



June 27, 2025

Stephanie Hanson
Community Development Director
City of Ramsey
7550 Sunwood Dr. NW | Ramsey, MN 55303

PROPOSAL FOR PROFESSIONAL SERVICES HISTORIC RAMSEY TOWN HALL – RENOVATION

Thank you for the opportunity to provide a proposal to be your design partner on the Ramsey Town Hall project in Ramsey, MN. We look forward to collaborating with you and your team.

Project Description

The project entails three distinct but interrelated scopes of work:

1. Design of a Concrete Path and ADA ramp to Old Town Hall
2. Design of Heating and Air Conditioning
3. Design of an ADA compliant Historic Period Bathroom

Scope of Services

Our proposed team includes architecture, interior design, mechanical engineering, electrical engineering, civil engineering, and structural engineering services. Please note that the following scope assumes the project is funded by an MNHS grant which requires document review by MNHS at 30%, 60%, and 90% completion.

Preliminary Design and Engineering (30%)

- Review property documentation, relevant available information, and confirm the scope of work.
- Visit the site to review existing conditions and investigate site conditions, and mechanical and electrical capacities.
- Preliminary code study to include occupancy load, exiting, and ADA requirements.
- Provide a preliminary design package as outlined below.
 - Preliminary code review and analysis.
 - Preliminary demolition plans as required.
 - Preliminary floor plans.
 - Preliminary reflected ceiling plans as required.
 - Preliminary interior elevations (bathroom and areas to be affected by Mechanical, Electrical and Plumbing (MEP) work).
 - Preliminary finish plan and preliminary schedule (bathroom and areas to be affected by MEP work).
 - Mechanical plans and preliminary schedules.



- Electrical plans and preliminary schedules.
- Site plans as required.
- Preliminary plans will be presented to project stakeholders for feedback.
- Provide a square foot cost estimate with general assumptions listed.
- Based upon the approved concept and budget, we will proceed into construction documents.
- 30% drawings and scope outline document delivered to City of Ramsey. City uploads documents to MNHS grants portal.

Design Development Package (60%)

- MNHS returns comments on 30% submittal.
- Incorporate client and MNHS comments into design package
- LHB conducts a site visit to inform design details and answer questions that come up during the early design phases.
- Develop outline specification.
- Draft cost estimate with general assumptions listed.
- LHB provides 60% design drawings and completed MNHS scope of work form with photos to City of Ramsey. City uploads documents to MNHS grants portal.

Construction Documents (90% & 100%)

- MNHS returns comments from 60% submittal.
- Finalize the code study, to include occupancy load, type of construction, exiting, and ADA requirements.
- Finalize interior finishes and materials (bathroom and areas affected by MEP work).
- Incorporate MNHS comments into the final documents.
- Construction documents suitable for permitting and bidding:
 - Code review and analysis.
 - Demolition plans.
 - Floor plans.
 - Reflected ceiling plans.
 - Interior elevations and sections as required (bathroom and areas affected by Mechanical, Electrical and Plumbing (MEP) work).
 - Specifications.
 - Finish plan and schedule.
 - Mechanical plans and schedules.
 - Electrical plans and schedules.
 - Site plan with ADA compliant ramping.
- LHB Submits 90% design drawings, updated scope of work of form and photographs, draft specifications, and draft construction cost estimate to City of Ramsey. City uploads documents to MNHS grants portal.

- MNHS returns comments of 90% documents.
- LHB makes any required adjustments to 90% set.
- LHB submits 100% documents to City of Ramsey. City uploads documents to MNHS grants portal.

Bidding Assistance and Construction Administration Services

Bidding assistance and construction administration services are not part of this contract. LHB is able provide a fee for bidding assistance and construction administration services at the conclusion of the construction documents phase when the construction schedule is known and funding confirmed.

Assumptions

1. We have included the following meetings:
 - a. Preliminary Design: Three (3) virtual design meetings, one (1) site verification visit by key disciplines.
 - b. Construction Documents: Two (2) virtual design meetings and one (1) in-person meeting.
2. Structural design services are limited to a review of modifications related to scope of work.
3. Project design is funded by MNHS grant and requires document review at 30%, 60%, and 90% completion.
4. Multi-media, data, low-voltage, and communications design have been excluded.
5. Topographic survey and/or soil borings for ramp are not in the LHB scope of work.
6. Architectural renderings, if desired, can be provided as an additional fee upon request.
7. Deliverables will be provided in electronic format (PDF).

Schedule

- Preliminary Design and Engineering.....3 months
- Preliminary Design Package (30%) Review by MNHS 30 days by statute
- Design Development..... 1.5 months
- Design Development (60%) Review by MNHS 30 days by statute
- Construction Documents..... 4 months
- Construction Document (90%) Review by MNHS 30 days by statute
- Final documents..... 2 weeks
- Construction Document (100%) Review by MNHS 30 days by statute

Proposed Fee

LHB proposes a stipulated sum fee of Thirty-nine Thousand Five Hundred Dollars (\$39,500) excluding reimbursable expenses. The fee is divided as follows:

- Preliminary Design & Engineering\$12,700
- Design Development.....\$9,200
- Construction Documents.....\$17,600

Terms and Conditions

Upon your approval of this proposal, we will prepare an agreement consistent with the terms and conditions of our standard LHB agreement form.

We appreciate the opportunity to provide you with our services. We look forward to collaborating with you. Please contact Philip Waugh at 612.708.6707 if you have any questions.

LHB, INC.

A handwritten signature in blue ink, appearing to read "Philip Waugh". The signature is fluid and cursive, with the first name "Philip" and the last name "Waugh" clearly distinguishable.

PHILIP WAUGH

Vice President