

June 8, 2018

Robert Therres
City of Blaine
10801 Town Square Drive NE
Blaine, Minnesota 55449

Re: Proposal for Consulting Architectural and Engineering Services for
The City of Blaine Senior Center Design and Construction

Dear Bob,

292 Design Group is pleased to provide the City of Blaine with this proposal for professional services for design and construction of a new Senior Center. We have enjoyed our ongoing relationship with the City of Blaine and look forward to the opportunity to work with you on this exciting project. We bring to this project our familiarity and knowledge of the city and the senior center, including preliminary planning work on this facility, as well as experience with a wide variety of civic clients. Our work has included senior centers, community and recreational centers and assisted living facilities.

Project Understanding

Our understanding of the project is based upon the updated study that our office completed in January and the additional information we received from you that the center may include two additional community meeting rooms totaling 1,800 sf. We understand that the City requires professional services for final planning and design through construction administration for construction of a new 14,000 sf facility on or near the existing senior center site. The revised program including the two additional rooms includes:

No.	Room Name	Function	Existing Area		Proposed Area	
101	Vestibule	Main entry point	65	s.f.	100	s.f.
102	Lobby/Main Lounge	Main gathering area	-	s.f.	1,000	s.f.
103	Coat Room	Coat storage	-	s.f.	150	s.f.
104	Reception Desk	Space for staff or volunteer	-	s.f.	100	s.f.
105	Workroom	Work and mail area	-	s.f.	90	s.f.
106	Equipment Storage	A/V & misc. equip.	-	s.f.	75	s.f.
107	Director's Office	Private office for director	110	s.f.	120	s.f.
108	Coordinator's Office	Private office for coordinator	-	s.f.	100	s.f.
109	Office	Office for future expansion	-	s.f.	-	s.f.
110	Consultation/Meeting	Consultation room, office	-	s.f.	150	s.f.
111	Men's toilets	Accessible toilet room	100	s.f.	220	s.f.
112	Women's Toilets	Accessible toilet room	100	s.f.	220	s.f.
113	Unisex Toilet	Accessible toilet room	50	s.f.	60	s.f.
114	Kitchenette	Coffee/snack area	-	s.f.	90	s.f.
115	Multipurpose Room	Classroom/meeting room	845	s.f.	900	s.f.
116	Craft Room	Space for various activities	-	s.f.	-	s.f.
117	Computer Room	Dedicated computer space	-	s.f.	-	s.f.
118	Banquet Room	Large multipurpose space	2,365	s.f.	4,400	s.f.

119	Banquet Storage	Storage for tables & chairs	-	s.f.	300	s.f.
120	Multipurpose Storage	Storage for classes/activities	285	s.f.	200	s.f.
121	Mechanical Room	Mechanical/electrical space	-	s.f.	175	s.f.
122	Kitchen	Main food service area	425	s.f.	800	s.f.
123	Kitchen Storage	Food & equipment/supplies	100	s.f.	150	s.f.
124	Maintenance	Janitorial storage	55	s.f.	50	s.f.
125	Receiving	Delivery, trash & recycling area	-	s.f.	100	s.f.
126	Multipurpose Room	Meeting/class room	-	s.f.	900	s.f.
127	Multipurpose Room	Meeting/class room	-	s.f.	900	s.f.
			4,500		11,350	
			425	9%	2,838	25%
			4,925		14,188	

Scope of Services

The scope of work for this project will include:

- Creation of base plans for the building in Revit
- Program confirmation and planning for the updated facility program
- Schematic Design, Design Development, Construction Documents and Construction Administration Services

Services required and included in this proposal:

- Architectural Planning, Design and Project Management
- Interior Design
- Structural Engineering
- Mechanical Engineering (HVAC, fire protection, plumbing)
- Electrical Engineering (Power, lighting, low-voltage systems)
- Independent Cost Estimating

We have also included sitework services as a separate line item with a final fee to be determined based upon the scope of site and parking alterations to be determined by the design and layout of the facility. These services include:

- Civil Engineering
- Landscape Architecture

Proposed Design and Construction Schedule

The proposed overall schedule would be proposed as follows:

Planning & Schematic Design	June – July 2018
Design Development	August – September 2018
Construction Documents	October – November 2018
Bidding/Award	December 2018 – January 2019
Construction	March – December 2019

The final project schedule will be developed with the City of Blaine and based upon required reviews and approvals by the City Council.

Proposed Fees

The fees for this project are based upon a total project budget as provided of \$4,200,000 with an anticipated construction cost of \$3,500,000. Fees have been calculated based upon the scope outlined and consulting services listed in this proposal.

We propose to provide professional services on an hourly, not-to-exceed basis as follows:

Scope	SD 15%	DD 20%	CD 40%	Bid/CA 25%	TOTAL
292 Design Group Architecture, Interiors, Mgmt	\$15,750	\$21,000	\$42,000	\$26,250	\$105,000
Structural Engineering	\$2,625	\$3,500	\$7,000	\$4,375	\$17,500
M/E/P/FP Engineering	\$6,600	\$8,750	\$17,500	\$10,900	\$43,750
Cost Estimating	\$0	\$4,375	\$4,375	\$0	\$8,750

Total Fee: \$175,000

Estimated Reimbursable Expenses: \$3,000

The scope of civil engineering and landscape architecture services has yet to be determined but we would be expected to be \$30,000 - \$40,000 for a project of this scope. A final fee can be negotiated once the scope of sitework is determined.

Professional Services will be provided on an hourly, not-to-exceed basis for One-Hundred Seventy-Five Thousand Dollars (**\$175,000**). Reimbursable Expenses are estimated to be Three Thousand Dollars (**\$3,000**). We understand that this proposal is predicated on the terms and conditions of a standard AIA contract using the Document B101 – Standard Form of Agreement Between Owner and Architect.

Please contact us if additional information is required regarding our qualifications or if you have questions on our proposed fee. We look forward to being able to work with you on this important project for the City of Blaine and your community members.

Sincerely,

292 Design Group



Pamela Bakken Anderson
Principal

