

BRUCE JACOBSON
Landscape Architect

PROJECT: RAMSEY CONCEPT DESIGN GUIDELINES (Muni Plaza/Center St + Pump House Plaza)

Client: Mark Riverblood (City of Ramsey)

Prime Consultant: Bruce Jacobson Landscape Architect LLC

Sub-Consultants: Bob Lunning (architecture) + Anne Rykken (document production)

Date: December 11, 2019

RE: SCOPE OF SERVICES PROPOSAL

BACKGROUND

As requested by Mark Riverblood, we are submitting this Scope of Services Proposal to provide concept-level guidelines for proposed improvements to Municipal Plaza, Pump House Building, Pump House Plaza and Center Street. Previously completed work, including preliminary design program, schematic design plans and engineering drawings (focus on grading + stormwater management) will provide much of the basis for this work.

SCOPE OF SERVICES

BRUCE JACOBSON will provide overall project coordination, meeting facilitation, author text/graphics (as needed), and oversee draft/final production of Concept Design Guideline deliverables.

BOB LUNNING (LUNNING WENDE ASSOCIATES) will provide professional architectural design services as described in their attached 'Letter Proposal'.

ANNE RYKKEN will provide initial organization/layout of Guideline content, and produce draft/final documents as described in the 'Deliverables' section of this proposal.

DELIVERABLES

Draft and final documents will be prepared for review and comment including the following: CONCEPT DESIGN GUIDELINES (see attached suggested outline) – 16 pages; 11" x 17" folded (magazine-style) document; paper and electronic versions.

CONCEPT DESIGN GUIDELINE SUMMARY – 1 page; 11" x 17"; paper and electronic versions.

SCHEDULE + FEE

This Team will produce and submit all final deliverables to Mark Riverblood (City of Ramsey) in 4 to 6 weeks from official 'notice-to-proceed', according to the following budget/fee:

BRUCE JACOBSON	\$ 5,000
BOB LUNNING (LUNNING WENDE)	\$ 6,000
ANNE RYKKEN	\$ 800
TOTAL	\$ 11,800

If you have any questions, comments, or need additional information, please contact:

Bruce Jacobson; brucedjacobson@outlook.com; 612-244-7702

Thanks very much!

CONCEPT DESIGN GUIDELINES

Municipal Plaza + Center Street + Pump House Building / Plaza

City of Ramsey, Minnesota

Suggested Outline – draft December 2, 2019

BACKGROUND + PURPOSE

SCHEMATIC DESIGN PLANS + PARK DESIGN PROGRAM

CONCEPT DESIGN GUIDELINES

1 – Municipal Plaza & Center Street Streetscapes

- Site / grading / drainage plan (revised – Bolton and Menk)
- Cross-sections
- Furniture / lighting recommendations
- Materials / finishes

2 – Pump House Plaza Building Improvements

- **Proposed building improvements (façade, rest rooms, etc.)**
- **Solar canopy (working with Connexus Energy)**
- **Lighting recommendations**
- **Section drawings as needed (wall section, sketch details)**
- **Materials / finishes**

3 – Pump House Plaza Public Space

- Site / grading / drainage plan (revised – Bolton and Menk)
- Cross-sections
- Furniture / lighting recommendations
- Materials / finishes

PRELIMINARY COST EVALUATION

- Municipal Plaza
- **Pump House Plaza Building Improvements**
- Pump House Plaza Public Space

DESIGN + BUILD 'RFP' FOR PUMP HOUSE PLAZA BUILDING IMPROVEMENTS

- **Project scope / budget / schedule**
- **Draft + final 'RFP' contents (for City Staff review and approval)**
- **Outline of bidding / contractor selection + construction process**

(Note: Primary Architectural Consulting Services indicated in red.)



December 10, 2019

To: Bruce Jacobson
Fr: Bob Lunning
Re: Ramsey Guidelines • Pump House Proposal

Scope of Work for Pump House Plaza Building Improvements

18 hours	Proposed building improvements
4 hours	Solar canopy
2 hours	Lighting recommendations
8 hours	Section drawings & detail sketches
4 hours	Preliminary cost evaluation
16 hours	Assist Design + Build RFP
	Project scope/budget/schedule
	Draft + final RFP
	Outline bidding/contractor selection + construction process
60 hours	Total Scope of Work

Proposed fee: 60 hours * \$100 per hour = \$6,000.