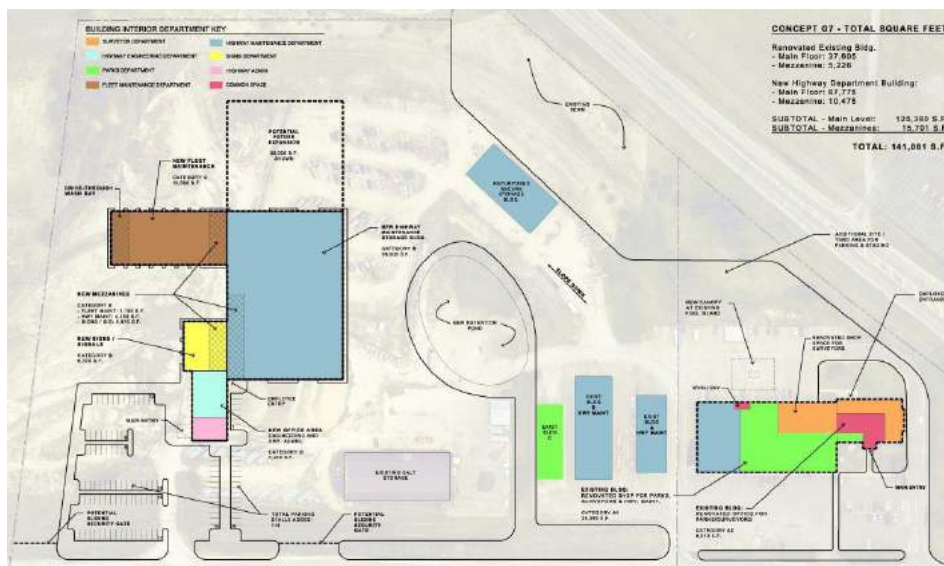
Hagen Christensen & McIlwain Architects and its team designed Wright County's new 92,000 square foot Highway Department Facility on a greenfield site directly adjacent to the existing campus; the existing buildings were designed for reuse and renovation. A phased project implementation Master Plan was designed to utilize the existing Facility for uninterrupted services and to assist the County in evaluating future budgets related to anticipated growth needs.

The entire **Project Team** set goals for the project to provide a facility that functions with high efficiency, operates for long-term use, and fulfills the County's growing needs for the future. **HCM's** design provided a realistic project budget and efficient timeline for construction and occupying the building. All new and renovated areas of the facility were designed to significantly improve the indoor air quality and natural daylight within the work environment.

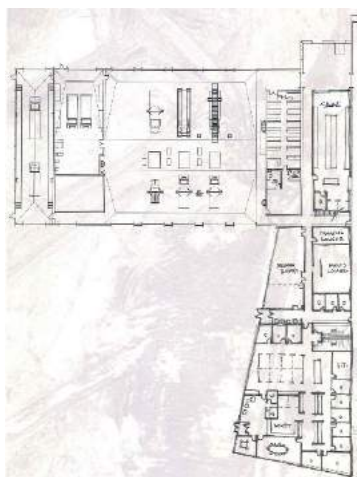
Project Team: **Jerry Hagen, HCM**
Principal, Project Manager
Dan Lind, HCM
Project Architect
Civil / Landscape: Loucks
Structural: ERA
Mechanical: EP
Electrical: EP
Interior Design: HCM

Project Contact: Virgil Hawkins
Wright County Highway Dept.
3600 Braddock Avenue NE
Buffalo, MN 55313
763-682-7388

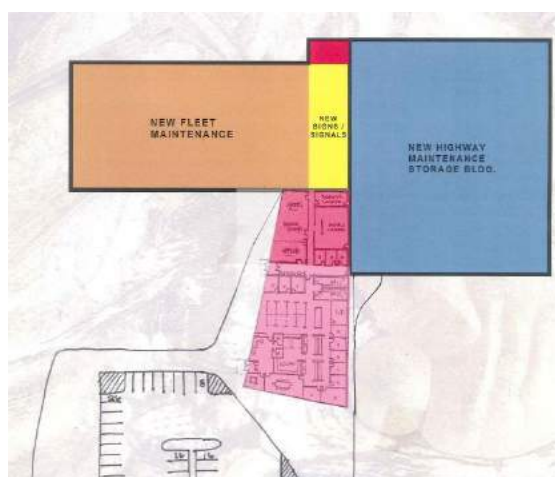
Project Budget: \$16,400,000



Phased Implementation Master Planning Study – Design Option



Schematic Design Option - Office



Programming - Schematic Design Option



Schematic Design – Vehicle Storage

**Wright County
Highway Department Facility & Master Planning Study
Buffalo, Minnesota**

2014 - 2016



Office / Entry & Fleet Services



Fleet Services



Office / Entry Lobby



Fleet Services

**Washington County
Public Works North Shop & Master Planning Study
Stillwater, Minnesota**

2012 - 2016

Hagen Christensen & McIlwain Architects initially provided design services for an assessment, programming and master planning study for Washington County’s North Shop Public Works Facilities. The goal was to understand the long-term needs of the Public Works Departments and develop a phased implementation plan so as to confirm that the existing facility and site could be expanded and improved to support all future operations. This was paired with a cost estimating process to determine a project budget that was accurate.

HCM Architects and our Design Team was then selected to provide full design services through construction for the North Shop facility renovation and expansion project. The project utilized as much of the existing structure as possible for cost and sustainability reasons. Additions included a new Fleet Services building with a wash bay, an expansion to the warm vehicle storage area and a new office and entry wing. The existing sign and signal shop area was renovated. A separate, subsequent phase of the project added a new fuel island to the site.

Project Team: **Tim McIlwain, HCM**
Principal, Project Manager
Dan Lawrence, HCM
Project Architect
Civil / Landscape: BMI
Structural: ERA
Mechanical: EP
Electrical: EP
Interior Design: Isola Design

Project Contact: **Don Theisen**
Washington County Public Works
11660 Myeron Road North
Stillwater, MN 55082
651-430-4304

Project Budget: \$17,500,000



Phased Implementation Master Planning Study – Design Option



Design Development – Rendering

**Washington County
Public Works North Shop & Master Planning Study
Stillwater, Minnesota**

2012 - 2016



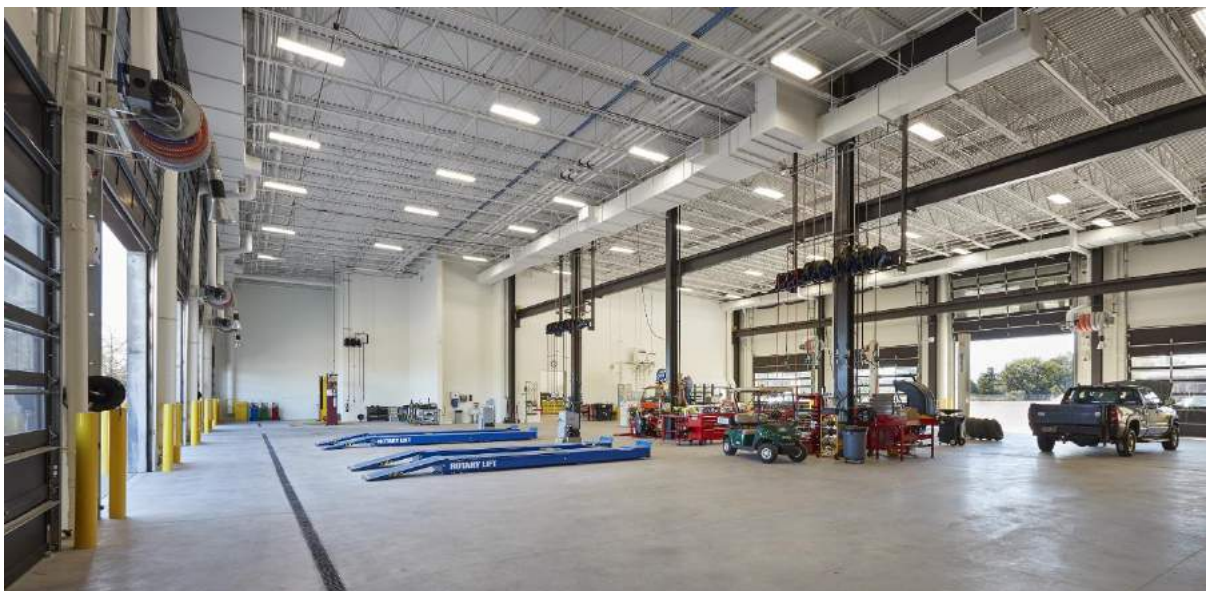
New Office / Entry Addition



New Office Addition – Staff circulation corridor



Renovated Sign and Signal Shop



New Fleet Services

**Anoka County
Highway Department Facility & Master Planning Study
Andover, Minnesota**

2010 – 2013 & 2019

Hagen Christensen & McIlwain Architects initially worked with the Anoka County Highway Department to develop the “Ultimate Master Plan” for their facility. The Project involved an extensive Audit & Assessment of the existing facility, Department Programming for 2010, 2015 & 2035, Schematic Design, Project Implementation Strategies and Project Cost Estimates. Each phase can stand alone without the other phases needing to follow immediately after, allowing the County to implement each as funding allows.

HCM Architects and our design team was then selected to complete the design and construction documents for Anoka County Highway Department Phase 1 of the “Ultimate Master Plan” for their facility. Overall Phase 1 addresses the most significant safety and work space issues of the facility while concentrating on the deferred maintenance items identified as part of the audit. **HCM** created a construction phasing plan that allowed for uninterrupted Highway Department Operations and construction work simultaneously. The goal was to not substantially change the original use of the spaces being remodeled by recapturing under-utilized and inefficient existing space.

In 2019, **HCM Architects** was selected by the Anoka County Highway Department to develop Phase 2 of the “Ultimate Master Plan” design concepts and programming for implementation in the coming year. This study is currently ongoing.

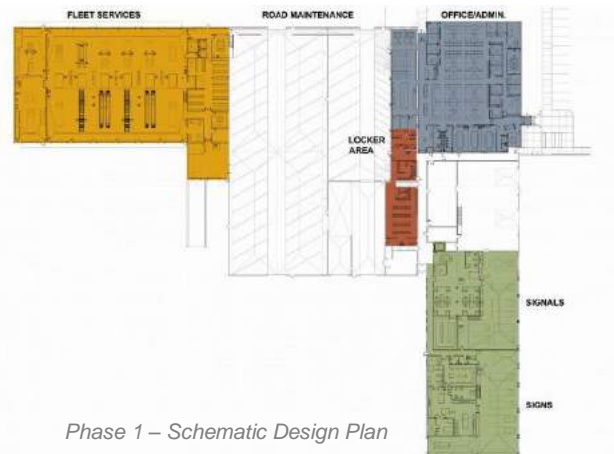
Project Team: **Jerry Hagen, HCM**
Principal, Project Manager
Dan Lind, HCM
Project Architect
Civil / Landscape: Loucks
Structural: ERA
Mechanical: EDI
Electrical: EDI
Interior Design: HCM

Project Contact: Doug Fisher (Retired, 2019)
X
X
X
X

Project Budget: \$12,000,000



Phase 1 Master Plan



Phase 1 – Schematic Design Plan



Design Development - Rendering

**Anoka County
Highway Department Facility & Master Planning Study
Andover, Minnesota**

2010 – 2013 & 2019



Renovated Office / New Entry



Renovated Open Office



New Fleet Services Addition



New Fleet Services Addition

H. Other Pertinent Information

HCM Architects and our Design Team have *Unique Qualifications* that go beyond our extensive experience working with Construction Management Firms and Public Works projects.

Sustainable Design Approach and Experience

HCM Architects strongly believes that as stewards of the environment we must strive to create innovative solutions that minimize the use of our natural resources and provide both sustainable design **and** sustainable operations for every project. The firm's partners are committed to sustainable design principles in all of our work, and some of the proposed team members are LEED® accredited professionals.

Since we started our practice, **HCM Architects** has delivered projects to clients that follow various methodologies for sustainable design. We **listen** to your sustainable goals, and work with you to develop an approach to sustainable project design. We believe in principles of sustainability that include the use of **Low-Impact Materials**, incorporating **Energy Efficiency**, materials with **Quality and Durability**, providing **Design for Reuse and Recycling**, promoting **Service Substitution** (reduced consumption), specifying materials with **Renewability**, and providing **Healthy Buildings** with good indoor air quality. We will take your Project through the Energy Design assistance Program (EDA) in order for the Project to have a detailed energy model developed such that the City of Ramsey will be able to understand utility costs and annual savings as well as to acquire any possible rebates.

Emanuelson-Podas will be a key team member in leading the project stakeholders through this process of considering sustainable design strategies. Their role is to draw out and listen to the sustainable goals and then present thoughtful, sustainable design solutions that are maintainable and long lasting. EP plays the role of trusted advisor all across the entire design spectrum, including sustainability. Their team has completed a number of sustainable-focused projects, including the Minneapolis East Side (pursuing LEED Gold), that they can draw expertise from.

Loucks is committed to sustainable design practices and their positive impact on project development and the community. They currently have several LEED® accredited professionals on staff to help identify and achieve project sustainability goals. Below is a bulleted list of some sustainable design objectives Loucks strives for on all of their projects:

- Design functional/healthy stormwater features as amenities where applicable.
- Conserve and use native plants in the landscape to reduce maintenance, irrigation, and restore native habitats.
- Reduce/eliminate potable water use for landscape irrigation. Limiting the use for plant establishment with the ability to shut off the system.
- Utilize interpretive signage where applicable to inform facility users of sustainable design elements promoting sustainability and education.



Loucks: Beacon Bluff – St. Paul, MN

Quality Project Management

We understand that this Project's success can be attributed to the strength of service and experience of the overall Project Manager. Our Team will be led by **Dan Lind** of **HCM Architects**. Dan is a Partner at **HCM Architects** and has worked on numerous Public Works Projects including the City of Minneapolis East Side Storage and Maintenance Facility, Wright County Highway Department and Anoka County Highway Department. Dan is extremely familiar with the nuances of new and existing facility designs such as what is proposed for the City of Ramsey Public Work's Campus and has an excellent working relationship with our Team of Consultants.

Dan has over 29 years of experience in managing projects across a wide spectrum of project types and budgets. He has a strong understanding of the construction issues associated with remodeling/expansion type and new construction type projects. His strengths in detailing and construction documentation help provide a quality product for the owner with minimal surprises and conflicts during construction.

Dan will be the point person for all project communication and coordination between the Project Manager for the City of Ramsey, the Construction Manager, and the respective Project Managers for the consultant firms to **HCM Architects**. Strong management is very critical to the success of this project simply because your operation cannot tolerate anything less; we understand this fact. Stated again, the overall design process must be **very clear and simple**.

Dan has worked with the principals of our sub-consultants for many years, establishing trust and respect with the Firm Owners and staff. These long-standing working relationships help contribute to a Team synergy and understanding that drives a successful project for the Owner.

When it comes to the completion of the project we take the close out phase very seriously; we understand that this can be a stressful and hectic time for the entire team. The last 5% of a project can make or break the relationships of the Owner, Construction Manager and Design Team. Our approach is to help, assist and be a leader through this period so you can go about the business and operation of your new and renovated facilities.

We have the commitment of the entire Design Team to provide quality service with Owner and Construction Manager involvement throughout the project. Our Team is eager to follow through with your project and is available to start immediately, should the City of Ramsey choose our Team. Your schedule and budget are paramount to the success of this project and we truly understand that point.



Wright County Highway Department – Buffalo, MN

I. Proof of Insurance

Hagen, Christensen & McILwain Architects (HCM Architects) and our Design Team Consultants acknowledge and respect the City of Ramsey's request for Proof of Insurance noted in the RFP as follows:

"Proof of Insurance, by either copy of the certificate or the declaration page, for general liability and professional responsibility / errors and omission insurance policies currently in place and related to providing design and planning services. All insurance policies must be issued by companies authorized to do business under the laws of the State of Minnesota."

See attached for the following:

1. Certificate of Liability Insurance

J. Proposed Fee

Our proposed professional fees are based on the breakdown of staff and hours proposed per the detailed work plan and schedule presented in **Section B, Scope of Performance**:

Programming / Schematic Design:

Architecture	(500 hours*)	\$ 70,000.00
Civil Engineering / Landscape Architecture	(86 hours*)	\$ 12,000.00
Structural Engineering	(90 hours*)	\$ 13,400.00
Mechanical / Electrical Engineering	(183 hours*)	\$ 27,400.00
Furnishings, Fixtures & Equipment	(16 hours*)	\$ 2,200.00

Subtotal 1 (Lump Sum)		\$125,000.00
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Design Development:

Architecture	(500 hours*)	\$ 70,000.00
Civil Engineering / Landscape Architecture	(86 hours*)	\$ 12,000.00
Structural Engineering	(90 hours*)	\$ 13,400.00
Mechanical / Electrical Engineering	(183 hours*)	\$ 27,400.00
Furnishings, Fixtures & Equipment	(16 hours*)	\$ 2,200.00

Subtotal 2 (Lump Sum)		\$125,000.00
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Construction Documents – Bid Package #1:

Architecture	(625 hours*)	\$ 87,500.00
Civil Engineering / Landscape Architecture	(171 hours*)	\$ 24,000.00
Structural Engineering	(178 hours*)	\$ 26,800.00
Mechanical / Electrical Engineering	(228 hours*)	\$ 34,250.00
Furnishings, Fixtures & Equipment	(8 hours*)	\$ 1,100.00

Subtotal 3 (Lump Sum)		\$173,650.00
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Construction Documents – Bid Package #2:

Architecture	(500 hours*)	\$ 70,000.00
Civil Engineering / Landscape Architecture	(22 hours*)	\$ 3,000.00
Structural Engineering	(22 hours*)	\$ 3,350.00
Mechanical / Electrical Engineering	(183 hours*)	\$ 27,400.00
Furnishings, Fixtures & Equipment	(34 hours*)	\$ 4,400.00

Subtotal 4 (Lump Sum)		\$108,150.00
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Construction Administration:

Architecture	(375 hours*)	\$ 52,500.00
Civil Engineering / Landscape Architecture	(64 hours*)	\$ 9,000.00
Structural Engineering	(67 hours*)	\$ 10,050.00
Mechanical / Electrical Engineering	(137 hours*)	\$ 20,550.00
Furnishings, Fixtures & Equipment	(8 hours*)	\$ 1,100.00

Subtotal 5 (Lump Sum)		\$ 93,200.00
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TOTAL Design Team Fees:		\$625,000.00
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***Note: Hours are based on a blended rate for full design members of each discipline.**

Note: The following services are available if required:

• Land Surveying (Civil Engineering)		\$ 14,500.00
• Wetland Delineation (Civil Engineering)		\$ 6,500.00

Our Design Team has made every attempt to include all the needed professional services in our proposed fee as identified by the RFP. We estimate that the reimbursable expenses for a project such as this will include printing of review sets, typical mileage and mailing/courier fees as required. Reimbursable expenses are billed without mark up at 1.0 times cost. All reimbursable expenses will be itemized for the Owner to review.

Estimated Reimbursable Costs (Range) **\$2,500 to \$6,000**

Billable Rate Schedule:

Billable Rates for Design Team Members

<i>Architectural Team</i>	<i>\$115 – \$170 / hour</i>
<i>Civil Engineering / Landscape Architecture Team</i>	<i>\$100 - \$175 / hour</i>
<i>Structural Engineering Team</i>	<i>\$125 - \$175 / hour</i>
<i>Mechanical / Electrical Team</i>	<i>\$120 - \$180 / hour</i>
<i>Furnishings, Fixtures & Equipment Team</i>	<i>\$100 - \$160 / hour</i>

End of Proposal



HCM Architects, World Headquarters • 4201 Cedar Avenue South, Minneapolis

Our partnership is founded on common values, friendship and a singular vision on how we want to practice architecture. A practice based on a simple business philosophy.... provide creative ideas, exemplary services, treat people well and good things will happen.



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

