

November 1, 2023

Brainerd/Baxter

7804 Industrial Park Road Baxter MN 56425

> 218.829.5117 Baxter@Widseth.com Widseth.com

David Chanski, City Administrator City of Breezy Point 8319 Country Road 11 Breezy Point, MN 56472

Re: Breezy Point City Hall Design Services

Dear Mr. Chanski and Members of the City Council,

Widseth has had the pleasure of working with the City of Breezy Point over the past year regarding the Breezy Point city hall building. Our services included two phases, which were Preliminary Design and Schematic Design.

Preliminary Design

Widseth began this process by providing you with a facility study and preliminary design services that included an analysis of the current physical condition of the building, space needs of the staff and community and potential designs for interior remodels, building additions and a potential new building. The result of this facility study was a comprehensive look at the existing city hall that provided the City of Breezy Point with information to make an educated decision for moving forward. This information was also shared with the residents of Breezy Point through an online resource as well as through an open house at city hall. The City of Breezy Point ultimately decided to pursue the option for building a new city hall.

Schematic Design

Upon completion of this phase of the project, Widseth proceeded with providing schematic design services for a new city hall building. Widseth met with multiple user groups that included city staff and Breezy Point residents to ensure that the design for a new city hall met the immediate and future needs of Breezy Point. The schematic design also incorporated and planned for a potential community center that could be constructed in the future. Upon completion of the schematic design phase, Widseth presented schematic site plans, floor plans as well as approximate construction costs.

Final Design

Per the direction of the Breezy Point City Council at the October 17, 2023 Budget Workshop, please refer to the attached contract for finalizing the design for a new city hall building. This contract includes Design Development, Construction Documents, Bidding and Construction Administration Services. The contract is the AIA Document B101 – 2017 Standard Form of Agreement Between Owner and Architect, which is an industry standard for a project of this scale. The contract includes our schematic design deliverables and project schedule as exhibits that you can reference as it relates to the agreed upon project scope and schedule that will serve as a basis and guide throughout the final phases of design.

Thank you for the opportunity to continue working with you on this exciting project. Please feel free to reach out to us with any questions that you may have regarding this contract and the services we are offering to provide.

Sincerely,

Widseth Smith Nolting & Associates, Inc.

Lindsey Kins

Lindsey Kriens, CID, Vice President Cc: Mike Angland, AIA, LEED AP, Vice President

EXHIBIT A

WIDSETH

2023 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geograph	er/Project Manager
Level I	\$130 / Hou
Level II	\$155 / Hou
Level III	\$180 / Hou
Level IV	\$188 / Hou
Level V	\$200 / Hou
Technician	\$2007 Hou
	* • • • •
Level I	\$ 87 / Hou
Level II	\$110 / Hou
Level III	\$130 / Hou
Level IV	\$145 / Hou
Level V	\$160 / Hou
Computer Systems Specialist	\$175 / Hou
Senior Funding Specialist	\$135 / Hou
Marketing Specialist	\$120 / Hou
Funding Specialist	\$105 / Hou
Administrative Assistant	\$ 82 / Hou
OTHER EXPENSES Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	RATE
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	Ф 7 Г / Ц. н. н.
	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day \$150 / Day
Lath & Hubs Soil Drilling Rig	\$150 / Day \$150 / Day \$35 / Hour
Lath & Hubs Soil Drilling Rig	\$150 / Day \$150 / Day \$35 / Hour \$125 / Day
Lath & Hubs Soil Drilling Rig	\$150 / Day \$150 / Day \$35 / Hour
Mapping GPS (Global Positioning System) Lath & Hubs Soil Drilling Rig Groundwater Sampling Equipment Subcontractors REPRODUCTION COSTS	\$150 / Day \$150 / Day \$35 / Hour \$125 / Day
Lath & Hubs Soil Drilling Rig Groundwater Sampling Equipment Subcontractors	\$150 / Day \$150 / Day \$35 / Hour \$125 / Day
Lath & Hubs Soil Drilling Rig Groundwater Sampling Equipment Subcontractors REPRODUCTION COSTS	\$150 / Day \$150 / Day \$35 / Hour \$125 / Day Cost plus 10%
Lath & Hubs Soil Drilling Rig Groundwater Sampling Equipment Subcontractors REPRODUCTION COSTS Black & White Copies: 8-1/2" x 11"	\$150 / Day \$150 / Day \$35 / Hour \$125 / Day Cost plus 10% \$0.10 Each

 Black & While Copies: 24 × 36
 \$3 Each

 Color Copies: 8-1/2" x 11"
 \$2 Each

 Color Copies: 11" x 17"
 \$4 Each

 Color Copies: 24" x 36"
 \$12 Each

 Color Plots: 42" x 48"
 \$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

BREEZY POINT CITY HALL



EXHIBIT C





<u>LEGEND</u>

COMMUNITY
SUPPORT SPACES
COUNCIL CHAMBERS
ADMINISTRATION
COMMUNITY CENTER

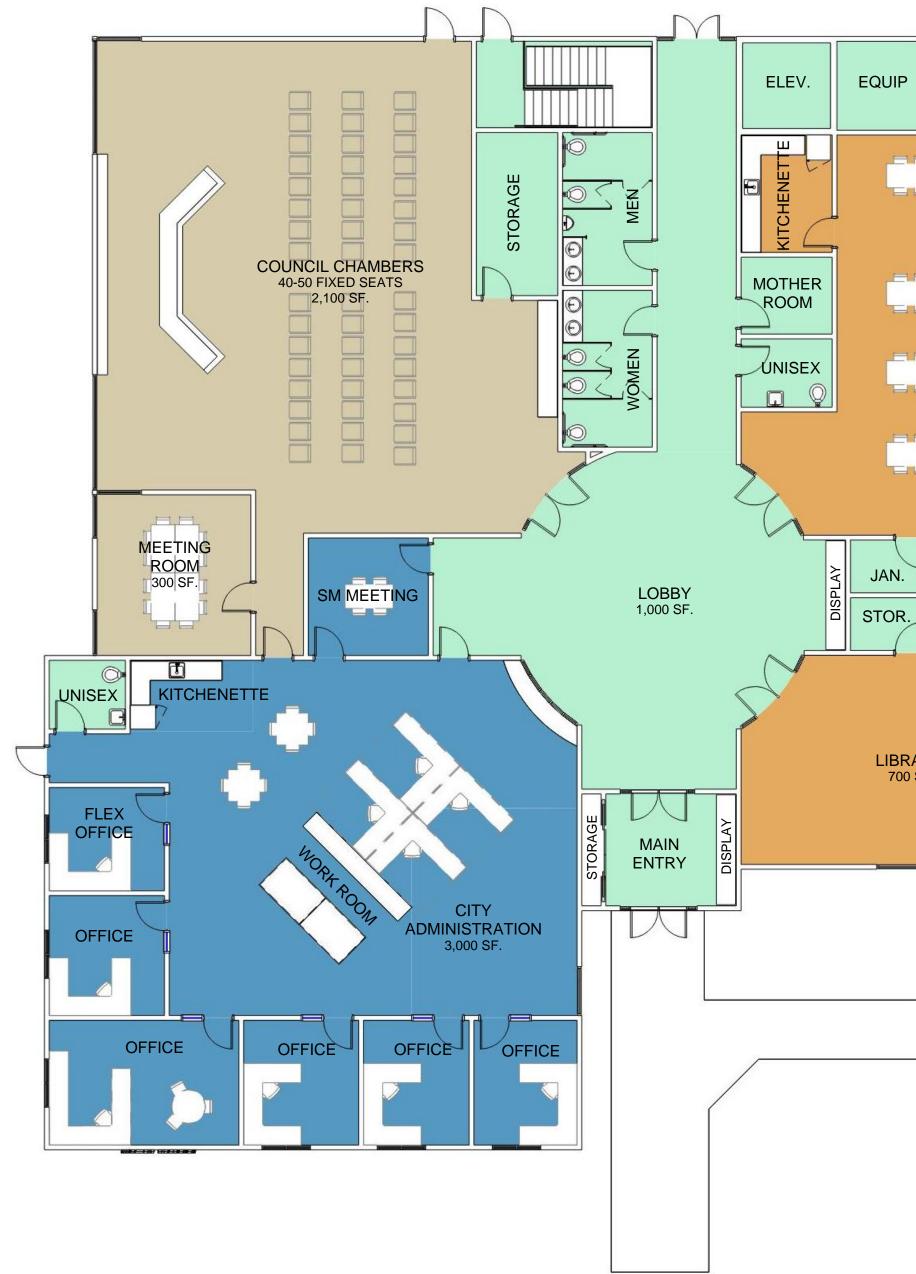


$1 \quad LOWER LEVEL CITY HALL CONCEPT PLAN - 4,000 SF$ $1 \quad 1'' = 10'0''$



BREEZY POINT CITY HALL CONCEPT FLOOR PLANS

$(2) \frac{\text{MAIN LEVEL CITY HALL CONCEPT PLAN - 11,500 SF}}{1'' = 10'0''}$







CUIP

LEGEND

- COMMUNITY
- SUPPORT SPACES
- COUNCIL CHAMBERS
- ADMINISTRATION

BUILDING AREA

CITY HALL LOWER LEVEL- 4,000 SF CITY HALL MAIN LEVEL -11,500 SF

CITY HALL TOTAL SF- 15,500 SF



$1 \quad LOWER LEVEL CITY HALL CONCEPT PLAN - 4,000 SF$ $1 \quad 1'' = 10'0''$



BREEZY POINT CITY HALL CONCEPT FLOOR PLANS

$(2) \frac{\text{MAIN LEVEL CITY HALL CONCEPT PLAN - 11,500 SF}}{1'' = 10'0''}$







LEGEND

- COMMUNITY
- SUPPORT SPACES
- COUNCIL CHAMBERS
- ADMINISTRATION

BUILDING AREA

CITY HALL LOWER LEVEL- 4,000 SF CITY HALL MAIN LEVEL -11,500 SF

CITY HALL TOTAL SF- 15,500 SF

City Hall Concept

Lower Level 4,000 square feet \$175 per square foot Estimate \$700,000

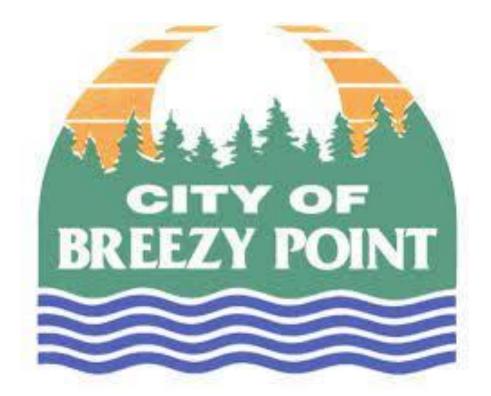
Main Level 11,500 square feet \$275 - \$325 per square foot Estimate \$3M - \$3.7M

City Hall Concept Estimate Total: \$3.7M - \$4.4M



BREEZY POINT CITY HALL







<u>LEGEND</u>

COMMUNITY
SUPPORT SPACES
COUNCIL CHAMBERS
ADMINISTRATION
COMMUNITY CENTER

10-17-23



BREEZY POINT CITY HALL





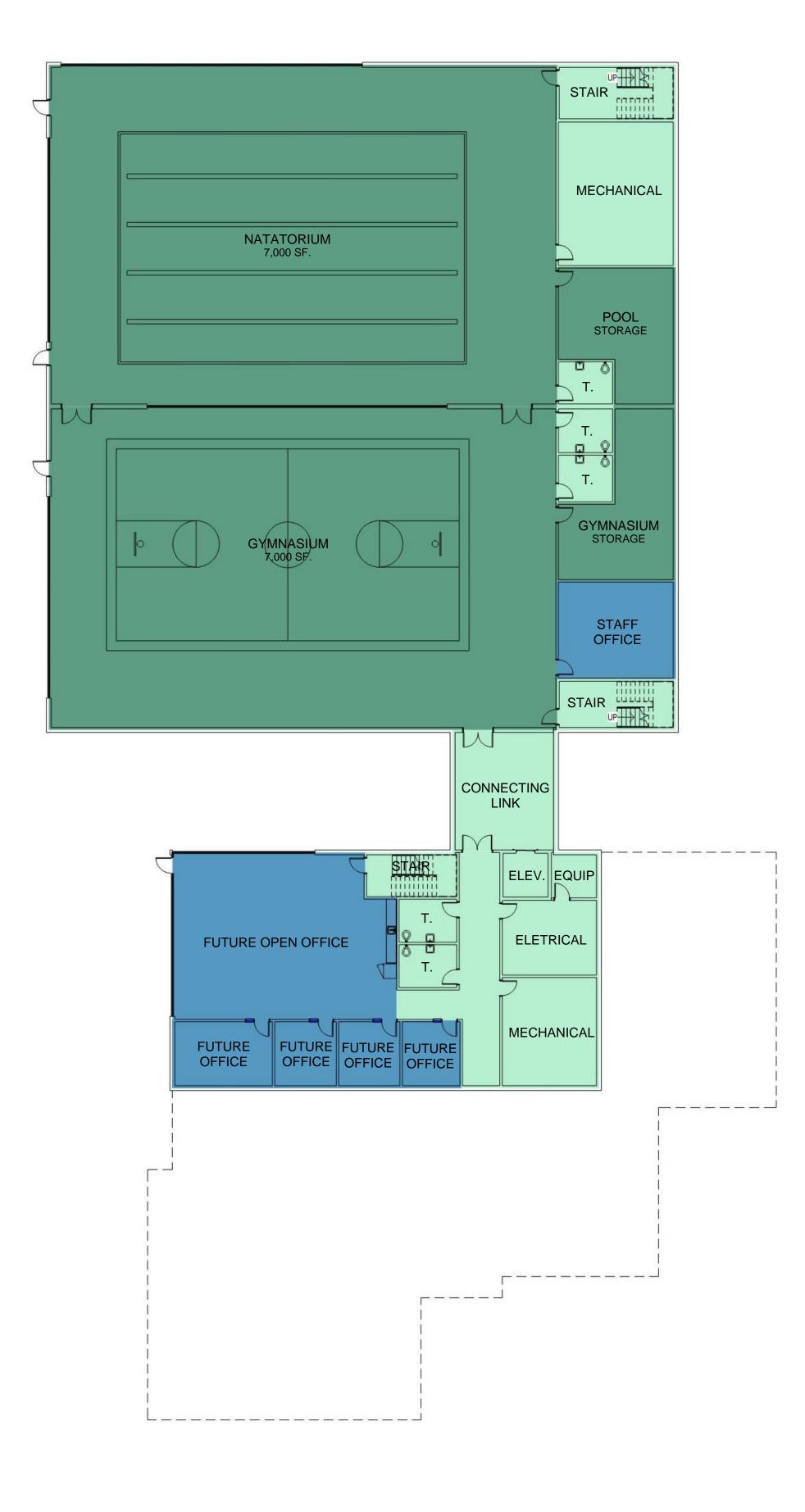


<u>LEGEND</u>

COMMUNITY
SUPPORT SPACES
COUNCIL CHAMBERS
ADMINISTRATION
COMMUNITY CENTER

10-17-23 WIDSETH

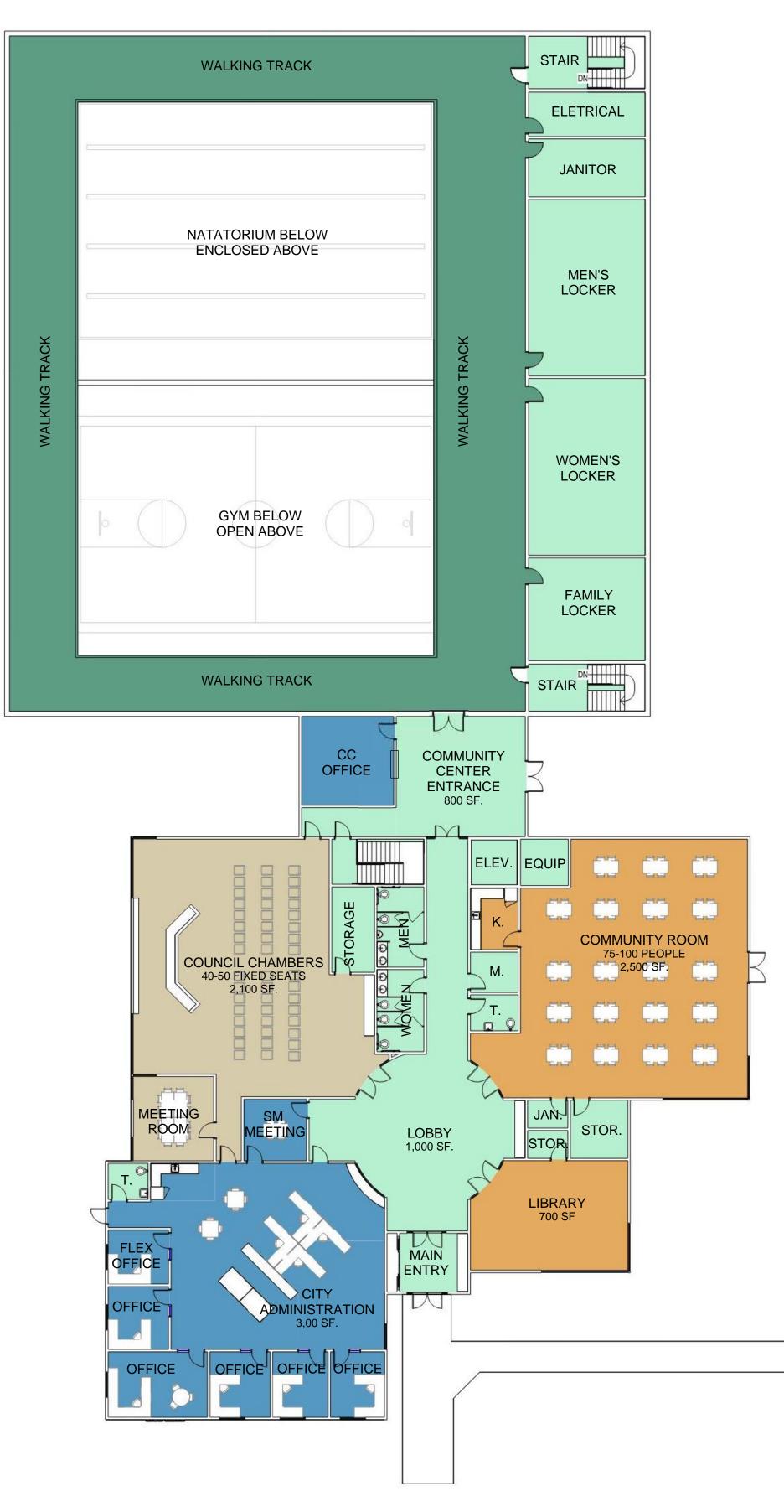
BREEZY POINT CITY HALL AND COMMUNITY CENTER CONCEPT FLOOR PLANS



LOWER LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN – 22,000 SF 〔3〕 1/16" = 1'-0"

MAIN LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN - 21,500 SF 4

1/16" = 1'-0"







LEGEND

COMMUNITY

SUPPORT SPACES

- COUNCIL CHAMBERS
- ADMINISTRATION
- COMMUNITY CENTER

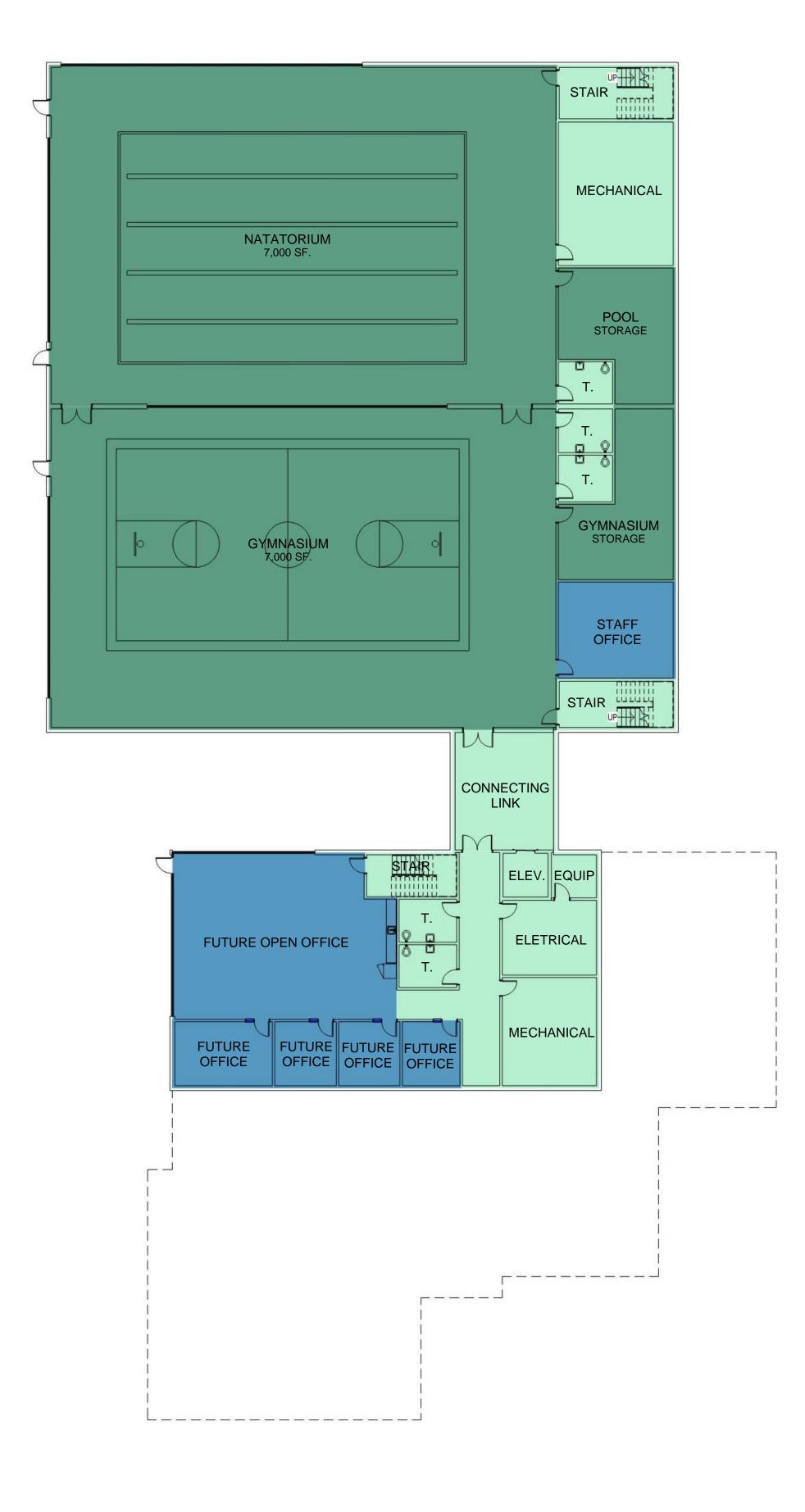
BUILDING AREA

CITY HALL LOWER LEVEL- 4,000 SF CITY HALL MAIN LEVEL -11,500 SF COMMUNITY CENTER LL- 18,000 SF COMMUNITY CENTER ML- 10,000 SF

BUILDING TOTAL SF- 43,500 SF



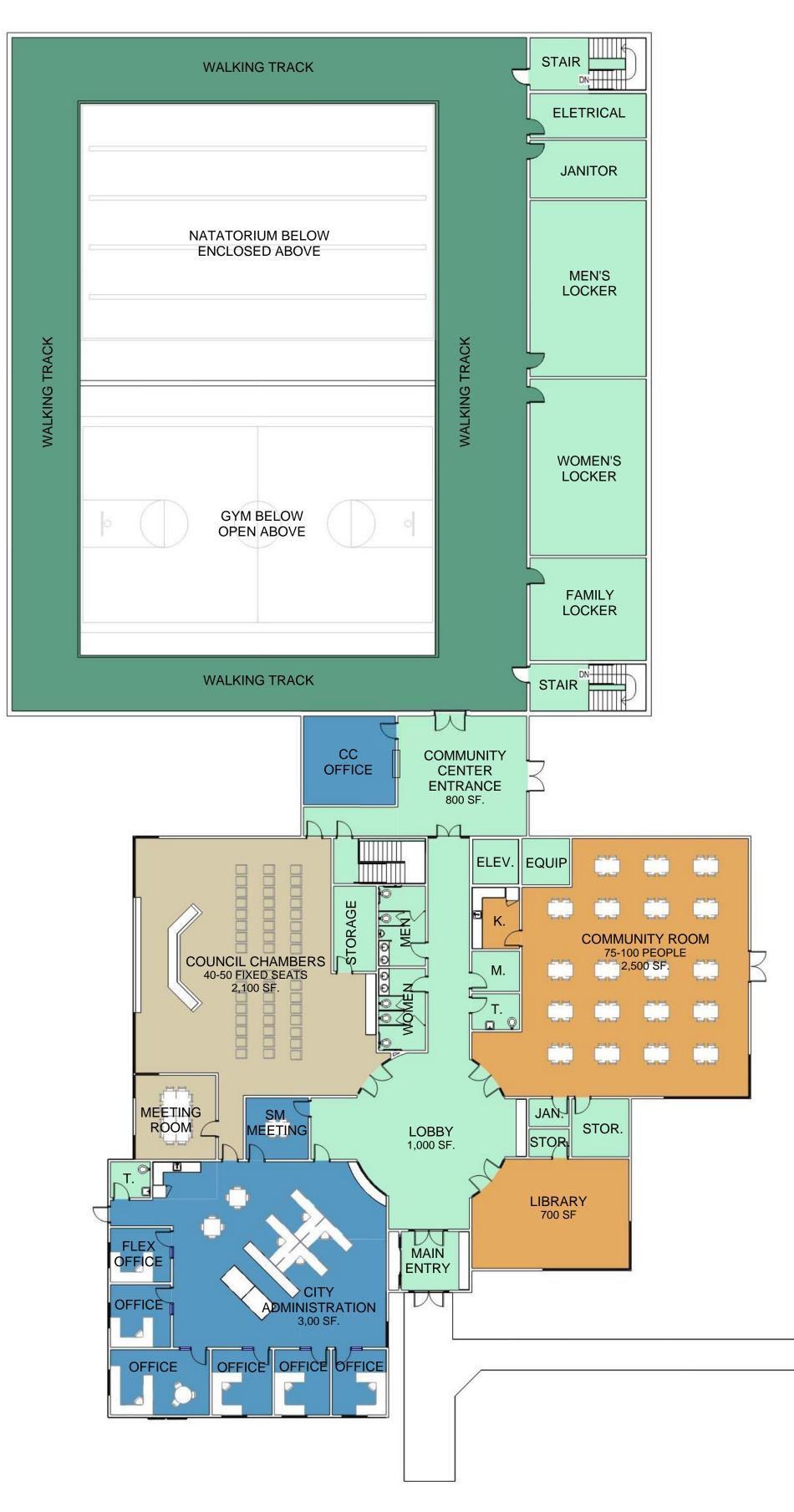
BREEZY POINT CITY HALL AND COMMUNITY CENTER CONCEPT FLOOR PLANS



LOWER LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN – 22,000 SF ໌ 3 ງ 1/16" = 1'-0"

MAIN LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN - 21,500 SF 4

1/16" = 1'-0"







LEGEND

COMMUNITY

SUPPORT SPACES

COUNCIL CHAMBERS

ADMINISTRATION

COMMUNITY CENTER

BUILDING AREA

CITY HALL LOWER LEVEL- 4,000 SF CITY HALL MAIN LEVEL -11,500 SF COMMUNITY CENTER LL- 18,000 SF COMMUNITY CENTER ML- 10,000 SF

BUILDING TOTAL SF- 43,500 SF

Community Center Concept

Lower Level 18,000 square feet \$400 - \$425 per square foot Estimate \$7.2M - \$7.6M

Main Level 10,000 square feet \$325 - \$350 per square foot Estimate \$3.25M - \$3.5M

Community Center Concept Estimate Total: \$10.5M - \$11M

OCTOBER 17, 2023



BREEZY POINT CITY HALL BUDGET ESTIMATES

City Hall Concept

Lower Level 4,000 square feet \$175 per square foot Estimate \$700,000

Main Level 11,500 square feet \$275 - \$325 per square foot Estimate \$3M - \$3.7M

City Hall Concept Estimate Total: \$3.7M - \$4.4M

Community Center Concept

Lower Level 18,000 square feet \$400 - \$425 per square foot Estimate \$7.2M - \$7.6M

Main Level 10,000 square feet \$325 - \$350 per square foot Estimate \$3.25M - \$3.5M

Community Center Concept Estimate Total: \$10.5M - \$11M

Building Totals

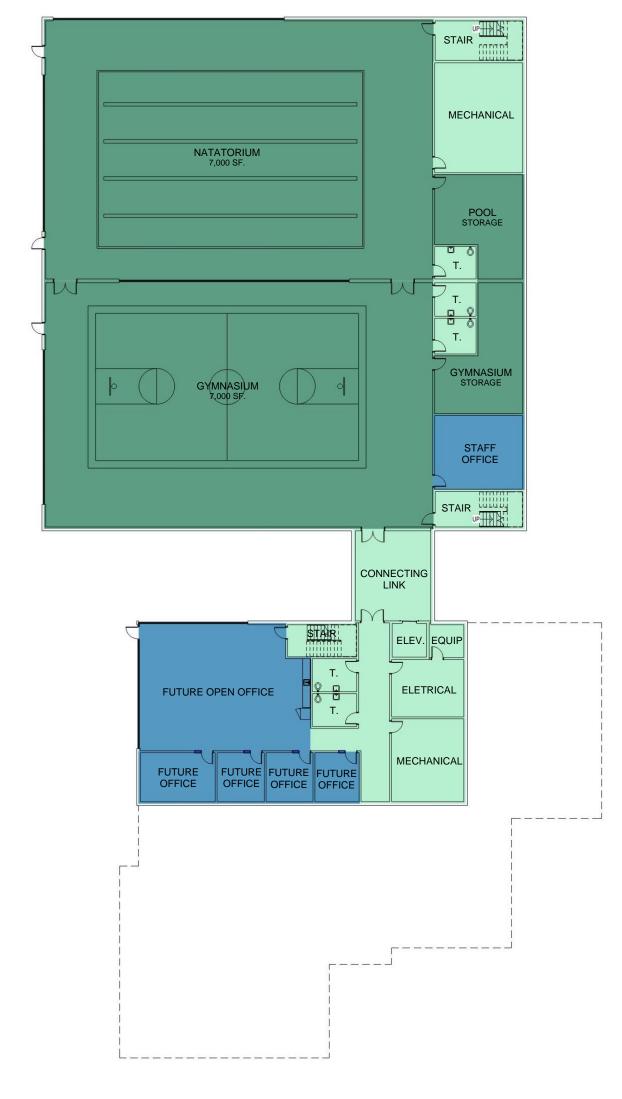
City Hall Concept Estimate Total: \$3.7M - \$4.4M Community Center Concept Estimate Total: \$10.5M - \$11M

Project Total: \$14.2M - \$15.4M

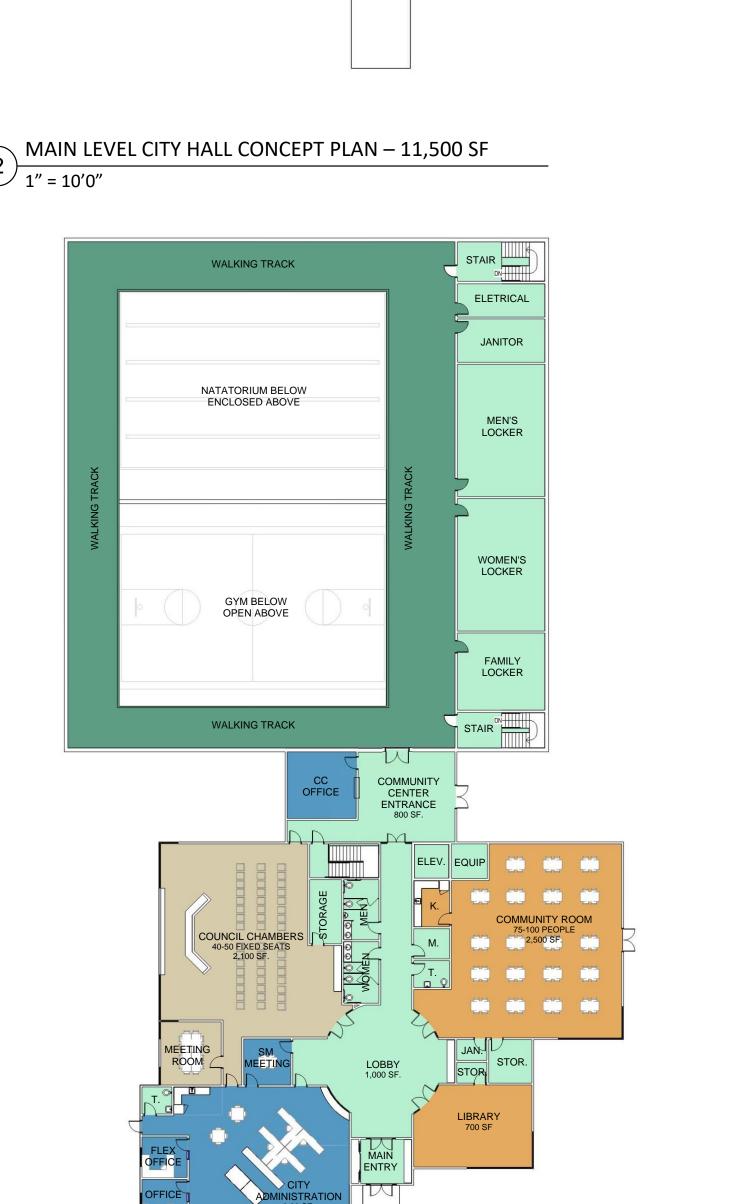
3 LOWER LEV 1/16" = 1'-0"

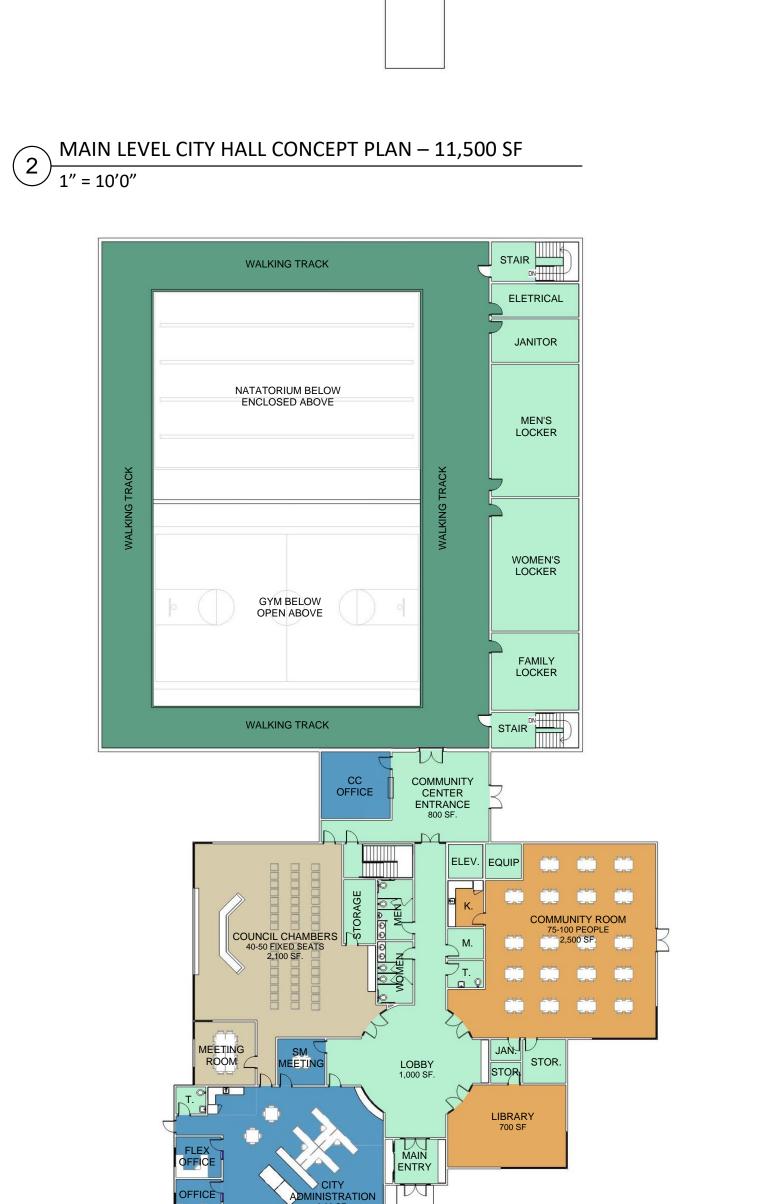
LOWER LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN – 22,000 SF

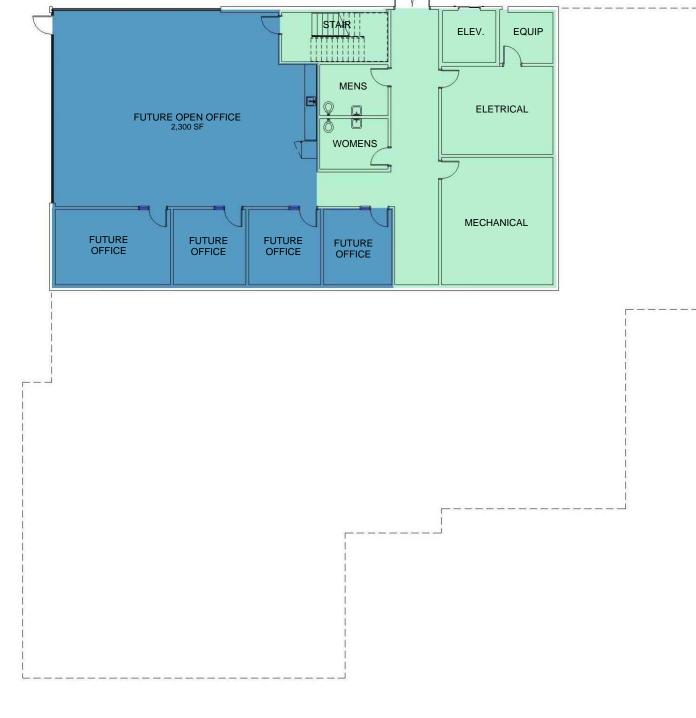


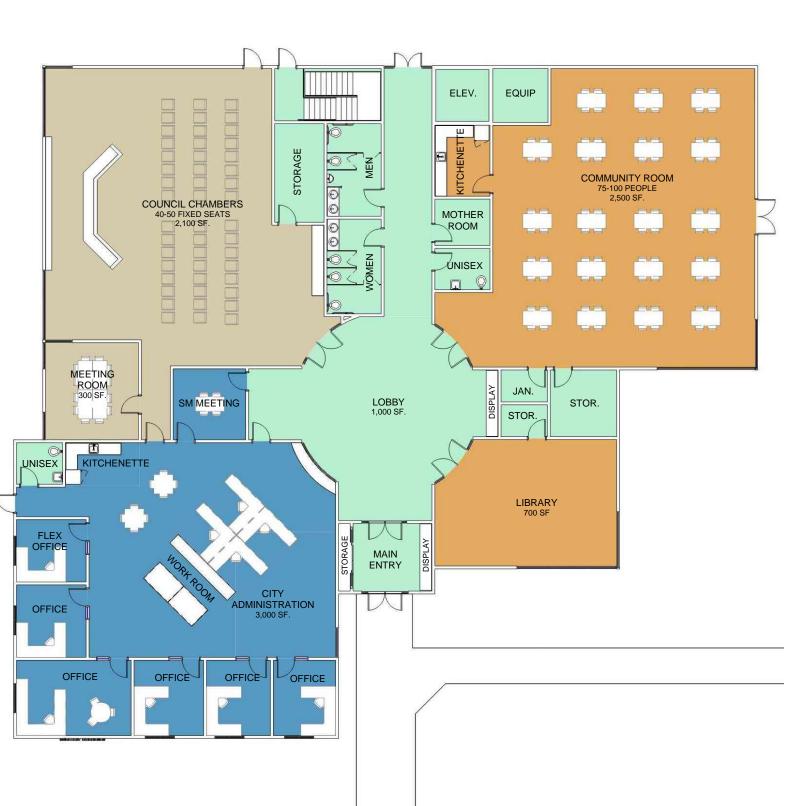


LOWER LEVEL CITY HALL CONCEPT PLAN – 4,000 SF 1 LOWER LE 1" = 10'0"











OCTOBER 17, 2023







Breezy Point City Hall Project Schedule Exhibit D

11/1/2023

Project Phase		,			idseth Fee 2023																			2(024			
Task		Completion	& Disciplines					2024																				
	Start	Completion	a biooipinico	Oct	ober	1	Novemb	ber	Dece	ember	Ja	nuary		Februa	ry	Ма	rch		April		May	1	Ju	une	Т	July		Augu
Breezy Point City Hall												ΤŤ			Í						Í					ŤΓ		Ť
Contract Negotiations	11/1/2023	11/6/2023																										
Submit AIA contract to be included in the city council packet- November 1, 2023																												
City council approval of AIA contract - November 6, 2023																												
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Design Development	11/6/2023	12/15/2023	\$69,580.00										_			_								\square			\square	
Survey the existing site conditions - Week of November 6, 2023	11/6/2023	11/10/2023	Survey																									
Building committee meeting - Week of November 6, 2023	11/6/2023	11/10/2023	Civil													_								\square				
Review project scope with HyTec Construction - Week of November 6, 2023	11/6/2023	11/10/2023	Architecture													_								\square				
Prepare design development drawings - November 6, 2023 - December 4, 2023	11/6/2023	12/4/2023	Interior Design																				_	\square	$\downarrow \downarrow$	++	\square	
Present prioect scope and budget update to city council - December 4, 2023	12/4/2023	-	Mechnical										_										_	\square	\perp		\square	
Building committee meeting - Week of December 4, 2023	12/4/2023	12/8/2023	Electrical																				_	\square	$\downarrow \downarrow$	++	\square	
Prepare design development drawings - December 4, 2023 - December 15, 2023	12/4/2023	12/15/2023	Structural																				_	\square	$\downarrow \downarrow$	++	\square	
Design development drawings complete - December 15, 2023	12/15/2023	-				_							_			_							_	\square	++	++	\rightarrow	
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Construction Documents	12/15/2023	1/31/2024	\$208,740.00												+	_							_	\vdash	++	++	++	
Prepare construction document drawings - December 15, 2023 - January 19, 2024	12/15/2023	1/19/2024	Civil												+	_							_	\vdash	++	++	++	
Review project scope with HyTec Construction - January 19, 2023	1/19/2024	-	Architecture												+									\vdash	++-	++	++	
Building committee meeting - Week of January 22, 2023	1/22/2024	1/26/2024	Interior Design												+									\vdash	++-	++	++	
Finalize construction document drawings - December 19, 2023 - January 31, 2024	1/19/2024	1/31/2024	Mechnical										<u> </u>		+									\vdash	++-	++	++	
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Bidding	1/31/2024	3/4/2024	\$4,499.00																				_	\vdash	++	++	++	
Submit bid documents to be included in city council packets for approval to go out for bid - January 31, 2024	1/31/2024	3/4/2024	\$4,499.00 Civil					-								_							_	\vdash	++-	++	++	
City Council grants approal for the project to go out for bid - February 5, 2024	2/5/2024	-	Architecture												+	_				_			_	\vdash	+-+-	++	++	
Project out for bid.	2/6/2024	2/27/2024	Interior Design					-								_							_	\vdash	++-	++	++	-
Bids due.	2/0/2024	-	Mechnical													_				_			_	\vdash	+-+-	++	++	-
Bid review and compilation.	2/27/2024	-	Electrical										_			_				_			_	\vdash	+-+-	++	++	-
Gordian bid review.	2/27/2024	2/28/2024	Structural										_			_								┢┼┝	++	++	+	
Submit bid recommendation to City Council packet - February 28, 2024	2/28/2024	-	Structural										_			_								┢┼┝	++	++	+	
City council approves project - City Council Meeting March 4, 2024	3/4/2024	-											_			~								┢┼┝	++	++	+	
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Construction Administration	3/4/2024	12/1/2025	\$65,181.00		+		++			\square		++																+
Prepare constracts - March 4, 2024 - March 18, 2023	3/4/2024	3/18/2024	Civil		+		\vdash					++												FF-	++			-
Construction - May 2024 - December, 2025	3/18/2024	12/1/2025	Architecture									+																
Substantial completion - December 1, 2025	12/1/2025	-	Interior Design								1																	
			Mechnical												\uparrow \uparrow							\uparrow					$\uparrow \uparrow$	\uparrow
			Electrical																									_
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Total			\$348,000.00																									



