

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, January 28, 2020**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Interview Architectural Firms for Design and Engineering Services for the New Public Works Facility
  2. Fire Service Joint Powers Agreement Update
- 3. Topics for Future Discussion**
  1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 01/28/2020

**Information**

**Title:**

Interview Architectural Firms for Design and Engineering Services for the New Public Works Facility

**Purpose/Background:**

**Purpose:**

The purpose of this case is to interview what city staff feels are the top two candidates to provide design and engineering services for the new Public Works Facility.

**Background:**

On December 13th the city issued a Request for Proposals (RFP) for architectural/engineering services for the new public works facility. Eight firms requested plans, with four firms submitting proposals at the deadline on January 10th.

The City Administrator, City Engineer, Public Works Superintendent and Brad Barickman from RJM Construction Management Services met on January 17th to vet and rank the four proposals. The top 2 firms selected after that process were Oertel Architects and HCM Architects. Their proposals are attached to this case. The final criteria for selection was based on experience in designing public works facilities, construction time line and estimated cost for their services.

**Timeframe:**

Staff has scheduled 30 minute interviews which include time for Q/A. Oertel Architects will make the first presentation starting at approximately 5:35 pm, followed by HCM Architects at 6:10 pm.

**Funding Source:**

Facility Fund

**Responsible Party(ies):**

Grant Riemer

**Outcome:**

To reach consensus regarding the top candidate for architectural/engineering services for the new PW facility based on council and staff discussion, with final consideration at the February 11 regular council meeting.

**Attachments**

[Oertel Architects](#)

[HCM Architects](#)

[Interview Questions](#)

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Grant Riemer

Final Approval Date: 01/23/2020

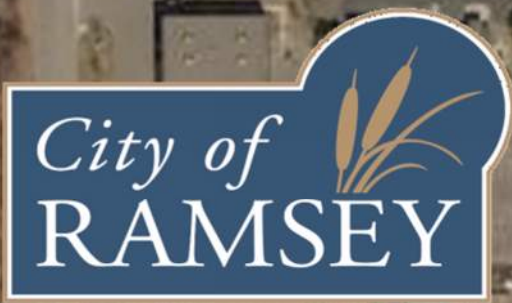
**Reviewed By**

Kurt Ulrich

**Date**

01/23/2020 02:53 PM

Started On: 01/22/2020 08:22 AM



January 10, 2020

# RAMSEY PUBLIC WORKS FACILITY

PROPOSAL FOR ARCHITECTURAL & ENGINEERING SERVICES



Submitted by: Andrew Cooper, AIA  
1795 St. Clair Avenue  
St. Paul, MN  
(651) 696-5186 x 313  
[acooper@oertelarchitects.com](mailto:acooper@oertelarchitects.com)



January 10, 2020

City of Ramsey  
Mr. Grant Riemer, Public Works Superintendent  
7550 Sunwood Drive NW  
Ramsey, MN 55303

## RE: ARCHITECTURAL/ENGINEERING SERVICES FOR THE CITY OF RAMSEY PUBLIC WORKS FACILITY

Dear Mr. Riemer and Evaluation Committee,

Oertel Architects and our team of consultants are very happy to present our proposal for the design and construction of Ramsey's new full-service Public Works Facility. We feel that our experience and passion for this project type will become very evident to you as you review this proposal.

We would also like to thank you for your time in meeting with us to review your current operations and discussing the anticipated project scope. In this proposal, we will address some of our initial preconceptions and observations on your project, address opportunities and challenges, and present previous projects that will demonstrate the possibilities and lessons learned for your project. In addition, we have provided a list of references that we encourage you to contact and discuss our previous work experience.

Renovation and relocation projects can be a challenging venture. Your study executed in 2015 provided some insight into these aspects. Now, with the implementation of the actual construction project with a faster than typical design timeline, it will be extremely critical that this previous work effort is thoroughly reviewed, confirmed, and/or augmented to meet budgetary constraints and constructability efforts. During this process we will rely on our critical eye for public works operations, our cooperative experience working with Construction Managers during the preconstruction process, and our up-front and honest nature with our clients.

We appreciate the opportunity to present our qualifications and want to congratulate you on moving forward with a much-needed building project that will provide the public works department a new home long into the future.

Sincerely,

Andrew Cooper, AIA, Principal

### CONTACT INFORMATION:

Andrew Cooper, AIA  
1795 St. Clair Avenue  
St. Paul, MN 55105  
p: (651) 696-5186 ext. 313  
acooper@oertelarchitects.com

## B. SCOPE OF PERFORMANCE/ SCHEDULE

### REVIEW OF SCOPE & CONFIRMATION/ CONCEPTUAL PLAN DEVELOPMENT PHASE

Week of February 3 – March 2, 2020 (4 weeks)

We recognize that a tremendous effort went into the 2015 space needs and existing facility study to scope this project. However, regardless of the consultant selected to execute this design and construction project, we feel that a thorough review and revision to the space needs will be critical for several reasons. First, the space needs assessment is several years old. Newer standards for space, recent developments, trends in vehicle sizes and maintenance practices, and updated community growth projections need to be accounted for to make sure the developed design is viable for a long-range solution for Ramsey. Second, some critical components and spaces were absent from the space needs. For example, locker rooms are not present within the identified building program. Third, developments within the last three years in equipment sizes and service needs have changed the size of interior parking solutions and the design of vehicle service bays. This is not an all-inclusive list of influencing factors that need to be reviewed and confirmed, however, it is a list that is meant to begin the conversation and discussion for this first and critical step in your project process.

This critical step must be engaged and fully executed early in the total project timeline to meet your overall project schedule goals. As such, you need a consultant extremely familiar with the building typology to be able to facilitate discussions quickly and accurately while making experienced judgments and recommendations for anticipated project needs and operating procedures. This phase can take several weeks to fully execute. We feel that based on your timeline and project schedule, this stage should take no longer than four

to five weeks and would include the kick-off meeting, touring of additional facilities, staff reviews and creation of revised and updated concept plans. It is also critical to involve the Construction Manager early in these project scope discussions to relay critical construction cost impacts, construction timeline and phasing issues and any other factors that can impact budget and schedule.

Oertel Architects' concept plans that will be developed in this phase, will not be simple colored blocks on an aerial. We will develop plans with a high level of vehicle parking and circulation detail, equipment service bay design and workshop layouts, and detailed office, locker room, and training room layouts to adequately illustrate the real project. Despite remaining at a conceptual design task in the overall process, building and site plans require early detail development essential to make sure the appropriate project is scoped. This detail allows building system engineers to begin design quickly with a building concept that has been vetted and verified by city staff and the Construction Manager.

It will be crucial to have a full site survey from Ramsey at this point because civil site designers need to be part of this concept design process and engaged early to make sure regulatory reviews can be executed within the total project schedule.

Also crucial will be a full geotechnical evaluation, complete with soil draining capabilities and structural capacities identified. Our current work plan and associated fee is based on an understanding of working with site and geographic locations similar to your identified site, that more advanced stormwater treatment and retention designs won't be necessary, and more involved structural foundation designs beyond typical spread footings would not be necessary. If they are

## B. SCOPE OF PERFORMANCE/ SCHEDULE

identified as necessary at this stage, we would have to evaluate the design impacts, additional fee considerations and impact on the total project budget with Ramsey and RJM.

### SCHEMATIC AND DESIGN DEVELOPMENT PHASE

*Week of February 17 - March 23, 2020 (6 weeks)*

Because of our depth of experience in the design and construction of Public Works facilities, our initial concept plans will already be developed to a higher level of detail than typically expected for this phase of the project. As such, we are proposing that the traditional schematic design and design development phases be executed as one stage. This will allow the design team to get into the details early and often with staff and RJM.

During this phase, building system engineers for structural, mechanical and electrical will begin to describe building systems for scoping initial cost estimates, and designing specific components to help influence detailed space layouts, accounting for structural components, mechanical and electrical equipment layouts, and space needs including necessary clearances.

As the deliverable for this phase, Ramsey and RJM will receive a design drawing set that would be approximately 35% or more complete. This set will have the majority of the civil, site and landscape design elements determined, building floor plans, exterior elevations and 3-dimensional imagery, general building sections, initial wall sections and construction details and building system narratives from structural, mechanical and electrical engineers to begin a more detailed construction cost estimate.

Towards the end of this phase is where we foresee having to update city council on the progress of the design. Thus, we have included the development of 3-dimensional graphics and presentations in the deliverables. These are very powerful tools to

explain the design and impact on the area. Given the site location and surrounding areas, we don't foresee a significant need for neighborhood meetings or updates.

Because the schedule for your project requires an early bid pack for site work and structural construction, the design development portion of this phase is very heavily loaded with time and effort from our team members to execute the design quickly. Though these buildings are industrial in nature, there is a significant amount of coordination and detail that have to be evaluated and considered at this phase to make sure the set of bid documents obtains the most representative price for the project and ensures as smooth a construction process as possible.

To meet the demands of the schedule and the scope of this project, Oertel Architects is including two design architects to coordinate the work. As we have evaluated your anticipated schedule, we are anticipating overlap of phase durations to ensure that critical timelines are met. To accomplish this, our two project architects will focus on specific tasks and portions of the project to make sure that progress is maintained. Andrew Cooper and Thomas Stromsodt have been working closely on projects at Oertel Architects for nearly 18 years. They have dozens of executed building projects between them, have extensive experience in programming and planning large public works facility projects, and have experience working with construction managers, specifically RJM on various projects as well.

Andrew Cooper will manage the project in general and be the primary contact for RJM and the City of Ramsey. He will manage the overall design process and focus at the beginning on the programming, planning, and overall design of the facility. As the project progresses, he will focus on keeping the project moving forward, meeting schedule goals and monitoring project costs and development with RJM and the City of Ramsey. Andrew will be the

## B. SCOPE OF PERFORMANCE/ SCHEDULE

primary contact during bidding and construction administration phases as well.

Thomas Stromsodt will manage the design document process, coordinating with the engineering consultants and the development of the deliverable drawing packages. He will be involved in the early programming and planning stages as well, focusing on details at the early design stages to be considered and how those decisions will impact the final product. Thomas will be the primary contact for the consulting engineers during the course of the design process but will also be an available contact for the City of Ramsey and RJM at any point, when needing to discuss specific needs in regard to the engineering of the building or specific design and equipment needs.

### CONSTRUCTION DOCUMENTS PHASE

*Bid Pack 1 – Week of February 24 – June 29  
(19 weeks)*

*Bid Pack 2 – Week of May 25 – September 21  
(18 weeks)*

As required by the RFP, we are anticipating multiple issues of drawings for two bid packs. Based on our experience with issuing bid packs and the design and engineering of these types of facilities, in order for bid pack number 1 for site work, structural and precast to be accurate, we anticipate having to advance the entire building design to a significant level to be ready at the first bid package. For example, structural steel and roof structure cannot be economically and accurately designed without a full mechanical evaluation and design of the HVAC system and equipment. If the structural system needs to be overdesigned for unknown loads, the project cost could be inflated to accommodate those unknowns, and still would require additional design coordination during the construction administration phase, leading to possible cost overruns and schedule delays.

This is where we feel our approach with two, very experienced project architects will benefit the process. As noted previously, the phases we are proposing, require some schedule overlap to meet the demands of the ultimate schedule goal. By having two Project Architects, we essentially have two Project Managers as well, one making progress in design while the other directs details and constructability.

We are anticipating that the work for bid pack no. 1 would begin at a stage nearly in the middle of the schematic-design development phase. This early start would include the heavy involvement of civil site design elements and working with structural engineers to get early designs started.

We are anticipating that the work for bid pack no. 2 would begin in final detail no later than halfway in the anticipated duration for bid pack no. 1. This would include final HVAC and Electrical design details, including schedules and final diagrams. Much of the engineering calculation we anticipate will have been completed in the early stages of the development of bid pack no. 1, as detailed previously to influence structural designs. Additional tasks also included in bid pack no. 2 include furniture planning and selection which will utilize various cooperative purchasing agreements and state contract pricing (specific to municipalities and other government agencies).

### BIDDING AND AWARD PHASE

*Week of September 28 – October 26 (5 weeks)*

Oertel Architects and our team will be involved in the bidding and award phase of this project as well. We will participate in the pre-bid conference, answer questions and RFI's during the bidding period, issue addenda, attend the bid opening and review bids as necessary with RJM and the City of Ramsey. This time period and duration, is flexible, depending on the actual bid-pack release.

## B. SCOPE OF PERFORMANCE/ SCHEDULE

### WORKING IN PARTNERSHIP WITH CM

Because of our schedule overlap, finding critical review time and milestone dates will be difficult. Close coordination and constant conversation with RJM will be critical to ensure design decisions are made with consideration to the overall schedule and construction budget. Our team anticipates having to deliver several milestone design packages to RJM for budgeting.

The first and most critical opportunity for this will be at the early onset of the process in the Review of Programming and Concept Development phase. This will be the first real test of Ramsey's anticipated design and budget, to help scope what is possible with the funds available. Oertel Architects highly advocates for designing a municipal facility for a minimum of 30 years of service, with a common goal of 50 years being programmed. As the design needs to plan for long-term project success, this stage is where any possible early value engineering, including a possible long-term phasing plan, may be needed to provide a viable solution for the current funding and needs.

The second critical juncture will be the deliverable package at the "conclusion" of the schematic and design development phase. This package will include detail on building volume, material selections and building system design so that a more accurate project price can be evaluated. It might be that this phase identifies project bid alternatives, additional value engineering options, or phasing portions of the project.

During the construction document phase, milestone sets will be more difficult, as designs will be progressing quickly to meet the bid pack schedule. However, by utilizing real-time document review and integrating RJM's preconstruction and project management team in the design process, we can continually update progress and discuss cost impacts during regular project design meetings.

Ideally, by involving RJM early and often as a design partner, many of these actions have already taken place and do not cause project delays.

Oertel Architects and our team believe the bid pack schedule is aggressive but attainable. Part of our confidence in being able to meet this schedule is the level of comfort we have working with RJM on current and past projects. Our project durations and schedules as identified in the work plan to this point has been coordinated to meet the deadlines as listed in the RFP.

### CONSTRUCTION ADMINISTRATION

November 2020 – November 2021

Oertel Architects believes that in order to deliver a successful, completed project, the people involved with the design of the project must be involved in the construction process as well. Our team will review all shop drawings, answer Requests For Information (RFI), prepare documents for proposal requests and review pricing when necessary, attend bi-weekly construction meetings and conduct pre-construction meetings for critical construction activities.

We believe that monitoring construction progress on-site is critical to ensuring the delivery of a quality project. As you will see in our project experience, we have completed many projects of similar scope and scale all over the area. Every project has challenges and lessons learned from the construction process. Oertel Architects believes in being proactive wherever possible and providing quick responses to submittals and requests to keep the project moving forward. We work throughout the construction process to ensure the best possible product for our client. We also enjoy working with contractors wherever possible and value their expertise and recommendations for constructability where it has a positive impact. Though we have years of experience and expertise, there are also

## B. SCOPE OF PERFORMANCE/ SCHEDULE

years of experience and expertise on-site within the specific trades that are also valuable and useful.

Oertel Architects and our team will be present from the pre-construction meeting through post-occupancy evaluation. As our references will illustrate, we are always available and present for any issues that arise during construction and after construction, and we value our continued relationships after the project is complete.

### RENOVATION AND REMODEL APPROACH

Based on the RFP, evaluation of the 2015 study and verification during our tour with Grant Riemer, we realize that repurposing the existing permanent building assets is a part of this project scope. We feel the best value to the City of Ramsey is to approach the renovation and remodel projects as a third bid pack, once the primary facility has been designed and bid. This approach will make sure that funds available are going towards a long-term immediate needs solution. We feel this is a viable approach for several reasons:

One, the existing uses of the primary block maintenance and storage building and the metal framed storage building, are higher in intensity and daily activity now, than they will be in the future at the completion of the new facility. Thus, any improvements necessary to meet a variety of codes will be less intense as they will be needed to meet a lower occupancy and use demand.

Second, we feel that there are portions of the existing buildings that could require some significant utilization of the project budget if occupancy and use were to remain as-is. For example, if operable vehicles are to still be stored in the metal building, the renovation would need to include a fire suppression system and floor drains with a flammable waste interceptor. Thus, some significant funds would be needed for the

renovation that would detract from the new construction budget and program.

Third, remodels need to have a higher level of contingency funds associated for unknown encounters. The era of the block building, for instance, is such that it could have hazardous materials integrated into the existing construction or mold growth on the backside of the gypsum board interior sheathing. The metal building, with the punctured membrane and fiber insulation, could have had water intrusion and developed mold growth. These are items that need to be addressed for long term viability of the structures in any use, but some items may only need to be immediately addressed if remodeling and renovation activities disturb those areas.

Fourth, work on the remodel is best operationally to happen after the new building is constructed and the bulk of the equipment and personnel have been relocated. Thus, this bid pack can be completed while bid pack one and two construction is beginning.

Finally, forecasting design work and fees without a fully identified programmatic scope is difficult. We would want to provide you a more accurate design fee for only necessary activities in these facilities. We have included time within the design phases to review and discuss and an allowance of fee to perform up to a Design Development package to acquire pricing for a to-be-determined renovation scope. This would allow RJM to budget price this work so that we all know what the potential impact is on this project's budget or necessary funds for future work.

## C. FIRM PROFILE

**Oertel Architects, Ltd.** was established and incorporated, in the state of Minnesota in January of 1996 by Jeff Oertel, with a commitment to solve design and building challenges so that each and every project achieves its maximum potential at the least overall cost, to serve all clients, large and small, using our attention to detail, understandable design process and problem-solving method of tackling the big issues, regardless of project size and complexity. We have instituted a hands-on approach in working out details, understanding building conditions and working with user groups.

Our firm provides a full range of consulting services including planning, architectural design, interior design, and construction-related services. Our firm has worked with over sixty cities, thirteen counties and several state agencies to date.

Oertel Architects is a small firm by choice as we prefer a direct approach to all of the projects we work on. Our ten employees include five registered architects, four designers, and one interior designer.

### Address

1795 St. Clair Avenue  
St. Paul, MN 55105  
[www.oertelarchitects.com](http://www.oertelarchitects.com)

### Legal Status

S Corporation

### Ownership

Jeff Oertel, Founder/ President  
Diane Trout Oertel, Vice President  
Deb Brandwick, Principal  
Thomas Stromsodt, Principal  
Andrew Cooper, Principal  
Brenda Dever, Partner

### Contact Name

Andrew Cooper, AIA, Principal,  
Project Manager  
(651) 696-5186 x 313  
[acooper@oertelarchitects.com](mailto:acooper@oertelarchitects.com)



### OERTEL'S DESIGN PHILOSOPHY

#### COMMUNICATION

Oertel Architects prides itself on listening to our clients and providing them with as much feedback and ongoing communication as is necessary. This is most important in the initial phases of a project, which encompasses the entirety of a facility study project. Clients have complimented us on our practical, constructive, and humanistic approach and have realized the benefits and advantages of using a smaller, specialized firm. As the owner, you will work with the same people from project inception to completion. A smaller firm means lower overhead, which translates to more services per consultant dollar. We have had the pleasure of working in many counties and cities on multiple occasions and look forward to developing that relationship in every project.

#### QUALITY OF WORK | QUALITY CONTROL | QUALITY ASSURANCE

At Oertel Architects, the quality of our work begins with QA/QC. Quality Assurance and Quality Control checks are critical to ensuring a smooth bidding and construction process. These checks and meetings will take place periodically during design coordination among the design consultants and the County. This process culminates in the Final Review Set at 95%, which all project team members will review and provide final comments prior to issuing the bid documents.

We also encourage you to contact the references listed in the prior section to get an unbiased opinion of the quality of our work. While any work may not be perfect, we stand by our quality and our efforts to make quality a priority.

### WORKING WITHIN BUDGET CONSTRAINTS & COST CONTROL

Cost control is a major factor when dealing with any project, but especially when public funds are involved. The entire team has a responsibility to focus on what is needed in the project and to make sure the project scope and design does not spiral out of control between wants and needs. It is the project manager's responsibility to coordinate this effort and ensure the budget accurately reflects the team's decisions and requirements. We have found that the best resource we have for this pricing information is our past projects. This data gives us accurate "real-life" examples of similar projects, provided by the same contractors who will likely be bidding this project. Throughout the process, we will be mindful of project costs, and prepare cost estimates at each phase. If problems are noted, we will advise the owner's representatives as to the areas that have increased, and provide recommended solutions. This will allow the team to make informed decisions on some of the more difficult scope items.

Based on our extensive previous experience, we feel that is critical that the project budget includes a sufficient contingency fund as unforeseen conditions may occur during construction, such as unknown below-grade contaminants, undesirable fill, brownfields, etc. Although we will take every precaution we can in order to minimize the unknowns, it is better to have planned for the unknown by having an appropriate contingency fund in lieu of having no funds available (or requesting additional funds from the community) once the project has progressed.

We approach every project with the assumption that each project has a life cycle of its own that needs to be cultivated and refined, while keeping it on task, on time and on budget. We start with a very wide lens that tries to capture as much as possible before focusing on more detailed design activities.

## C. FIRM PROFILE, *consultants*

For your project we have partnered with the following consultants:



### **ROLE ON YOUR PROJECT:**

Mechanical, Electrical, Plumbing

### **LOCATION:**

7705 Bush Lake Road, Edina, MN 55439

### **PRIME CONTACT:**

Scott Vander Heiden, P.E., LEED AP BD+C  
e: [svanderheiden@epinc.com](mailto:svanderheiden@epinc.com) | p: (952) 940-4012

At Emanuelson-Podas, everything about how we work begins and ends with three simple words- family, service, and trust. These are our company values, and they are at the core of everything we do.

Since our founding, we have chosen to work across multiple industries, including the industrial, corporate, civic, education, fitness, financial, healthcare, hospitality, housing, municipal, restaurant, retail and worship sectors. Our experience in a broad range of markets provides us with a healthy, valuable perspective when considering building design solutions.

In all we do, we strive to deliver inspired, expert building system solutions to those with whom we work. The core of our work resides in providing exceptional mechanical, electrical and plumbing design services.

### **ROLE ON YOUR PROJECT:**

Civil Engineering & Landscape Architecture

### **LOCATION:**

1 Carlson Parkway North, Suite 150, Minneapolis, MN 55447

### **PRIME CONTACT:**

Michael Aaron, P.E., LEED AP  
e: [maaron@srfconsulting.com](mailto:maaron@srfconsulting.com) | p: (763) 249-6756

Since 1961, SRF has offered comprehensive, integrated planning and engineering consulting services. Our core values - innovation, service, quality, and collaboration - are the cornerstone of our corporate philosophy that we apply to every project.

Finding creative yet implementable and sustainable solutions to difficult engineering challenges requires a multidisciplinary, collaborative approach. The team structure at SRF fosters this, encouraging staff to seek out experts within and outside the company for ideas to bring cost effective, innovative solutions to our clients. Each project benefits from overall SRF staff experience - from planning to construction and everything in-between.

SRF team members meet and exceed the experiential and credential requirements necessary to effectively complete site projects. We have a committed staff with an in-depth knowledge of site development, landscape architecture, wetlands, stormwater management, surveying, and environmental and natural resources. Brownfield or greenfield we have the expertise to deliver the best possible solutions, timely product delivery, and high-quality plans and documents.



## C. FIRM PROFILE, *consultants*

MEYER | BORGMAN | JOHNSON

STRUCTURAL DESIGN + ENGINEERING

**ROLE ON YOUR PROJECT:**

Structural Engineering

**LOCATION:**

510 Marquette Avenue South, Suite 900, Minneapolis, MN 55402

**PRIME CONTACT:**

Murphy Curran, P.E.

e: mcurran@mbjeng.com | p: (612) 604-3623

Meyer Borgman Johnson is a full service, sole discipline, structural engineering firm with four office locations and more than 70 staff. MBJ was founded in 1955 by John Meyer, whose integrity and pursuit of partnership and technical expertise are still strongly held values of our firm today.

Whether your project involves special foundations, seismic design, extreme wind resistance, or other structural challenges, we work with you to find fitting solutions, using a project approach that emphasizes early design integration, full architectural expression, constructability, and best-value for the owner. A repeat-client rate of 75% and low employee turnover demonstrates our firm's ability to form long lasting relationships and fulfill client expectations.

Our 64 years of experience covers all types of structural systems and delivery methods, including complex, phased projects requiring multiple bid packages. We offer a full range of structural engineering services for new construction, building rehabilitation, or adaptive reuse. We work with all types of structural materials and methods, as well as all delivery methods, from traditional, design build, negotiated including complex, phased projects requiring multiple bid packages.

As your project partner, we would rather help you figure out how to achieve your project goals than tell you why it cannot be done. Curiosity and imagination inform our approach as much as knowledge and experience. We listen carefully, and when appropriate, work with you as early as the programming phase to help integrate structure into the overall design, which often helps avoid costly design changes later on.

## D. RESUMES & QUALIFICATIONS



### EDUCATION

Bachelor of Architecture, North Dakota State University  
Registered Architect in Minnesota: #46485

### AVAILABILITY

Immediately available to work on your project

### PERCENT OF TIME

50% available

### PROJECT MANAGER

**ANDREW COOPER, AIA**

Principal- **OERTEL ARCHITECTS**

**RESPONSIBILITIES** Andrew will lead the project team and serve as the primary contact for both the consultants and the client. He will manage the project coordination and ensure we are staying on budget.

Since joining our firm in 2002 Andrew has been integral in providing common-sense design solutions to a variety of municipal projects. He has provided project management services on numerous projects, all within the municipal sector. His experience spans new construction, building renovations, and phased expansions.

### CURRENT PROJECTS

Andover Public Works  
National Guard Vehicle Maintenance Shop, New Ulm, MN  
Woodhaven Park, Eagan, MN  
South Valley Park, Inver Grove Heights

### PROJECT ARCHITECT

**THOMAS STROMSODT,**

AIA

Principal- **OERTEL ARCHITECTS**

**RESPONSIBILITIES** Thomas will lead the project design and will serve as a secondary contact for both the consultants and you, the client. Thomas will manage the document coordination between disciplines.

Thomas joined our firm in 2000 and has extensive experience in parks and recreational facilities. He has a proven track record with past and present clients of providing a clear and accessible

**THOMAS** *continued*

### AVAILABILITY

Immediately available to work on your project

### PERCENT OF TIME

60% available

explanation of the design process, exploring and explaining different building systems, and making sure everyone has realistic expectations to ensure a successful outcome.

### CURRENT PROJECTS

Anoka Greenhaven Maintenance Building  
MnDOT Arden Hills Training Room  
MnDOT Oakdale Sign Shop  
RDO Equipment Company  
Robbinsdale Water Systems Improvements



### EDUCATION

FIDER accredited Interior Design degree, Dakota County Technical College

### AVAILABILITY

Immediately available to work on your project

### PERCENT OF TIME

30% available

### INTERIOR DESIGNER

**BRENDA DEVER**

Partner- **OERTEL ARCHITECTS**

**RESPONSIBILITIES** Brenda will work closely with the project architect on the space planning, furniture planning/selection, and finishes for this project.

Brenda joined the firm in 2003 and is an active member of the APWA. She has an engaging personality which allows her to connect with the client to create visually exciting spaces.

### CURRENT PROJECTS

The Ledge Amphitheater- Waite Park  
New Ulm National Guard Facility  
Robbinsdale Water Systems Improvements

**NOTE: We anticipate additional Architectural CAD support staff (not pictured) to work on this project.**

## D. RESUMES & QUALIFICATIONS



**MECHANICAL  
ENGINEERING LEAD**  
**SCOTT VANDER HEIDEN,**  
PE, LEED AP BD+C  
Managing Partner- **EMANUELSON PODAS**

**EDUCATION**  
Bachelor of Science  
Mechanical  
Engineering, South  
Dakota State  
University.  
Professional Engineer  
in MN: #40918

**AVAILABILITY**  
Immediately available  
to work on your  
project

**PERCENT OF TIME**  
35% available

**RESPONSIBILITIES** Scott is a managing partner and registered mechanical engineer with more than 24 years of experience. He has been heavily involved in all aspects of HVAC and plumbing design and has a special focus on leading and designing sustainable projects. He thrives on helping building owners make informed decisions about building systems by engaging early in the design process and leveraging his experience and energy modeling technologies.

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



**MECHANICAL  
ENGINEERING DESIGNER**  
**BRIAN RINGSVEN,**  
**EMANUELSON PODAS**

**EDUCATION**  
Associate Degree in  
Architectural Drafting,  
Dakota County  
Technical College  
Coursework, College  
of Architecture, North  
Dakota State Univ.

**RESPONSIBILITIES** Brian has been involved in the engineering field for more than 29 years. He has a diverse background which includes HVAC and plumbing design in the public and civic sectors, as well as with the corporate and financial sector, K-12 school facilities, churches, restaurants, tenant build-out projects, and sports/recreational facilities. Brian works tirelessly to provide the most appropriate solution to the need, balancing cost, efficiency, complexity and the owner's goals. His

**BRIAN** *continued*

**AVAILABILITY**  
Immediately available  
to work on your  
project

**PERCENT OF TIME**  
50% available

attention to detail has proven to be a key attribute in delivering high-quality designs – that work the first time.

**CURRENT PROJECTS**  
Montevideo, MN Public Works  
Bloomington Treatment Plant  
St. Paul Conway Park Dome &  
Community Building



**ELECTRICAL  
ENGINEERING**  
**CORY MEIER**  
**EMANUELSON PODAS**

**EDUCATION**  
University of  
Minnesota, Electrical  
Engineering  
Coursework  
University of Nevada,  
Electrical Engineering  
Coursework

**AVAILABILITY**  
Immediately available  
to work on your  
project

**PERCENT OF TIME**  
50% available

**RESPONSIBILITIES** Cory has more than 35 years in the electrical engineering field. He leads clients through the design process, educating them on the good / better / best solutions available in each aspect of the electrical field, including lighting selection, security systems, access control, communications systems, power distribution, and emergency systems. Cory's passion is centered around power distribution, and he works hard to "right-size" systems to match the building load, avoiding waste that is common in many designs.

**CURRENT PROJECTS**  
Montevideo, MN Public Works  
Bloomington Treatment Plant  
St. Paul Conway Park Dome &  
Community Building

## D. RESUMES & QUALIFICATIONS



**LANDSCAPE  
ARCHITECTURE**  
**KEN GRIESHABER, PLA, ASLA**  
**SRF CONSULTING GROUP**

**RESPONSIBILITIES** Ken has 30 years of landscape architecture and urban design experience, with an emphasis on park and trail improvements. He has been involved in the planning and design of more than 60 neighborhood, community, and regional parks. Ken’s skills include project management, conceptual and detailed design, and preparation of construction drawings and cost estimates. His work is mindful of operations and maintenance considerations and emphasizes sustainability. In addition, Ken is known for his skill in fostering an open, collaborative design process that includes residents, city officials, and design professionals.

Ken’s areas of expertise include: urban design, site planning and design, park and trail improvements, public involvement, master planning, and project management.

**CURRENT PROJECTS**

- Carpenter St. Croix Nature Center Site Development
- Pillsbury Drive and Church Street Streetscape – University of Minnesota
- Town Center Park, St. Michael
- National Guard Vehicle Maintenance Shop, New Ulm, MN *(with Oertel)*

**EDUCATION**

B.L.A, Iowa State University, 1987.  
Professional Engineer in MN: #24860

**AVAILABILITY**

Immediately available to work on your project

**PERCENT OF TIME**

45% available



**CIVIL ENGINEERING**  
**MIKE AARON, P.E., LEED**  
**SRF CONSULTING GROUP**

**RESPONSIBILITIES** Mike has more than 25 years of experience in site planning, municipal engineering, highway and trail design, hydraulic analysis and stormwater management. His municipal and site development expertise includes project management, feasibility, predesign, demolition, layout, drainage, utilities, grading, detailing, and supporting specifications as well as permitting and contract administration. He has demonstrated his outstanding civil/site skills on many of SRF’s well-known municipal facilities, commercial, and retail site development projects.

Mike’s areas of expertise include: Project management, transit facilities, site planning, construction document preparation, drainage design, utility design, highway and street design, trail design, hydraulic analysis, stormwater management, construction administration

**CURRENT PROJECTS**

- National Guard Vehicle Maintenance Shop, New Ulm, MN *(with Oertel)*
- Pillsbury Drive Reconstruction Project, Minneapolis, Minnesota
- I-94 and Manning Avenue Park and Ride Facility, Lake Elmo, Minnesota
- Parking Lot Improvements, Blaine, Minnesota

**EDUCATION**

Bachelor of Science in Civil Engineering, Bradley University, 1991. A.A.S. Technology in Highway Engineering, Morrison Institute of Technology, 1987.  
Professional Engineer in MN: #25721

**AVAILABILITY**

Immediately available to work on your project

**PERCENT OF TIME**

35% available



### STRUCTURAL ENGINEERING

MURPHY CURRAN, PLA,  
ASLA  
SRF CONSULTING GROUP

#### EDUCATION

Bachelor of Civil  
Engineering,  
University of  
Minnesota, 2004

#### AVAILABILITY

Immediately available  
to work on your  
project

#### PERCENT OF TIME

45% available

**RESPONSIBILITIES** As project manager and lead structural engineer at MBJ, Murphy is responsible for a wide variety of activities, which include proposal/contract preparation, collaborative decision-making about design direction, structural coordination with other project disciplines, preparation of specifications, shop drawing reviews, field observation, and project budget management. He is competent in the use of all types of structural systems and materials. His strong communication skills help preserve the integrity of both schedule and budget, while his creative and organizational approaches help each project to achieve efficiency, constructability, and full expression of architectural vision. As an Associate of MBJ, Murphy provides leadership within the firm and works to strengthen relationships with clients and colleagues. His knowledge of engineering is shared both internally and with clients through teaching and mentoring, especially at the initial phases of a project when communication is critical for collaborative coordination and problem-solving.

#### CURRENT PROJECTS

National Guard Vehicle Maintenance  
Shop, New Ulm, MN (*with Oertel*)  
Cleary Lake Maintenance Building (*with  
Oertel*)  
Waite Park Amphitheater (*with Oertel*)  
Andover Community Center Addition  
Bakken Museum Addition and  
Renovation

## E. REFERENCES

### FRIDLEY PUBLIC WORKS FACILITY

Jim Kosluchar, Public Works Director  
p: (763) 572-3550  
e: jim.kosluchar@fridleymn.gov

### MONTICELLO PUBLIC WORKS STUDY

Matt Leonard, Public Works Director  
p: (763) 271-3271  
e: matt.leonard@ci.monticello.mn.us

### ANDOVER PUBLIC WORKS FACILITY

Dave Berkowitz, Director of Public Works  
p: (763) 767-5133  
e: d.berkowitz@andovermn.gov

### APPLE VALLEY PUBLIC WORKS STUDY

Matt Saam, Public Works Director  
p: (952) 953-2400  
e: msaam@ci.apple-valley.mn.us

### MOUNDS VIEW PUBLIC WORKS FACILITY

Don Peterson, Public Works Director  
p: (763) 717-4053  
e: don.peterson@ci.mounds-view.mn.us

### LAKEVILLE PUBLIC WORKS STUDY

Paul Oehme, Public Works Director  
p: (952) 985-2700  
e: poehme@lakevillemn.gov  
*\*Mr. Oehme was also the public works director at Chanhassen where we worked with him on their new facility completed in 2010.*

## F. EXPERIENCE WITH CONSTRUCTION MANAGER

Over the years Oertel Architects has worked with Construction Managers on several projects, most of which are public works facilities. We view the Construction Manager as a vital part of our team. RJM, the design team, the City of Ramsey, and other stakeholders will work as a unified team to ensure the success of your project. We will assist RJM in the development of accurate and up-to-date cost estimates throughout the project and develop bid packages that will provide the most benefit to the interest of the City, the budget, and the schedule.

### PROJECTS THAT UTILIZED A CONSTRUCTION MANAGER:

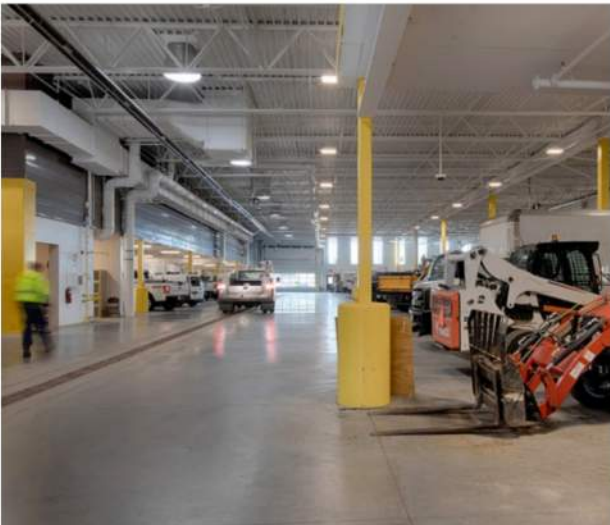
- Fridley Public Works (*McGough Construction*)
- Andover Public Works (*RJM Construction*)
- Chanhassen Public Works (*RJM Construction*)
- Little Canada Public Works (*James Steele Construction*)
- Edina Public Works (*JE Dunn Construction*)
- Waconia Public Works (*Kraus Anderson Construction*)
- Steele County Highway Department/ Public Works (*AMCON*)
- The Legacy (*RJM Construction*)
- Portland Tower (*RJM Construction*)

## G. PUBLIC WORKS EXPERIENCE *(in the last 7 years)*



### FRIDLEY PUBLIC WORKS FACILITY

The new City of Fridley Public Works facility is one building component of a larger realization of a city facility campus including their new city hall and public safety center, outdoor gathering space, and large stormwater treatment area. Oertel Architects was responsible for the public works portion of the project. Some of the key features of the public works facility include: conditioned vehicle storage for the entire fleet, on-site cold storage for equipment, on-site salt storage and fueling facilities, separation of clean and dirty daily operations (office administration vs. maintenance areas).





### MOUNDS VIEW PUBLIC WORKS FACILITY

Oertel Architects has been working with the City of Mounds View on the analysis and evaluation of their existing public works operations since 2015. We met with city staff to kick-off the in-depth study and gain background information on the Public Works Department's current operations and any future aspirations and expectations. The existing facility, site, and building were due for a number of improvements and expansions to allow the public works department to better serve the City of Mounds View. In 2016 our firm was selected to proceed with a design for a new facility and the construction wrapped up in the spring of 2018.

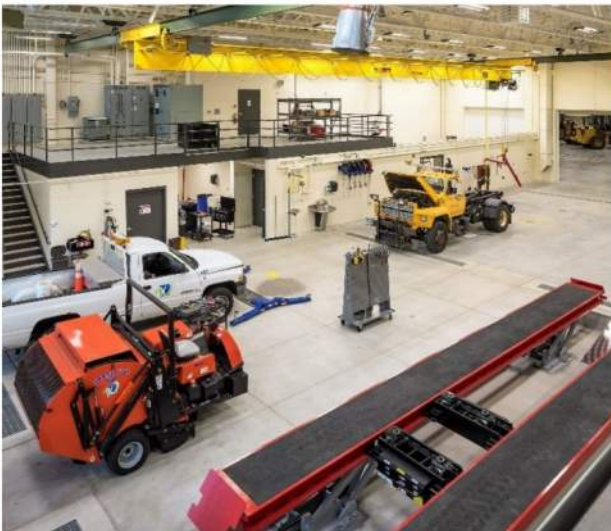


## G. PUBLIC WORKS EXPERIENCE *(in the last 7 years)*



### WAITE PARK PUBLIC WORKS

The Waite Park public works facility project began with multiple masterplans to explore the current and future needs of the entire site. The site design was planned for the current public works facility along with the future requirements of a community center, a fire station, and the associated infrastructure needs. The master plan of the entire site occurred in conjunction with the development and construction of an adjacent roadway which will also serve the future amphitheater that we are working on. All of the utility and infrastructure requirements had to be planned during the masterplan/study phase of the project in order to avoid costly changes in the future.





### MANKATO TRANSIT FACILITY

The building is an addition to the existing, 1960's City of Mankato Public Works Facility, which was recently purchased and inhabited by the City of Mankato from MnDOT. The bus parking area is approximately 40,000 square feet of parking for up to 35 full size buses. This was a requirement of the Federal Transit Authority funding to accommodate a future, larger, regional bus fleet. The maintenance bays include a full drive-thru bay that allows for full height lifting of the bus for undercarriage maintenance and also features a pull-in / pull-out in-ground oil changing pit, which is the preferred method for changing oil on this type of vehicle. Some of the features of this project that were implemented include bird-safe glass, increase stormwater management practices, increased mechanical and electrical equipment control and sensitivity and renewable energy generation (solar panels).



## G. PUBLIC WORKS EXPERIENCE *(in the last 7 years)*



### ANDOVER PUBLIC WORKS FACILITY

The City of Andover Public Works Facility project was programmed and designed as a two phase implementation to achieve the space needs of the department while meeting available funding resources. The first phase, which is scheduled for completion of construction and occupancy in early 2020, was the vehicle and equipment maintenance facility, an unconditioned equipment storage building, fleet fueling facility and site development and improvements. The second phase, which is scheduled for funding and planning in 15 years, will include a complete heated storage building for the entire department's vehicle and equipment fleet and complete administrative and staff support spaces. Phase 1 of the public works facility improvements is a \$12 Million project.



## G. PUBLIC WORKS EXPERIENCE *(in the last 7 years)*

### MnDOT PLYMOUTH TRUCK STATION EXPANSION

As metro communities mature and approach 100% build-out, more and more agencies are looking to renovate and expand facilities on existing sites. The project scope consisted of site upgrades to drainage, paving, and fencing and the construction of a 38,600 square foot addition that would house additional fleet parking, multiple wash bays, and consolidated maintenance and office functions. The existing building would be retrofitted for code compliance (fire, ADA, etc.) and dedicated to bridge crew staff and operations. During the initial site preparation phase, a high level of soil contamination was discovered throughout the site. This discovery threatened to shut down the project. The design team, owner, and contractor worked together to design and implement a comprehensive and thoughtful approach that combined material removal and contaminate encapsulation to mitigate potential costs and to keep the project moving forward. Various sustainable design strategies were implemented for this project. These include but are not limited to; clerestory windows with stepped daylighting controls, energy-efficient overhead doors, CO/NO2 sensors for building exhaust, dual-level lighting fixtures, occupancy sensors, high-efficiency gas boilers, and unit heaters, and heat-recovery units. These strategies represent a 28% reduction in Energy Use Intensity and will result in an estimated energy cost savings of \$18,700 annually when compared to a code baseline building.



## G. PUBLIC WORKS EXPERIENCE *(in the last 7 years)*



*Above: A photo of the new facility*

### STEELE COUNTY PUBLIC WORKS FACILITY

The Steele County Highway Department project began as a study after the existing facility was condemned by FEMA due to damage from a flood. The study phase included analyzing the options of reconstructing on the existing site, purchasing an existing building to remodel, or purchasing undeveloped land for new construction. Due to limitations of existing options, a new site was deemed most cost-effective. The final project consists of the main building, fuel island, and salt/sand storage facility with provisions for a future cold storage building. The size of the site also allowed a layout to accommodate a future County department building or sale of a portion of the site to a commercial entity. The project went through the B3 Benchmarking process which required life-cycle cost and payback analysis of several items including a photovoltaic system, energy recovery systems, lighting control systems, increased insulation and opening

*Below: A view of the existing flooded facility*

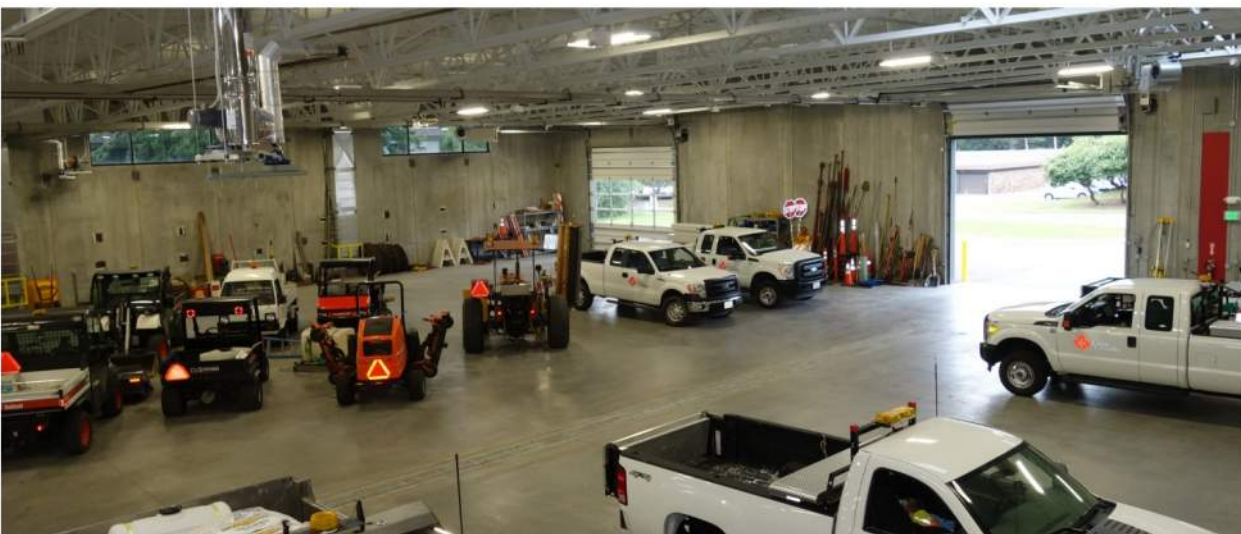


## G. PUBLIC WORKS EXPERIENCE *(in the last 7 years)*



### LITTLE CANADA PUBLIC WORKS FACILITY

The Little Canada Public Works Facility project involved consolidating and relocating the existing public works department to an industrial site in the center of the city. We worked with a Construction Manager early in the process to come up with a design that met the needs of the city while respecting their original budget constraints. The building was designed for flexibility, growth, and adaptation for use by the department for the next 30 years.



### SRF Projects for the City of Ramsey:

- Ramsey Quiet Zone Update Letter
- Preliminary Investigation of 2<sup>nd</sup> Parking Ramp at the COR
- Ramsey Municipal Parking Ramp Renovations
- Mississippi Skyway Preliminary Engineering
- City of Ramsey Biking & Walking Trails
- Rum River Estates Traffic Study
- Shade Tree Cottages Traffic Study
- Town Center Gardens Traffic Study
- Ramsey Town Center AUAR Review
- Rivenwick Traffic Study
- Lord of Life – Senior Housing
- Alpine Meadows
- Wildlife Sanctuary 2<sup>nd</sup> and 3<sup>rd</sup> Additions
- Birch Hill Lodges Noise Analysis
- Sunwood Estates Noise Analysis
- Evergreen Point Noise Analysis
- River Pines Noise Analysis
- County Road 116 Access and Corridor Study
- Centex Addition Residential Development
- Royal Oaks Residential Development
- Trunk Highway 47 (149th Avenue NW Storm Sewer)

### SRF Projects in the City Ramsey for Other Clients:

- Nowthen Boulevard and 170th Avenue Intersection Improvements
- Ramsey Northstar Station Construction Observation
- U.S. Highway 10 and Armstrong Boulevard Grade Separation

### Emaulson Podas Relevant Experience:

- Woodbury Public Works, Woodbury, Minn.
- Rogers Police Station – Rogers, MN
- Minnetrista Public Safety Building – Minnetrista, MN
- Mound Fire Station – Mound, MN
- Shakopee Mdewakanton Sioux Community Fire Station – Prior Lake, 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 Offices & Fleet Service Center, Minneapolis, Minn. (pursuing LEED Gold)
- Woodbury Public Works, Woodbury, Minn.
- St. Louis Park City Hall, St. Louis Park, Minn.
- Apple Valley City Hall, Apple Valley, Minn.

### Meyer Borgman Johnson Relevant Experience with Oertel Architects:

- City of Eagan- Bridle Ridge Park Building
- City of Burnsville Alimagnet Park Dugouts
- City of Crystal – Becker Park Restroom Building
- City of Crystal Community Center Operable Partition
- City of South Saint Paul Cold Storage Facility
- City of Waite Park - River's Edge Park Building
- City of Waite Park - River's Edge Wood Framed Structure Revision
- Cleary Lake Park Maintenance Building- Three Rivers Park District
- Cobblestone Park Pavilion and Restroom Building
- Eagan Public Works
- Eagan Public Works Utility Storage Building
- Hilltop City Hall Addition
- National Guard - New Ulm Vehicle Maintenance Facility
- Steele County Public Works Facility
- Trapp Farm Park Building
- Waconia Square City Park
- Waite Park Amphitheater
- Waite Park Community Park
- Waite Park Pavilion - Preliminary Design
- Waite Park Restroom Building
- Winsted Ballpark Retaining Wall Review



# I. PROOF OF INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437		<b>CONTACT NAME:</b> Jeanne Danmeier <b>PHONE (A/C. No. Ext):</b> (952) 893-1933 <b>FAX (A/C. No.):</b> (952) 893-1819 <b>E-MAIL ADDRESS:</b>															
<b>INSURED</b>  Oertel Architects, Ltd. 1795 St. Clair Avenue St. Paul MN 55105		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Charter Oak Fire Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Co</td> <td></td> </tr> <tr> <td>INSURER C: The Phoenix Insurance Company</td> <td></td> </tr> <tr> <td>INSURER D: XL Specialty Insurance Co.</td> <td>37885</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Charter Oak Fire Ins. Co.		INSURER B: Travelers Property Casualty Co		INSURER C: The Phoenix Insurance Company		INSURER D: XL Specialty Insurance Co.	37885	INSURER E:		INSURER F:	
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INSURER D: XL Specialty Insurance Co.	37885																
INSURER E:																	
INSURER F:																	

**COVERAGES**      **CERTIFICATE NUMBER:** 2019 - 2020      **1**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		680 0J753878 19	5/8/2019	5/8/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREM/SES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		680 0J753878 19	5/8/2019	5/8/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CDP 1B39896A 19	5/8/2019	5/8/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	UB-4K870952-19	5/8/2019	5/8/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	<b>Professional Liability</b>		DPR 9942668	5/15/2019	5/15/2020	Each Claim/ \$2,000,000 Each Policy Year Aggregate \$4,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 If required by written, executed contract with Insured, the Owner is additional insured under above general liability coverage, per that policy's language; such coverage is primary.  
 If required by written, executed contract with Insured, the Owner is additional insured under above automobile liability, per that policy's language; such coverage is primary.  
  
 This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverages afforded by the insurance policies.


<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 

ACORD 25 (2014/01)  
INS025 (201401)

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## J. PROPOSED FEE

	OERTEL ARCHITECTS	EMANUELSON PODAS <i>(Mechanical &amp; Electrical)</i>	SRF <i>(Civil Engineering &amp; Landscape Architecture)</i>	MEYER BORGMAN JOHNSON <i>(Structural Engineering)</i>	EXPENSES	PHASE TOTALS
PROGRAMMING / SCHEMATIC DESIGN	\$6,570	-	\$5,600	\$2,000	\$76.05	\$14,246.05
DESIGN DEVELOPMENT	\$23,820	\$39,000	\$14,200	\$30,800	\$152.10	\$107,972.10
CONSTRUCTION DOCUMENTS	\$153,686	\$66,000	\$16,000	\$20,400	\$608.40	\$256,694.40
CONSTRUCTION ADMINISTRATION	\$118,400	\$27,000	\$9,900	\$14,800	\$988.66	\$171,088.66
RENOVATION & REMODEL	\$14,490	\$5,000	-	\$16,000	-	\$35,490.00
<b>DISCIPLINE TOTALS:</b>	\$316,966	\$137,000	\$45,700	\$84,000	\$1,825.20	
<b>TOTAL NOT-TO-EXCEED FEE:</b>						\$585,491.20

HOURS PER PHASE <i>(blended hourly rate shown beneath each discipline)</i>	OERTEL ARCHITECTS <i>(blended hourly rate: \$100.78/hr.)</i>	EMANUELSON PODAS <i>(blended hourly rate: \$140/hr.)</i>	SRF <i>(blended hourly rate: \$125/hr.)</i>	MBJ <i>(blended hourly rate: \$128.33/hr.)</i>	PHASE TOTALS
PROGRAMMING / SCHEMATIC DESIGN	54	-	44.8	15.6	114.4
DESIGN DEVELOPMENT	240	278.6	113.6	240	643.6
CONSTRUCTION DOCUMENTS	1,703.2	471.4	128	159	2,461.6
CONSTRUCTION ADMINISTRATION	995	192.8	79.2	115.3	1,382.3
RENOVATION & REMODEL	153	35.7	-	124.7	313.4
<b>TOTAL HOURS:</b>	3,145.20	978.6	365.6	654.6	5,144



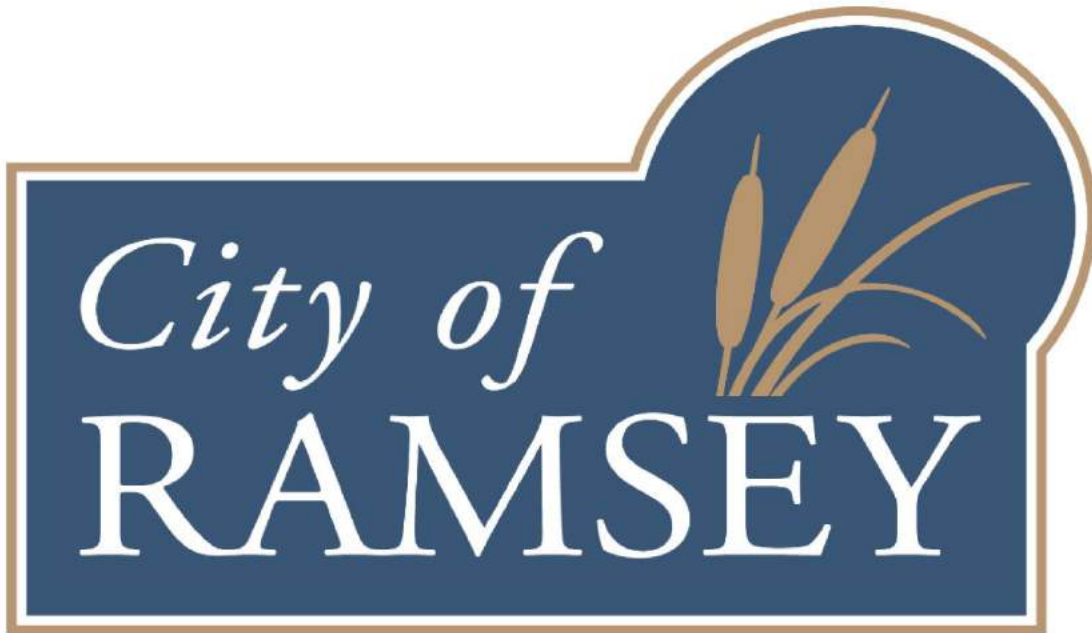
## CONCLUSION

Thank you again for the opportunity to submit our qualifications to you. The planning and design of public works facilities is our firm's primary specialty. Oertel Architects has first-hand knowledge and field-tested experience of what works and what doesn't in a maintenance facility. Our experience is hard to match. We dedicate our time to maintaining a high level of expectations and quality within this sector. More important than all of this, we are problem solvers and we aim to do our best to provide our clients with the best value possible. If there is anything further that we can provide to demonstrate our commitment to making your project a success, please let us know.

### CONTACT US

Oertel Architects  
Andrew Cooper, AIA  
1795 St. Clair Avenue  
Saint Paul, MN 55105  
p: (651) 696-5186 ext. 313  
[acooper@oertelarchitects.com](mailto:acooper@oertelarchitects.com)

***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](mailto: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

- |  |  |
|--|--|
| • <u>Architectural</u><br>Dan Lind– Principal Architect / PM<br>Dan Lawrence – Project Architect | Overall Project Management / Coord. / Design<br>Overall Coordination & Building Design |
| • <u>Civil / Landscape</u><br>Civil Engineer(s)  | Refine Site Plan / Regulatory Reviews / Site Survey                                    |
| • <u>Structural</u><br>Structural Engineer(s)  | Development of Structural System(s)  |
| • <u>Mechanical &amp; Electrical</u><br>Mechanical Engineer(s)<br>Electrical Engineer(s)         | Mechanical Systems direction<br>Electrical Systems direction                           |
| • <u>Furnishings, Fixtures &amp; Equipment</u><br>Interior Designer                              | 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

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

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

<b>Roger Christensen, AIA</b>	Founding Principal
<b>Tim McIlwain, AIA</b>	Founding Principal
<b>Dan Lind, AIA, LEED AP</b>	Principal
<b>Matt Lysne, AIA</b>	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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 5<sup>th</sup> Street, Room #223  
Minneapolis, MN 55415  
[Chris.backes@minneapolismn.gov](mailto: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](mailto: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](mailto:virgil.hawkins@co.wright.mn.us)  
763-682-7388



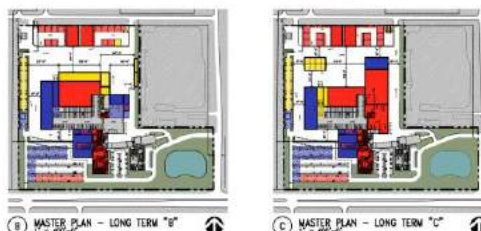
**Don Theisen**  
**Director**  
**Washington County Public Works**  
11660 Myeron Road N  
Stillwater, MN 55082  
[don.theisen@co.washington.mn.us](mailto:don.theisen@co.washington.mn.us)  
651-430-4304



**Joe MacPherson**  
**County Highway Engineer**  
**Anoka County Highway Department**  
1440 Bunker Lake Blvd.  
Andover, MN 55304  
[joe.macpherson@co.anoka.mn.us](mailto: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](mailto: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**

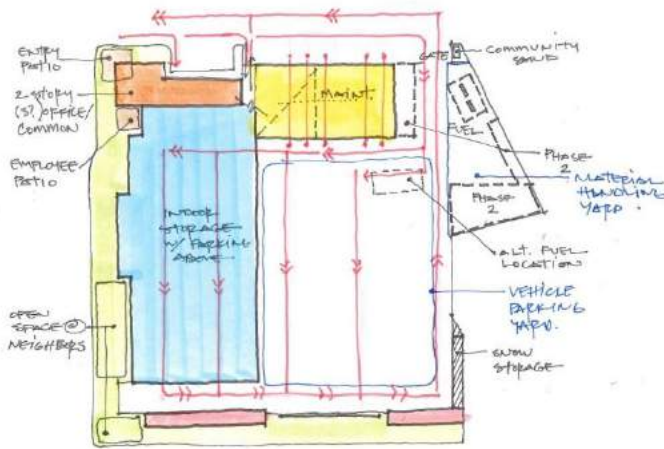
**Hagen Christensen & McIlwain Architects** and its team designed Minneapolis' New East Side Storage & Maintenance Facility providing a multi-purpose building and site to be utilized as a municipal operations campus that will facilitate a variety of large-scale storage and maintenance needs. This was 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 5<sup>th</sup> Street, Rm # 223  
Minneapolis, MN 55415  
612-673-3774

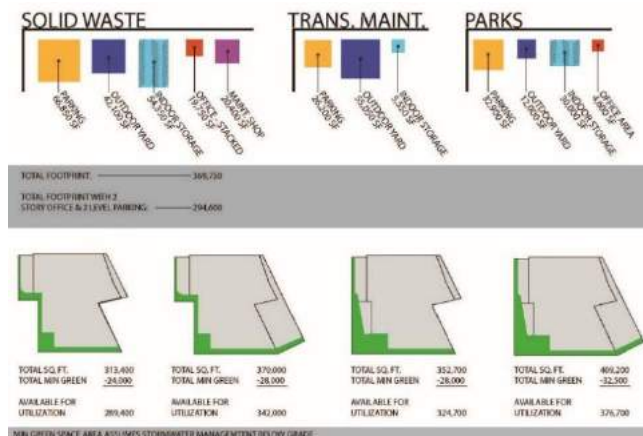
**Project Budget: \$40,000,000**



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.

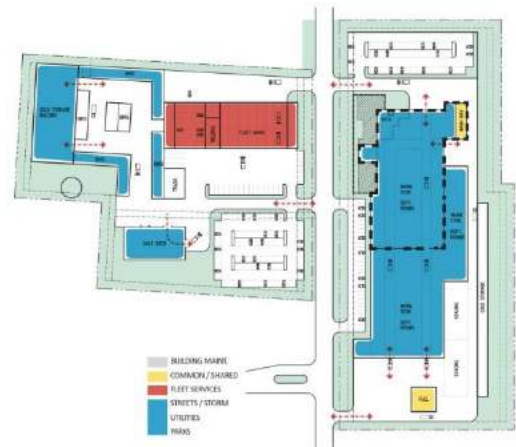
**Project Team:** **Jerry Hagen, HCM**  
Principal, Project Manager  
**Dan Lawrence, HCM**  
Project Architect  
**Civil / Landscape: BMI**  
**Structural: ERA**  
**Mechanical: EP**  
**Electrical: EP**  
**Interior Design: Isola Design**

**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**

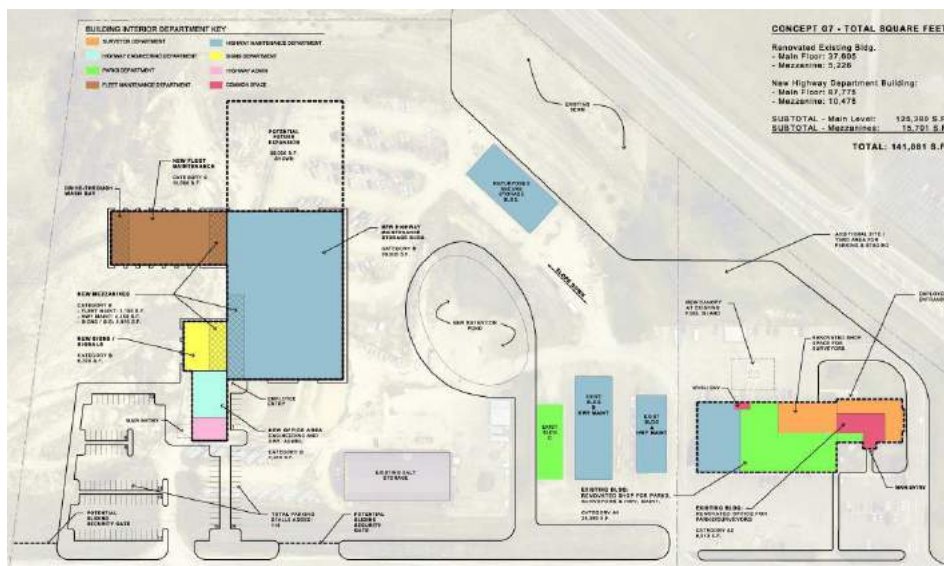
**Hagen Christensen & McIlwain Architects** and its team designed Wright County's new 92,000 square foot Highway Department Facility on a greenfield site directly adjacent to the existing campus; the existing buildings were designed for reuse and renovation. A phased project implementation Master Plan 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.

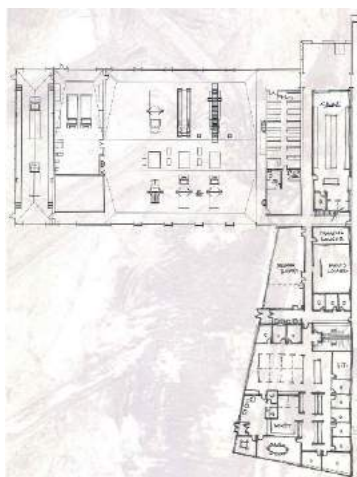
**Project Team:** **Jerry Hagen, HCM**  
Principal, Project Manager  
**Dan Lind, HCM**  
Project Architect  
**Civil / Landscape: Loucks**  
**Structural: ERA**  
**Mechanical: EP**  
**Electrical: EP**  
**Interior Design: HCM**

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

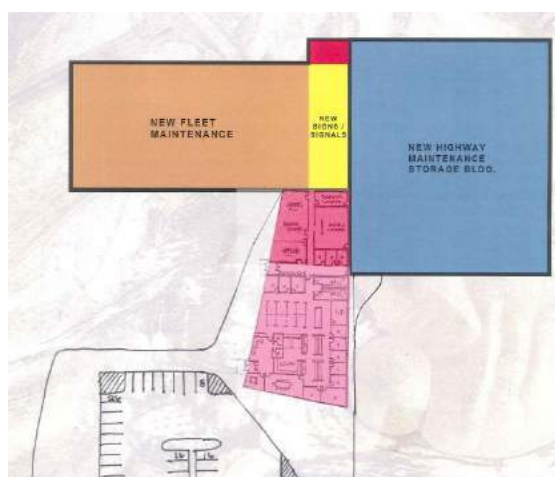
**Project Budget: \$16,400,000**



*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*



*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.

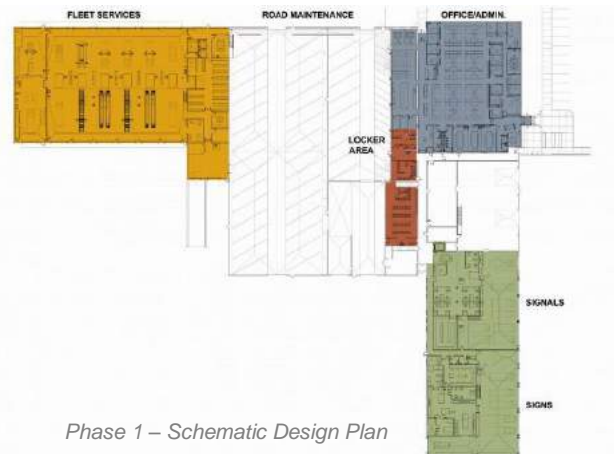
**Project Team:** **Jerry Hagen, HCM**  
Principal, Project Manager  
**Dan Lind, HCM**  
Project Architect  
**Civil / Landscape: Loucks**  
**Structural: ERA**  
**Mechanical: EDI**  
**Electrical: EDI**  
**Interior Design: HCM**

**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**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Thielmann Insurance Agency 6481 Sycamore Ct N Suite 1 Maple Grove MN 55369		<b>CONTACT NAME:</b> Tom Thielmann <b>PHONE (A/C, No, Ext):</b> (763) 746-8410 <b>FAX (A/C, No):</b> (763) 746-8411 <b>E-MAIL ADDRESS:</b> Tom@thielmanninsurance.com	
<b>INSURED</b> Hagen, Christensen & McIlwain Architects PA 4201 Cedar Avenue South Minneapolis MN 55407		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Harleysville Ins Companies INSURER B: Underwriters at Lloyds, London INSURER C: Landmark American Ins Company INSURER D: INSURER E: INSURER F:	<b>NAIC #</b> 1122000

COVERAGES      CERTIFICATE NUMBER: 2019/20 Pkg & Prof COI      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		MPA 58155F	7/20/2019	7/20/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		BA 58197F	7/20/2019	7/20/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CMB 59851F	7/20/2019	7/20/2020	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 58328F	7/20/2019	7/20/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Prof Liab, claims made			ANE1272965.19	06/04/2019	06/04/2020	Per Claim Limit	\$3,000,000
C	\$10,000 ded.			LHZ778237	09/13/2019	06/04/2020	Aggregate Limit	\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Thomas Thielmann/TOM

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## 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

<b>Subtotal 1 (Lump Sum)</b>		<b>\$125,000.00</b>
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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

<b>Subtotal 2 (Lump Sum)</b>		<b>\$125,000.00</b>
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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

<b>Subtotal 3 (Lump Sum)</b>		<b>\$173,650.00</b>
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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

<b>Subtotal 4 (Lump Sum)</b>		<b>\$108,150.00</b>
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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

<b>Subtotal 5 (Lump Sum)</b>		<b>\$ 93,200.00</b>
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<b>TOTAL Design Team Fees:</b>		<b>\$625,000.00</b>
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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**

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***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 &amp; 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



## Interview questions for Architectural Candidates

1. Is a wetland delineation required and have you included costs in your proposals
2. Have you included site surveying as part of your proposal
3. If programming and design takes longer than expected, would a spring 2021 start impact the proposal you have provided
4. Please describe your construction administration process during construction and what the allotted hours include
5. Please describe your programming/schematic design process and what the allotted hours include
6. Are there any services that you have not provided in your proposal that you would recommend the city pursue
7. Are the estimated hours of service not to exceed
8. What do you foresee as the greatest challenge to complete this project
9. Have you learned any important lessons on previous public works projects that could be applied here
10. What is your process for documenting discussions and decisions made during design

Meeting Date: 01/28/2020

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**Information**

**Title:**

Fire Service Joint Powers Agreement Update

**Purpose/Background:**

The purpose of this case is to present an update of the Fire Board Meeting held on January 21st, 2020 and to discuss the future Joint Powers Agreement direction.

**Timeframe:**

15 minutes

**Funding Source:**

N/A

**Responsible Party(ies):**

Kurt Ulrich, City Administrator  
Matt Kohner, Fire Chief

**Outcome:**

Informational only

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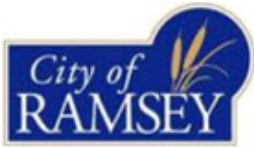
**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/23/2020 03:12 PM
Form Started By: Matt Kohner		Started On: 01/23/2020 02:58 PM
Final Approval Date: 01/23/2020		



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**CC Work Session**

**3.1.**

**Meeting Date:** 01/28/2020

**By:** Katie Schmidt, Administrative Services

**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

**Recommendation:**

N/A

**Action:**

For Council review - no formal action necessary.

**Attachments**

Future Topics List

**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/23/2020

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

01/23/2020 12:06 PM

01/23/2020 02:28 PM

Started On: 01/21/2020 07:21 AM

<b>Date (proposed Date)</b>	<b>Topics for Discussion – Council Action</b>	<b>Time</b>
02-11-20	Discuss Policy Direction on Pearson South Subdivision - Gladhill	30
02-11-20	Discuss Policy Direction on Riverstone 4th Addition and Puma Street Improvement Project - Gladhill	30
02-11-20	Discuss Policy Direction on Trott Brook North Development Area- Gladhill	30
02-11-20	Joint Planning/CC Work Session	
02-24-20	Discuss Renaming Central Park	15
02-24-20	Discuss the City Administrator’s Annual Performance Evaluation – Portions Closed to the Public -- Lasher	15
03-16-20	Board and Commission Interviews	120
2020	Discuss Historic Town Hall – Ulrich	30
2020	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions TBD.	30
TBD	Discuss Legislation Regarding TIF #14 Amendments- Ulrich/Sullivan	30
TBD	Local Road Funding - Ulrich	30
<b>Date</b>	<b>Topics for Discussion – Policy</b>	
02-24-20	<p>Discuss Section 2-156 of the City Code re Residency Requirement for Boards and Commissions, including the EDA.</p> <p>Sec. 2-156. - Appointment of members, terms of office and removal.</p> <p>(a) <i>Voting members and residence requirement.</i> At least two-thirds of the members of each board or commission shall be residents of the city. Members shall represent a broad range of interest in functions of the city.</p> <p>and discuss board and commission stipends</p> <p>(d) <i>Serve without compensation.</i> All members of a board or commission shall serve without compensation. Board or commission members may receive a stipend for expenses as established by resolution of the city council.</p>	20
2020	Discuss Balance of Planned Retail and Multifamily Housing and Interim Options - Gladhill	45
2020	Intersection Control Evaluation for Spot Improvements on Armstrong -- Westby	30
TBD	Discussion Regarding Process for Sharing Correspondences, between Council and staff.	
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>	
Feb. 2020	Trail Maintenance Policy – Westby	30
Feb. 2020	Stormwater Pond Maintenance Policy -Westby	30
TBD	Accounting of City Engineering Staff Time for City Projects - Westby	30