



2355 Polaris Lane North
Suite 120
Plymouth, MN 55447

Proposal for Architectural/Engineering and Mechanical Services For the Historic Ramsey Town Hall Rehabilitation

Architectural/Engineering Firm:

Engineering Systems Inc.
c/o Jason Stenman
2355 Polaris Lane North
Suite 120
Plymouth, MN 55447
jfstenman@engsys.com

Client:

City of Ramsey
c/o Sean Sullivan
7550 Sunwood Dr. NW
Ramsey, MN 55303

Per your request, Engineering Systems Inc. (ESi), is pleased to submit our proposal for Architectural/Engineering (A/E) & mechanical services for the rehabilitation of the Historic Ramsey Town Hall.

The general scope will involve preparing construction documents to provide the following:

- Design a Concrete Path and ADA ramp to front of Historic Town Hall front entry
- Design Heating and Air Conditioner Installation
- Design ADA Historic Period Bathroom
- Assess existing floor beam bearing

ESi shall develop construction documents suitable for the City of Ramsey to obtain competitive bids for the areas noted above.

DETAILED SCOPE OF ARCHITECTURAL / ENGINEERING SERVICES

SCOPE OF WORK PHASE

1. ESi will perform a site visit to visually document existing conditions and confirm the existing conditions for the following:
 - a. Grading from the existing parking area to the front entry of the building.
 - b. Location of existing trees and other natural objects in the potential path.
 - c. Condition of grading at the front entry door.
 - d. Existing water collection and drainage system from roof at grade.
 - e. Location of existing utilities that are visible above grade. Underground utility mapping is not part of this scope.
 - f. Existing mechanical and plumbing conditions to document existing supply and sanitary piping.
2. ESi will prepare a Construction Documents for the construction that would enable bidding contractors to accurately submit a detailed bid to perform the work.



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3. Based on a scope provided by the City of Ramsey and a site visit, ESi understands the scope for the Construction Documents will include the following
 - a. A new concrete accessible route with ramp and front entry steps that will meet ADA requirements for access from the existing parking area to the front entrance. All handrails and guardrails required will be included.
 - b. Completion of an interior toilet that includes a water closet and one vanity. The toilet and fixtures are to be designed to be ADA accessible and will represent the aesthetics and design of the existing building to match the time period it was originally designed as close as possible. Finish selections are to be approved by the City of Ramsey.
 - c. The heating and air conditioning for the main room, front entry and toilet will be designed to meet current building and energy code requirements. It is understood there is an existing furnace the City of Ramsey would like to use for the project if possible.
 - d. Assess and integrate existing water drainage from the roof with the proposed new concrete accessible path and ramp.
 - e. Assess existing floor beam bearing points and provide new bearing details.
4. ESi will not propose changes to the existing facility layout or design.
5. This scope is limited to the Design Phase and Construction Document preparation for the above noted items.

BID PROCUREMENT PHASE

1. This proposal does not include:
 - a. Review of any bids from contractors.
 - b. Answering questions during bid phase.
 - c. Any other work related to bidding of the project.
2. A separate proposal can be provided for ESi's involvement in the bidding process.

CONSTRUCTION ADMINISTRATION PHASE

1. This proposal does not include any Construction Administration to observe the construction work.
2. A separate proposal can be provided for ESi's involvement in Construction Administration.

EXCLUSIONS & ASSUMPTIONS

Under this base proposal, ESi does not intend to perform any of the following duties or provide any of the following services, and as such are not included as part of the Scope of The Work:

1. ESi assumes the existing electrical power supply is sufficient to power the components that would be added as a result of the work.
2. ESi assumes the existing sanitary piping is sufficient to use for the design of the toilet.
3. Finishes for the large main room are not part of the scope of design for this project.



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4. Third party inspections, reports, etc., of an official nature that would be required by the Building Codes and/or local AHJ.
5. Attendance of any zoning or development board meetings or meetings with the AHJ.
6. Any services not specifically identified as being included are noted to be excluded from this proposal.

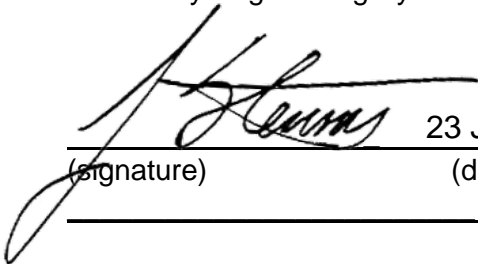
ESi will invoice for its work on a fixed fee basis according to the budget costs outlined in the Scope Summary. Any additional costs beyond the fixed fee must be pre-approved in writing by the City of Ramsey.

SCOPE SUMMARY

SERVICE	BUDGET COST
SCOPE OF WORK PHASE	
A. INITIAL SITE VISITS	\$5,000
B. DOCUMENT OF EXISTING CONDITIONS	<u>\$3,000</u>
PHASE TOTAL:	<u>\$8,000</u>
DESIGN PHASE	
A. ADA Exterior Accessible Route	\$12,500
B. HVAC	\$6,000
C. ADA Period Toilet	\$10,000
D. Assess Floor Bearing Points	<u>\$1,500</u>
PHASE TOTAL:	<u>\$30,000</u>
PROJECT TOTAL:	<u>\$38,000</u>
NOTES	
<i>This proposal for the Design Phase only and does not include services after Construction Documents are provided to the city for cost estimating and/or bidding.</i>	

Offered by Engineering Systems Inc (ESi):

Accepted by (Client):

 23 June 2015

(signature) (date)

(signature) (date)

Engineering Systems Inc. _____
