

August 15, 2017

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

Re: Proposal for Architectural Services for Programming and Space Planning for Blaine City Hall

Dear Bob:

As a follow-up to our meeting last week, I am pleased to submit the following proposal for architectural services for programming and space planning for Blaine City Hall.

Project Understanding

It is our understanding that city staff and services have expanded over the past 15 years since the City Hall was completed and the current space configuration does not adequately meet the needs of some city departments. As we discussed, the goals for the project are to:

- Analyze existing space utilization and staffing projections for each city department
- Generate an updated space program for the facility which identifies proposed facility needs
- Create concept plans for each department to identify department relocations and renovations, including occupancy of the third floor
- Develop a budget estimate for the relocation/renovation work

Scope of Services

The proposed scope of services will include:

Input and Analysis

- Holding a kickoff meeting with the planning leadership group; this would likely include representation from the city council, administration and each city department
- Updating of the existing AutoCAD plans/furniture plans (working in conjunction with Parameters) to identify the current location of all staff positions (offices/workstations) and other functions (workrooms, storage, conference/meeting areas, etc.)
- Generating an existing facility program and utilization analysis
- Conducting comprehensive input meetings with each department to identify current facility issues, space needs and growth projections
- Conducting a follow up meeting with the planning leadership group to review the input received from each department

Facility Programming

- Generating an updated facility program which identifies current and projected space needs
- Conducting a review meeting with the planning leadership group to review the space program

Conceptual Planning

- Generating two to three conceptual space plan diagrams for the city hall relocations/renovations
- Conducting a review meeting with the planning leadership group to review the concept plans
- Selecting a preferred option and developing a final conceptual space plan

Cost Estimating and Final Report

- Working with a cost estimator to develop a budget for the proposed relocations/renovations
- Developing a draft report which includes the program, conceptual plans and cost estimate
- Conducting a review meeting with the planning leadership group to review the draft report
- Completing the final report and presenting the report to the Blaine City Council and staff

Schedule

With approval of this proposal we can begin work immediately with services anticipated to be completed within 6 to 8 weeks, dependent upon scheduling availability of staff and leadership team.

Compensation for Services

The fee for the Programming and Space Planning Study shall be completed on an hourly basis, **not to exceed \$23,400** plus reimbursable expenses, which are estimated **not to exceed \$800**. These fees have been determined based upon a schedule of hours by staff person and their hourly rates.

It was wonderful to meet with you on last week. Please let me know if you have any questions on this proposal. We look forward to the opportunity to work with the City of Blaine.

Sincerely,

292DesignGroup



Pamela Bakken Anderson, AIA, CID
Partner