



City Council Agenda

Monday, September 15, 2025

6:45 PM

City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 6:45 p.m. **1. Roll Call**
Voting and Seating Order: Schroeder, Groff, Bauer, Strahan and Roe
- 6:46 p.m. **2. Pledge of Allegiance**
- 6:47 p.m. **3. Approve Agenda**
- 6:48 p.m. **4. Public Comment**
- 5. Recognitions and Donations**
- 6:53 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:55 p.m. a. Hold Public Hearing and Consider Approval of Request for a Noise Variance for the County Road D Pavement Project
- 7:05 p.m. b. Joint Meeting with the Parks and Recreation Commission
- 7:45 p.m. c. Receive Finance Commission recommendations on the 2026 Budget, Levy and Scenarios
- 8:25 p.m. d. Select Architect for Civic Campus Project
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 9. Approval of City Council Minutes**
- 8:45 p.m. **10. Approve Consent Agenda**
- a. Approve 2026 Insurance Benefit Renewals and City Cafeteria Contributions
- b. Approve Final Payment for 2024 Sanitary Sewer Main Lining 24-06
- c. Approve Animal Service Contract with The Companion Animal Center
- 8:50 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**
- a. Future Agenda
- 9:00 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/15/2025

Item No.: 7.a.

Department Approval



City Manager Approval



Item Description: Hold Public Hearing and Consider Approval of Request for a Noise Variance for the County Road D Pavement Project

Background

Bituminous Roadways, Inc., the general contractor for Ramsey County's pavement project work on County Road D from Highcrest Road to Cleveland Avenue, has requested a noise variance from the City on September 15 to 24, 2025. By City Ordinance, no work can be done on weekdays between 9:00 p.m. and 7:00 a.m., or weekends between 9:00 p.m. and 9:00 a.m., without a variance approved by the City Council.

The project includes milling and paving the road surface and adjusting utility castings to match the new pavement surface. The variance is requested to work outside of the limited hours in order to minimize the impact to traveling public and nearby businesses. Additionally, the overnight work is focused on the commercial corridor and work adjacent to residential will be during the daytime. The City of New Brighton has already approved the working hours. The following tentative schedule is weather and Council approval dependent. The variance includes a few additional days in the event that weather or other unplanned events shift the schedule:

- Monday, September 15: Nighttime milling 7:00 p.m.-7:00 a.m. on the north side of County Road D beginning in New Brighton limits.
- Tuesday, September 16: Nighttime milling 7:00 p.m.-7:00 a.m. on the south side of County Road D in Roseville limits
- September 17, 18, and 22: Early 6:00 a.m. start so they can have idling vehicles and stage equipment before for paving at 7:00 a.m.
- Saturday, September 20: Early 7:00 a.m. start to adjust castings.

Per the noise ordinance, a public hearing for the noise variance must be held. A notification of the public hearing was published in the local paper on September 5, 2025, and mailed to all property owners and residential tenants within a 350-foot radius of the work area.

Policy Objectives

Transportation systems are protected by strategically preserving, maintaining, and operating system assets while protecting the natural, cultural, and developed environments.

Equity Impact Summary

Single and multifamily homes exist on the west end of the project within the 350' buffer and may be impacted by the overnight and early morning construction noise. The contractor has indicated that they will perform the majority of overnight work in the commercial areas to limit impacts to residents when possible.

Budget Implications

None anticipated.

Staff Recommendations

Staff recommends Council hold a public hearing and consider a variance from City Code Chapter 405.03 Hourly Restrictions of Certain Operations, and to extend the working hours on the County Road D Pavement Project.

Requested Council Action

Hold a public hearing and consider approval of a request to extend working hours from September 15-24, 2025, for the County Road D Pavement Project.

Prepared by: Jennifer Lowry, Assistant Public Works Director / City Engineer

Attachments:

1. Resolution
2. Public Hearing Notice Letter
3. Location/Notification Map
4. Feedback

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 15th day of September, 2025, at 6:00 p.m.

The following members were present:
and the following were absent:

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION REQUESTING A VARIANCE FROM CITY CODE SECTION 405.03,
NOISE VARIANCE ON CONSTRUCTION ACTIVITY HOURS FOR THE COUNTY
ROAD D PAVEMENT PROJECT**

WHEREAS, Bituminous Roadways, Inc., is the general contractor for Ramsey County’s pavement project work on County Road D from Highcrest Road to Cleveland Avenue; and

WHEREAS, Bituminous Roadways has requested a noise variance from the City for performing early morning and overnight work associated with the project; and

WHEREAS, Bituminous Roadways has requested to extend working hours on the project from September 15 to 24, 2025, in order to minimize the impact to traveling public and nearby businesses.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Roseville, Minnesota, that the variance from City Code 405.03, construction activity hours for Ramsey County’s County Road D Pavement Project is hereby approved.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and.

and the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 15th day of September, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 15th day of September, 2025.

SEAL

Patrick J. Trudgeon, City Manager



September 4, 2025

«OwnerName1»
 «OwnerName2»
 «OwnerAddress1»
 «OwnerCityStateZIP»

**RE: Ramsey County Pavement Project
 County Road D from Highcrest Road to Cleveland Avenue
 Noise Variance Hearing**

Dear Property Owner/Resident:

The contractor for Ramsey County's pavement project on County Road D, Bituminous Roadways, has informed the City of Roseville that it would like permission to perform work outside of permitted construction hours. By City Ordinance, no work can be done on weekdays between 9:00 p.m. to 7:00 a.m., or weekends between 9:00 p.m. to 9:00 a.m., without a variance approved by the City Council.

Bituminous Roadways requested a variance to the working hours to perform overnight work and early start times for 5-10 nights between September 15 and 24, 2025, depending on the weather. Work could be done at any time during the night. It is requesting the variance to help minimize impacts to the public and to make it safer for work to be done in this high traffic area. Work and noise levels would include bituminous milling operations, paving and truck hauling.

A hearing about this variance will take place during the Roseville City Council meeting on September 15, 2025 at 6:00 p.m. City staff will present the variance request to the City Council and answer any questions the Council or residents may have. Public Notice was published in the Pioneer Press on September 5, 2025, and is included on the backside of this letter.

All property owners within 350 feet of the project area are receiving this hearing notice. If you are not able to attend the meeting but would like to offer input or have questions, please contact me at 651.792.7042 or jennifer.lowry@cityofroseville.com. Ramsey County's website about their pavement projects can be found via www.CityofRoseville.com/road-resurfacing.

Sincerely,

Jennifer Lowry, P.E.
 Assistant Public Works Director/City Engineer

CITY of ROSEVILLE
PUBLIC HEARING NOTICE

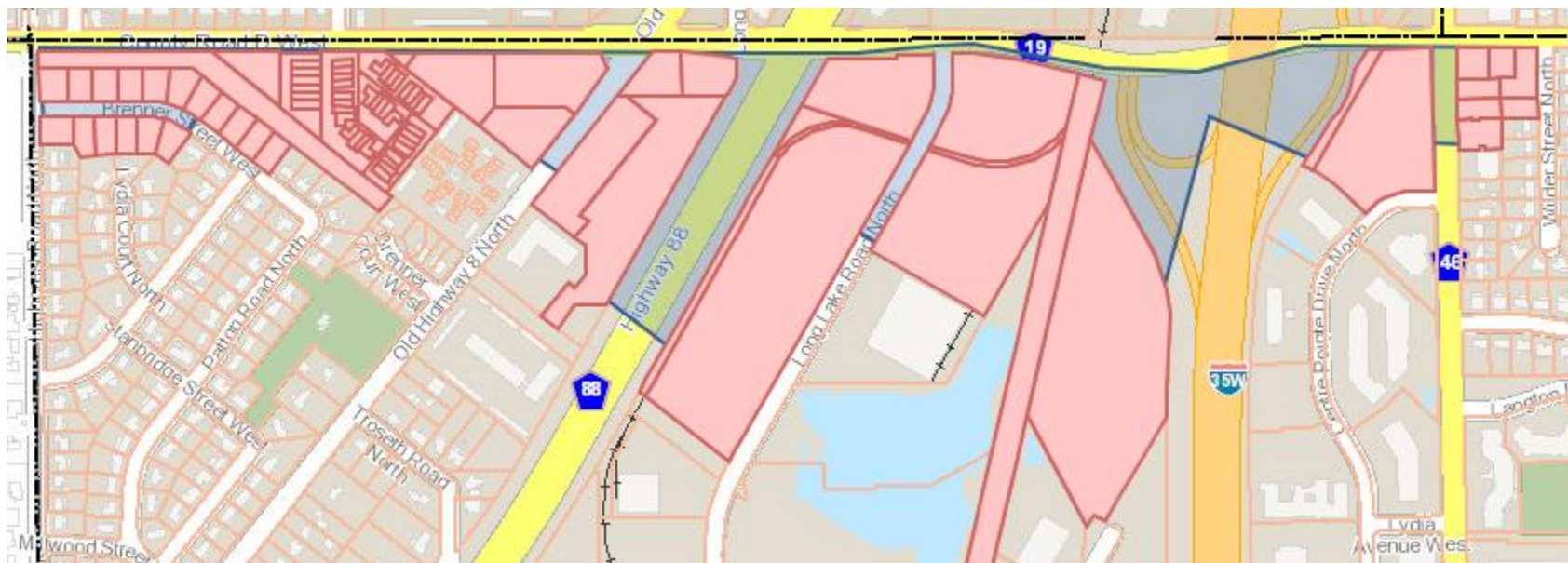
Notice is given that the **City Council** will hold a meeting **at City Hall**, 2660 Civic Center Dr., at 6:00 p.m. on **September 15, 2025**, to consider:

A request by Bituminous Roadways, Inc. for approval of a **Noise Control Variance** to extend allowed working hours for 5-10 nights between September 15 and 24, 2025. The variance would allow construction noise to occur between 7:00 p.m. and 7:00 a.m. and is associated with Ramsey County's pavement project on County Road D between Highcrest Road and Cleveland Avenue.

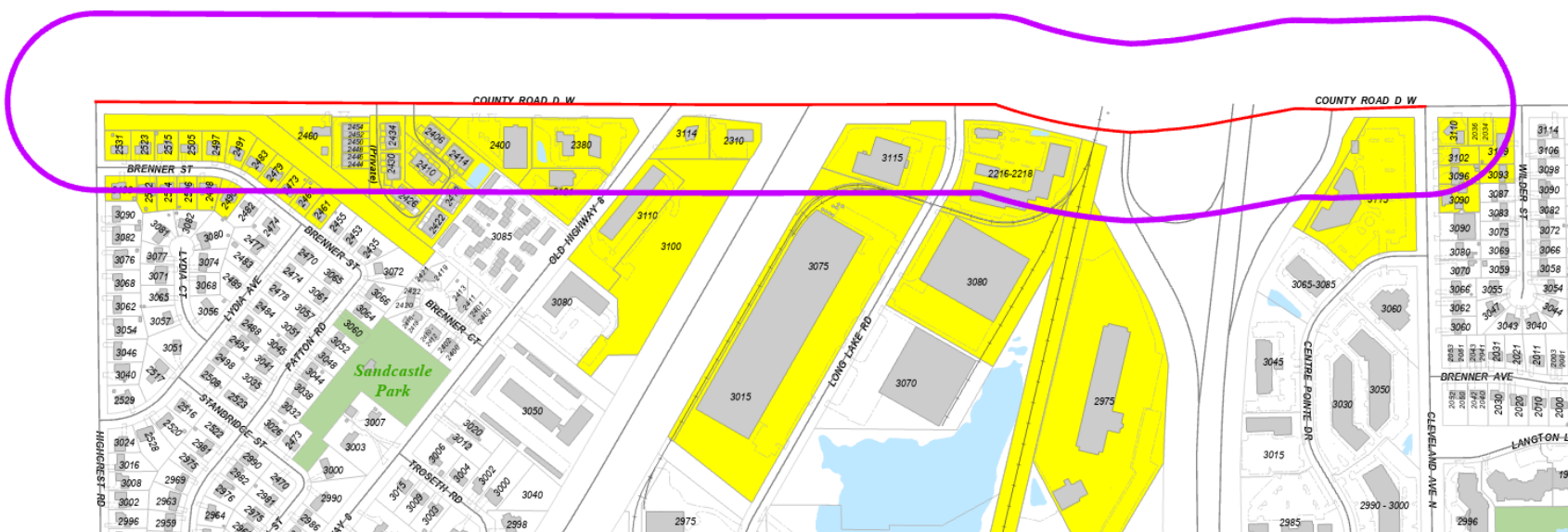
Published:
Pioneer Press – September 5, 2025

Noise Variance Request: Ramsey County's County Road D Pavement Project
Highlighted parcels were within the 350' buffer and were mailed a notice of the public hearing.

Map Ramsey Selections:



Buffer Map:



Jennifer Lowry

From: Rita and Ron Spiess [REDACTED]
Sent: Wednesday, September 10, 2025 12:25 PM
To: Jennifer Lowry
Subject: RE: Cty Rd D Noise Variance

You don't often get email from [REDACTED]

Caution: This email originated outside our organization; please use caution.

Good Afternoon Jennifer,

Thank you for your letter regarding a noise variance request for the Cty Rd D project. My input is that please approve whatever variance in order to complete the project as soon as possible.

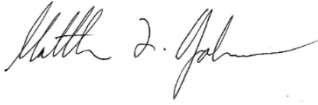
Thank you,
Rita Spiess
2506 Brenner St.
Roseville

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/15/2025

Item No.: 7.b.

Department Approval



City Manager Approval



Item Description: Joint Meeting with the Parks and Recreation Commission

Background

Each year, the City Council meets with the various commissions to review activities and accomplishments, and discuss upcoming work and other issues that need to be considered. Since the Commission's last meeting with the City Council in September of 2024, they have reviewed and provided feedback on a wide variety of parks and recreation related issues (attachment 1).

A few highlights include:

- Reviewed and provided feedback throughout the Natural Resources Management Plan Update
- Supported staff efforts to procure grant funding for Natural Resources Management
- Reviewed and provided feedback on 2026 Capital Projects
 - Lexington Playground
 - OVAL Scoreboard
 - Various Facility Updates
- Reviewed and discussed the Parks and Recreation System Master Plan.
- Provided recommendation to move forward with Rosebrook Park updates, including replacement of the wading pool with a splash pad.
- Conducted its annual review of, and recommendation on, the deer management program.
- Met with staff to review operations for:
 - Recreation programs,
 - Rosefest,
 - Cedarholm Community Building,
 - Park projects,
 - Summer Entertainment.

The Commission also updated the format and tracking of its goals (attachment 2) and will share a couple of goals that are currently in progress with the Council.

Based on their discussions and goals, the Commission will share feedback with the Council.

Finally, although this meeting was scheduled before the Commission was asked to weigh in, the Commission will share its progress to date on the Aldine Right of Way, including its two recommendations to date:

Motion #1: *The Parks and Recreation Commission acknowledges that the Aldine right of way has value for the Parks and Recreation System.*

7 yes, 0 no, 1 abstention

Motion #2: *The Parks and Recreation Commission recommends that the City Council direct staff to, as expeditiously as possible, engage with a third party to conduct a detailed study of a non-traditional path that includes*
1. Pathway alignment options and,
2. Specific tree impacts and that a final decision be made immediately following the receipt of the study.

8 yes, 0 no

Draft minutes from the Commission's discussion are attached (attachment 3).

Policy Objectives

Periodic conversations with the various commissions allows the City Council to receive resident feedback and provide direction to allow the Commissions to operate as efficiently and effectively as possible.

Equity Impact Summary

The PRC regularly discusses the equity impacts of issues related to parks and recreation, and has several 2025 goals that are directly related to the equitable provision of Parks and Recreation services.

Budget Implications

NA

Staff Recommendations

Receive the presentation and provide feedback to the Commission.

Requested Council Action

Receive the presentation and provide feedback to the Commission.

Prepared by: Matthew Johnson, Parks and Recreation Director

Attachments:

1. Oct 2024-Sept 2025 PRC Business Items Summary
2. Parks and Recreation Commission 2025 Goals
3. Draft Meeting Minutes - September 2, 2025 Parks and Recreation Commission Meeting
4. Joint PRC and City Council Meeting Presentation

October 2024 – June 2025

October 1, 2024

- Natural Resources Management Plan Update
- Joint Meeting Debrief
- CAPRA Accreditation
- Deer Management

November 7, 2024

- 2025 Meeting Calendar Draft
- Discuss Commission Workplan and Goals for 2025
- 2025 Projects and Planning

December 3, 2024

- Discuss Commission Goals for 2025
- Overview of Parks and Recreation Friends Groups

January 7, 2025

- Park Dedication Recommendation for 571 Roselawn Ave W
- Rosebrook Park Update and Request for Commission Feedback
- Review and Adopt Parks and Recreation Commission Goals

February 4, 2025

- 2024 Volunteer Update
- Recreation Scholarship and Reach for Resources Report
- Maintenance and Operations Center Update (Standing Agenda Item)

March 4, 2025

- Election of Chair and Vice-Chair
- Appointment of Ethics Commission Representative
- Update on City Strategic Planning Process
- Parks and Recreation Master Planning Conversation

- Maintenance and Operations Center Update (Standing Agenda Item)

April 1, 2025

- Introduction and Oath of Office for New Commission Members
- Recreation Division Overview and Update
- Quarterly Review of Parks and Recreation Commission Goals
- Maintenance and Operations Center Update (Standing Agenda Item)

May 6, 2025

- Cedarholm Golf and Community Building, and Community Facilities Update
- City of Roseville Strategic Plan Update
- Maintenance and Operations Center Update (Standing Agenda Item)
- Prepare for Park Tours for June 3, 2025 Meeting

June 3, 2025

- Park Tour Overview
 - Reservoir Woods Park – 1901 Alta Vista Drive
 - Oasis Park – 1700 Co. Rd. C2
 - Autumn Grove Park – 1395 Lydia Ave W

August 8, 2025

- Adline ROW initial review
- Joint Meeting Preparation
- Summer Review

September 2, 2025

- Adline ROW initial review
- Joint Meeting Preparation

2025 Parks & Recreation Commission Goals (Updated July 29)

Goal	Action/Initiative	Timeframe	Commissioner Steward	Progress
Equity and Access				
Find ways to be visible in the community utilizing an "equity lens"	Short Term Goal: Continue to ensure that an equity lens and equity analysis is utilized when discussion parks projects and initiatives.	Ongoing	Matts-Benson	- reviewed fee assistance program, and reach for resources
	Long Term Goal: Identify gaps in the City's Parks and Recreation offerings that lead to underutilization by underrepresented populations and determine possible strategies for remediation.	1-3 years		utilizing more creative engagement tools - Discover Your Parks for Rosebrook, neighborhood committee for Maintenance and Operation Center
Understand residents' experiences with their local parks. Work to find historically underrepresented voices in the community.	Short Term Goals: Periodically review data and demographics (survey feedback, new recreation management software, etc.)	Ongoing		Discover Your Parks engagement events.
	Identify methods for the City to capture better data on participation, and feasibility of implementation.	1 year, Ongoing	Matts-Benson, Beckman	
	Utilize equity lens when providing feedback regarding items that the commission reviews .	Ongoing		
	Commissioners make a conscious effort to formally AND informally engage with diverse individuals and perspective within the community and ensure that that feedback is shared and included. (Discover Your Parks, Conversations with Neighbors, Others...)	Ongoing		
	Long Term Goal: Identify gaps in the City's Parks and Recreation offerings that lead to underutilization by underrepresented populations and determine possible strategies for remediation.	1-3 years		discussed master plan update
Engagement, Connection, and Access				
Continue to support and advise Parks & Recreation staff on already identified projects and potential opportunities.	Short Term Goal: Complete installation of a more inclusive play structure at Lexington Park	1 year	Matts-Benson	Completed
	Review options for, and make a recommendation to staff and the City Council on planned improvements to Rosebrook Park including wading pool vs splash pad, increased parking, play structure replacement (etc)	1-2 years	Beckman	Contractor procured, working through plan
	Plan for replacement of Autumn Grove Playground in the coming years including creation of a strategy for the development of AG South parcel, considering moving the playground, addition of irrigation, other ideas.	1-3 years	Beckman	Conducted a site visit, discussed options
	Long Term Goal: Bring new ideas, projects or opportunities to the Commission for discussion and education.	Ongoing		
Find and support ways to get residents outdoors and connected to nature.	Short Term Goal: Develop a strategy and plan (including possible funding, and timing) to install adequate bike infrastructure in each park	1 year	Kooistra	New Bike Racks Installed @ Central Park Lexington - still need to develop a phased plan
	Review the City's Community Garden Program. Determine if current plan/number of gardens is sufficient	1 year	Penny	Site visit, pilot program @ Hwy 88 under way
	Long Term Goal: Explore ways to encourage more connection to the Harriet Alexander Nature Center, Reservoir Woods and other natural/outdoor spaces	1-3 years	Boulton	
Ensure that Volunteers and others wanting to Give Back are Connected to the Parks and Recreation System.	Short Term Goal: Periodically review how volunteers are used in the Parks and Recreation System (update from volunteer coordinator)	1 year, Ongoing	Kooistra, Penny, A. Ameson	Reviewed in February

	Determine ways in which volunteers may be currently underutilized and recommend plans (and required resources) to ensure their inclusion	2 years	Kooistra, Penny, A. Arneson	
Support and grow the Roseville Central Park Foundation, Friends of Roseville Parks and Friends of the OVAL in their work in enhancing the Roseville Parks and Recreation System.				Presentation in January
Natural Resources				
Focus on green spaces. Specifically, native animal habitat and climate change.	Short Term Goal: Ensure that sustainability/climate resilience is explicitly addressed when planning projects and initiatives.	Ongoing	Kooistra	Events completed, \$700,000 in grant funding received in 2025
Support and participate in the Natural Resource initiatives of the Parks and Recreation Department (Natural Resource Stewardship Program, Accelerated EAB Project, etc.)	Short Term Goal: Support the implementation of the 2024 Natural Resources Management Plan through participating and feedback (ongoing)	Ongoing	Kooistra	Ongoing
	Periodically review progress on Natural Resources Management, including benchmarks and tangible progress	1-2 years		
	Ensure adequate resources exist to continue progress on the 2024 Natural Resources Management Plan	Ongoing		
	Long Term Goal: Ensure long-term success/viability of investment already made in the Natural Resources Management program.			
Visioning and Planning				
Ensure Parks and Recreation is well represented in EnVision Roseville/Strategic Planning	Short Term Goal: Ensure that the Commission is kept up to date on the City's strategic plan.		Beckman, J. Arneson	Ongoing updates
	Periodically review progress relevant initiatives within the strategic plan with the PRC to determine whether progress is being made.			
	Long Term Goal: Ensure that feedback that was received in EnVision Roseville is reflected in initiative planning.			
Campus Master Plan Project	Short Term Goal: Work to ensure that Parks and Recreation is factored into the Campus Master Plan and that there is thoughtfulness regarding the loss of Veterans Park.	1 year	J. Arneson, Matts-Benson	Standing Agenda Item, vets park preserved, dance included
	Receive updates and provide feedback on Parks and Recreation related items in the design process (Dance Studio, Storage Spaces, etc).	1-2 years	Matts-Benson	
	Long Term Goal: Ensure that Parks and Recreation and affiliated group storage needs are considered in long-term facility planning.	5 years plus		
Support Long Term Financial Stability	Short Term Goal: Provide feedback for/on how Friends groups can effectively support the Parks and Recreation Dep	Ongoing		
	Develop strategies to effectively connect potential donors to areas of significant impact within the Parks and Recreation System (1-2 years)	1-2 years		
Land acquisition/planning	Provide input on land use related to the city's park system including providing feedback to staff and the City council regarding opportunities for potential acquisition or possible loss of parkland.	Ongoing		Aldine ROW Conversation
Access/Connectivity	Short Term Goal: Monitor/Review bicycle plan that is currently under way	1 year		
	Identify opportunities for greater connectivity, safe passage into/out of parks, including funding sources	Ongoing	Penny	Aldine ROW Conversation

**ROSEVILLE PARKS AND RECREATION COMMISSION
MEETING MINUTES FOR
SEPTEMBER 2, 2025 6:30 p.m.**

PRESENT: Beckman, Botzek, Donaldson, Harris, Her, Kooistra, Matts-Benson,
Penny.
ABSENT: Arneson, Boulton.
STAFF: Johnson.

1. ROLL CALL

Roll Call Commissioners: Arneson, Beckman, Botzek, Donaldson, Harris, Kooistra, Matts-Benson, Penny.

2. APPROVE AGENDA

Commissioner Botzek moved to approve the agenda as presented. Commissioner Donaldson seconded.

Roll Call

Ayes: Beckman, Botzek, Donaldson, Harris, Her, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

3. RECEIVE PUBLIC COMMENT

No members of the public chose to speak, as all were present in relation to items on the agenda.

4. APPROVAL OF MINUTES

Commissioner Penny moved to approve the August 7, 2025, minutes. Commissioner Harris seconded.

Roll Call

Ayes: Beckman, Botzek, Donaldson, Harris, Her, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

5. BUSINESS ITEMS

a) **DISCUSS AND CONSIDER A RECOMMENDATION REGARDING THE ALDINE STREET RIGHT OF WAY**

Staff provided background information on the Commission's initial discussion of the Aldine Street right-of-way (ROW), which took place at the August 7, 2025 Parks and Recreation meeting. Since that time, the following actions have been completed:

- Several commissioners toured the site.
- Staff prepared site inventories of trees and topography.
- Staff researched accessibility requirements and tree preservation.

Staff emphasized that the Commission's goal is to work toward an eventual recommendation for the City Council.

The Commission reviewed the list of questions provided by the City Council, noting that not all questions need to (or can) be answered immediately. These questions include:

- Should the ROW become a park trail?
- Does it provide recreational value?
- How many trees impacted/removed?
- Detailed impacts on vegetation and trees?
- Neighborhood engagement process?
- Use Park Dedication funds?
- Does a 30-foot-wide park make sense in Roseville?

Staff presented the results of the site analysis, which included the following findings:

- 57 inventoried trees, including 24 with a trunk diameter greater than 10" DBH (Diameter at Breast Height, the standard measurement).
- 7 large oaks measuring over 20" DBH.
- 8 invasive green ash trees (estimated removal cost: \$3,000–\$5,000).
- Ground cover primarily consists of invasive buckthorn.
- Encroachments reduce overall accessibility.
- The right-of-way is located near several homes, with one as close as 18 feet.
- **Preliminary Analysis:** Informal trail routes appear possible with limited impact.

Because the right-of-way would serve as a community connective trail, it must comply with PROWAG (Public Rights-of-Way Accessibility Guidelines) standards, which include:

- A firm and stable surface.
- Maximum slope of 5% and maximum cross slope of 2%.
- Minimum width of 48 inches, with designated passing spaces.
- Required curb cuts and ramps.
- Use of a non-bituminous path is possible.

As part of the tree inventory, staff identified several considerations regarding tree preservation at the site:

- Key concern: large oak trees, with current conditions mixed and in some cases unknown.
- Risks: potential damage from soil compaction, grading, and heavy traffic.
- A traditional trail design would likely result in significant tree loss.
- A non-traditional approach could reduce overall impacts.
- **Possible next step:** engage an arborist and engineer to determine the potential best trail route and ways to mitigate tree loss.

The Commission reviewed the Parks and Recreation System Master Plan guidance for pedestrian community connections, focusing on Goals 4.1, 4.4, 4.5, and 4.6. Staff noted that the Master Plan identified this right-of-way segment as a potential “constellation link,” a conceptual connector intended to support system-wide recreation access. However, this segment was not identified as a priority route in the City’s Pathway Master Plan, which serves as the guide for future pathway projects.

Staff reviewed metrics related to park access impacts for the right-of-way:

- The ROW is located within Constellation K.
- Closest Park: Evergreen Park (Community Park).
 - Distance via ROW: 0.51 miles.
 - Distance via streets: 0.69 miles.
- The Mid Oaks neighborhood falls outside the Trust for Public Land (TPL) 10-minute walk-to-a-park radius goal. Currently, 94% of Roseville residents fall within the TPL 10-minute walk-to-a-park standard.
 - Evergreen Park (via Fairview): 0.86 miles.
 - Falcon Heights Community Park: 0.86 miles.
 - Evergreen Park (via ROW): 0.68 miles.
- The Commission reviewed existing pedestrian connections near the ROW

Staff reviewed potential cost considerations for the right-of-way:

- Hardscape path: \$84,000–\$177,000.
- Non-concrete path: \$20,000–\$60,000 (including design and site work).
- Volunteers and staff could assist with clearing invasive species and creating informal paths.
- Engineering work would still be required to address slopes and accessibility.

The Commission revisited several questions that had been discussed at the previous meeting:

- Other neighborhood connections were created during the platting process.
- The Parks and Recreation Commission (PRC) can make a recommendation without the ROW becoming a park.
- The PRC may provide advice on community engagement and implementation.
- Flooding risk is considered minimal with appropriate mitigation.

- If the ROW were vacated, ownership would transfer to adjacent neighbors, and the City would no longer have control.
- A potential crosswalk at Roselawn would require review and approval by both the City and Falcon Heights.

Staff reviewed the next potential steps, possible recommendations, and additional considerations with the Commission:

- Joint meeting with the City Council scheduled for September 15, 2025.
- At that meeting, the Commission could:
 - Provide an update on progress.
 - Share recommendations (if ready).
 - Propose next steps.
 - Seek clarification from the Council.
- Possible Recommendations: Recommendation One
 - Does ROW provide parks and recreation value?
 - Yes → move to Recommendation Two
 - No → Option 1: Vacate
 - No → Option 2: Retain without change
- Possible Recommendations: Recommendation Two
 - If the parcel has Parks and Recreation value, what should happen next?
 1. Study alignment/tree impacts
 2. Begin non-traditional trail planning
 3. Begin hardscape path planning
 4. No trail; vacate ROW
 5. Take no action now, but preserve ROW for future
- Additional Considerations
 - Convert ROW to parkland (pending legal review)?
 - Use Park Dedication funds?
 - Does the Commission have feedback on an implementation method?

The Commission discussed whether there is a precedent for right-of-way land being used as a park or trail. Staff noted that precedent does exist: some ROW segments have been used to provide access to parks, and natural spaces are also part of the City's Park System. However, this parcel would be unique as it would be the smallest in the system and the only one to potentially combine both uses.

Vice-Chair Beckmann asked if there was an estimated cost for an arborist to assess the trees. Staff responded that they anticipated the cost would range from \$500 to \$2,000, depending on the level of detail required in the assessment.

Commissioner Donaldson asked how the trail would be maintained in the winter. Staff acknowledged that it could be difficult to plow an unpaved, winding trail during winter months.

Commissioner Penny asked about existing encroachments and how they would be addressed. Staff explained that, under City policy, homeowners are responsible for removing encroachments at their own expense.

The Commission also discussed potential concerns related to the site's trees, particularly the oak and box elder species.

J. Reinart, 1667 Ridgewood

J. Reinart, 1667 Ridgewood, spoke in strong support of saving the path. He noted that he does not have a preference for the type of trail surface but emphasized the importance of maintaining the connection. He shared that his own use of nearby walking paths has decreased and expressed concern that removing this path would be a disservice to the broader Roseville community. Noting that the path connects the neighborhood to key city amenities, including parks, trails, and the local school. He reaffirmed that retaining the pathway is in the best interest of the City and that the trees along the ROW can be protected while preserving access.

A. Lottie, 90 Mid Oaks Ln.

A. Lottie, 90 Mid Oaks Lane, shared her support for retaining the path. She explained that she previously lived on the ROW, moved away, and later returned to the neighborhood nearby because her family missed Roseville and the community. She emphasized that this is not about creating a new path but about improving an existing one that already serves as a quiet, shared space connecting neighbors.

Ms. Lottie noted that the path provided her children with a safe, more direct route to Brimhall School, which they could take independently because they knew the neighbors along the ROW. While other routes exist, they are farther and less safe, as they require crossing Roselawn Avenue or walking along the Snelling Avenue frontage road, which is both busy and in poor condition.

She expressed appreciation for the City's efforts to study the land carefully and to prioritize tree protection. Her hope is that some form of the longstanding neighborhood path can be retained, as it is important not only to current residents but also to future neighbors. With the school year beginning, she reiterated how much her family misses the path, as her children especially prefer walking to school, rather than riding the bus, even during the winter months.

S. Quinn, 89 Mid Oak

S. Quinn, 89 Mid Oaks Lane, spoke in opposition to converting the ROW into a park. She stated that her home abuts the property and that she did not purchase her home with the expectation of living next to a park, noting that she likely would not have purchased it had that been the case.

Ms. Quinn expressed disappointment that the Commission packet did not address how converting the ROW to a public park would impact surrounding neighbors. She emphasized that 21 residents (soon to be 24) live in adjacent homes, and their loss of privacy was not highlighted.

She further raised concerns about long-term tree damage, noting that the driplines of many mature trees extend beyond the proposed 30-foot path. She stated that no treatment could fully

prevent tree loss if roots are disturbed. Ms. Quinn also referenced recent City Communications celebrating an award for natural resources management, which highlighted the importance of preservation.

She urged the Commission to prioritize saving both the mature trees and the privacy of the abutting neighbors, who did not expect or want to live next to a park.

O. Gault, 2021 Herschel St.

O. Gault, 2021 Herschel Street, spoke in favor of retaining the path. She noted that she walks the path year-round and, although it has never been shoveled, neighbors continue to use it in the winter. She emphasized that residents are not asking for anything new but simply want to continue using the existing walking path, which she has relied on for the 30 years she has lived in the neighborhood.

Ms. Gault explained that she was unaware until the initial vacate notice that some abutting property owners did not want people walking on the ROW. In response to the closing of the path she created an on-line petition, and within one week it received 98 signatures representing 68 households, all supporting the continuation of the path.

She expressed regret that the issue has become divisive between abutting homeowners and the rest of the neighborhood. However, she emphasized her hope that both the path and the greenspace can be preserved.

D. Urswell, 1731 Shryer

D. Urswell, 1731 Shryer Avenue, spoke in favor of preserving the path. She expressed concern for children living on Mid Oaks, noting that without the path they cannot move between neighborhoods without running across busy streets. She emphasized that the path has served as a well-established neighborhood connection for more than 30 years and that it is unfair to isolate children by removing it.

Ms. Urswell stated that children should have the opportunity to take the healthier route of walking along the path, rather than being forced to rely on motor vehicles to travel between neighborhoods or access local community amenities.

J. Pribyl, 1738 Skillman Ave.

J. Pribyl, 1738 Skillman Avenue, spoke in support of the path. He stated that he enjoys using the path and appreciates that this unique situation is being given thoughtful and creative consideration. He noted that the path serves as a connector between neighborhoods as well as to the University of Minnesota agricultural fields, which welcome walkers and provides a large open space for recreation that his family takes advantage of often.

Mr. Pribyl also highlighted the importance of the trees, noting that they have long existed alongside and within the ROW. He expressed appreciation that everyone's input is being considered and that the process has allowed neighbors to hear and understand each other's perspectives.

A. Quinn, 89 Mid Oak

A. Quinn, 89 Mid Oaks Lane, emphasized that the situation has changed since he purchased his home. He noted that the size of the right-of-way has decreased over time and that there have been concerns with unwanted activity in the area. He also pointed out that portions of the existing path are located on private property, meaning the path cannot remain in its current location and would need to change. He added that any changes would affect the trees and observed that everyone seems to be in agreement about the importance of preserving them.

The Commission acknowledged that there are valid points on both sides of the issue. Commissioners emphasized the importance of protecting the privacy of adjacent neighbors while also recognizing the value of maintaining neighborhood connections to parks and trails.

The Commission discussed and agreed that the ROW provides Parks and Recreation value, noting that this has been acknowledged historically as the Parks and Recreation Master Plan identified the right-of-way segment as a potential “constellation link.” Commissioners also discussed whether the property would be best classified as a park or as a right-of-way, and how that decision could impact the preservation of trees. In addition, the Commission considered how future property ownership changes could affect both the neighborhood and its natural resources.

Commissioner Donaldson moved to recommend to the City Council that the Parks and Recreation Commission acknowledges that the Aldine right-of-way has value for the Parks and Recreation System. Commissioner Kooistra seconded.

Roll Call

Ayes: Beckman, Botzek, Donaldson, Harris, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: Her.

The Commission discussed potential options for moving forward with a recommendation to the City Council, emphasizing that tree preservation should remain a top priority. Commissioners agreed that a non-traditional pathway would be the most favorable option, as it would have the least impact on the trees, unless a detailed study determined that the existing trees are not viable.

Chair Matts-Benson moved that the Parks and Recreation Commission recommends that the City Council direct staff to, as expeditiously as possible, engage with a third party to conduct a detailed study of a non-traditional path that includes:

1. Pathway alignment options and,
2. Specific tree impacts

and that a final decision be made immediately following the receipt of the study. Vice-Chair Beckmann seconded.

Roll Call

Ayes: Beckman, Botzek, Donaldson, Harris, Her, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

Vice-Chair Beckmann moved to wait to discuss the “additional considerations” until the feasibility study has been conducted. Chair Matts-Benson seconded.

Roll Call

Ayes: Beckman, Botzek, Donaldson, Harris, Her, Kooistra, Matts-Benson, Penny.

Nays: None.

Abstain: None.

b) **PREPARE FOR JOINT MEETING WITH THE CITY COUNCIL ON SEPT. 15, 2025**

The Commission reviewed the PowerPoint presentation prepared by staff for the upcoming joint meeting with the City Council.

Commissioners discussed who would lead the discussion for each topic and what information should be included in the presentation. Specifically, they suggested having the Park Tour, Campus Master Plan, Recreation Program Quality, and the Parks and Recreation System Master Plan on the “Other Discussion Topics” slide. They also recommended highlighting the goals of “Supporting and grow the three Friends groups” and “Reviewing and advising on the Volunteer Program” when discussing the Parks and Recreation Commission Goals.

c) **MAINTENANCE AND OPERATIONS CENTER UPDATE (STANDING ITEM)**

Requests for Proposals (RFP) have been issued for an architect, and a Request for Qualifications (RFQ) has been issued for a construction manager for the project. Proposals will be reviewed within the next week, with an anticipated recommendation to the City Council for an architect by the end of the month, followed by a recommendation for a construction manager shortly thereafter.

6. **COMMISSION DIRECTION ON MEMBER INITIATED AGENDA ITEMS**

Commissioner Penny requested adding the following items to a future Commission agenda:

- The potential of adding electric vehicle chargers as a future park amenity.
- Opportunities for collaboration between the Parks and Recreation Commission and the community group at Parkview School working on an inclusive playground.

342 7. **OTHER BUSINESS**

343 a) **DEPARTMENTAL UPDATES**

- 344 • The summer concert series *Live at the Rog* and summer recreation programs have concluded.
345 Attendance numbers were very strong, and community feedback was overwhelmingly positive.
346 • Golftoberfest will be held on September 19 at the Cedarholm Community Building and Golf
347 Course.
348 • FOR Parks: Tapped and Uncorked fundraising event will take place on September 19 at the John
349 Rose MN OVAL.
350 • The Natural Resources Volunteer Event (invasive species removal) will be held at Cottontail
351 Park on September 20.
352 • The Wild Rice Festival is scheduled for September 27 at the Harriet Alexander Nature Center.

353 b) **OTHER NEW OR RELEVANT COMMUNICATION ITEMS**

354
355
356
357 8. **ADJOURN**

358 Meeting adjourned at approximately 9:07 p.m.

359 Respectfully Submitted,

360 Danielle Christensen, Parks and Recreation Department Assistant
361

Parks and Recreation Commission Joint Meeting

September 15, 2025



Work Highlights

Reviewed and updated Natural Resources Management Plan

Grant funding received

Commissioners have attended several events

Reviewed and provided feedback on the 2026 Capital Improvement Projects

Provided a recommendation for moving forward with Rosebrook Park updates, including replacement of the wading pool and splash pad

Operational Overviews: Projects, Recreation Programs, Cedarholm



Goals

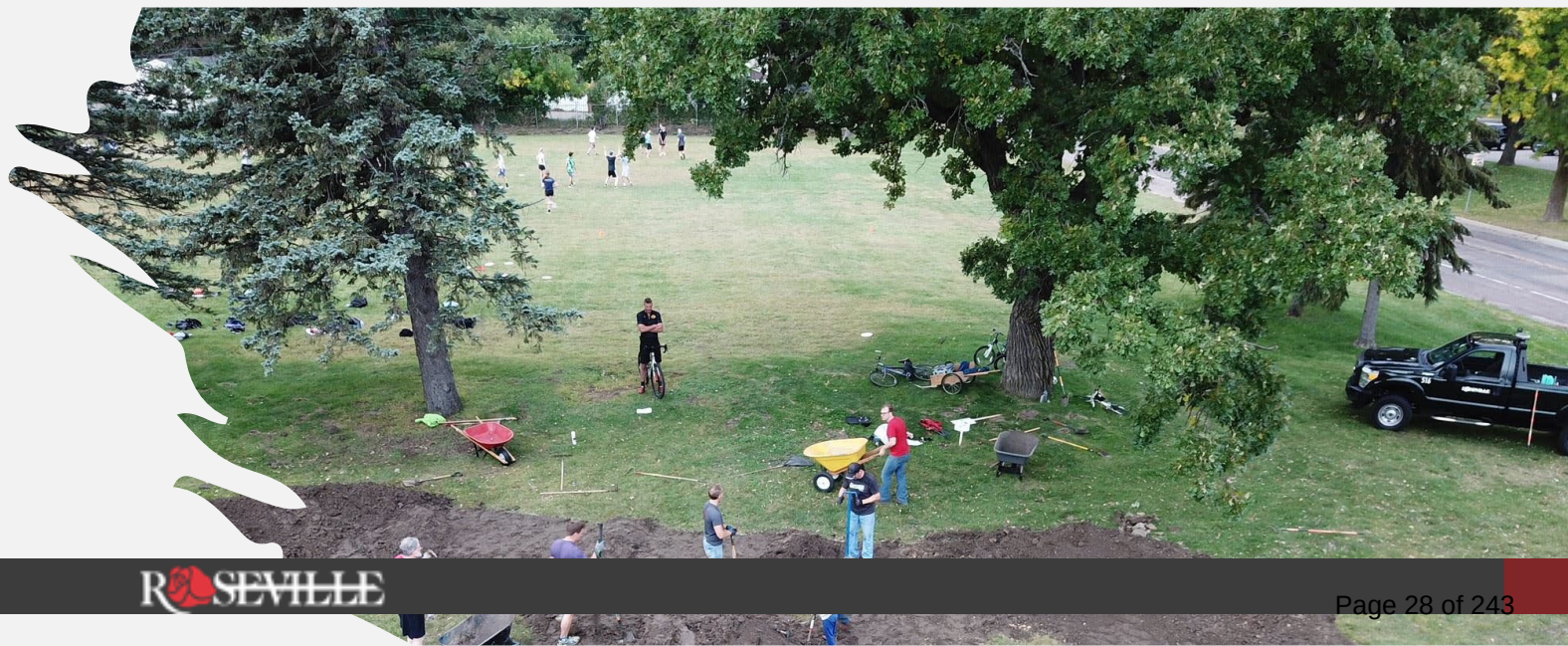
- New Goal Format Based on 2024 Council Feedback
 - Broke Goals into Short Term and Long Term
 - Tracked Progress
- A Couple of Highlights
 - Support and grow the three Friends group
 - Review and advise on Volunteer Program

2025 Parks & Recreation Commission Goals (Updated July 29)

	Action/Initiative	Timeframe	Commissioner Steward	Progress
Access				
visible in the community equity lens"	Short Term Goal: Continue to ensure that an equity lens and equity analysis is utilized when discussion parks projects and initiatives.	Ongoing	Matts-Benson	- reviewed fee assistance program, and reach for resources
	Long Term Goal: Identify gaps in the City's Parks and Recreation offerings that lead to underutilization by underrepresented populations and determine possible strategies for remediation.	1-3 years		utilizing more creative engagement tools - Discover Your Parks for Rosebrook, neighborhood committee for Maintenance and Operation Center
idents' experiences with . Work to find historically ed voices in the	Short Term Goals: Periodically review data and demographics (survey feedback, new recreation management software, etc.) Identify methods for the City to capture better data on participation, and feasibility of implementation.	Ongoing		Discover Your Parks engagement events.
	Utilize equity lens when providing feedback regarding items that the commission reviews .	1 year, Ongoing	Matts-Benson, Beckman	
	Commissioners make a conscious effort to formally AND informally engage with diverse individuals and perspective within the community and ensure that that feedback is shared and included. (Discover Your Parks, Conversations with Neighbors, Others...)	Ongoing		
	Long Term Goal: Identify gaps in the City's Parks and Recreation offerings that lead to underutilization by underrepresented populations and determine possible strategies for remediation.	1-3 years		discussed master plan update
it, Connection, and Access				
port and advise Parks & 'on already identified tential opportunities.	Short Term Goal: Complete installation of a more inclusive play structure at Lexington Park	1 year	Matts-Benson	Completed
	Review options for, and make a recommendation to staff and the City Council on planned improvements to Rosebrook Park including wading pool vs splash pad, increased parking, play structure replacement (etc)	1-2 years	Beckman	Contractor procured, working through plan
	Plan for replacement of Autumn Grove Playground in the coming years including creation of a strategy for the development of AG South parcel, considering moving the playground, addition of irrigation, other ideas.	1-3 years	Beckman	Conducted a site visit, discussed options
	Long Term Goal: Bring new ideas, projects or opportunities to the Commission for discussion			
it ways to get residents connected to nature	Short Term Goal:			

Information to Convey to City Council

- Commission Tours
 - Reservoir Woods Park
 - Oasis Park
 - Autumn Grove Park
 - Aldine ROW
- Campus Master Plan Implementation
- Recreation Programs
- Parks and Recreation System Master Plan





Council Feedback

Aldine ROW

- **Work to Date**
 - 2 Meetings (August and September)
 - Received Lots of Public Feedback
 - Site Tour
 - Tree Inventory
 - Topographical Survey
 - Commission Reviewed:
 - Relevant Information From Parks and Recreation System Master Plan
 - Site Conditions
 - Tree Preservation Information
 - Accessibility Standards

Commission Motions Related to the Aldine ROW

The Parks and Recreation Commission acknowledges that the Aldine right of way has value for the Parks and Recreation System.

7 yes, 0 no, 1 abstention

The Parks and Recreation Commission recommends that the City Council direct staff to, as expeditiously as possible, engage with a third party to conduct a detailed study of a non-traditional path that includes

1. Pathway alignment options and,
2. Specific tree impacts

and that a final decision be made immediately following the receipt of the study.

8 yes, 0 no

THANK YOU

Parks and Recreation

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/15/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Receive Finance Commission recommendations on the 2026 Budget, Levy and Scenarios

Background

The Finance Commission reviewed the 2026-2045 Capital Improvement Plan (CIP) and the 2026 City Manager budget, tax levy and scenarios at their meetings over the past few months. The Commission's findings and recommendations are highlighted below.

2026 City Manager Budget, Tax Levy, and Scenarios

The Commission reviewed the 2026 City Manager's budget, tax levy and scenarios at their August and September meetings. The Finance Commission made the following recommendations with regard to the 2026 budget, levy and scenarios:

1. Unanimously endorsed that franchise fees should **not** adopted and recommended that the levy be increased instead of using franchise fees.
2. Acknowledged that public safety has personnel needs, but 22 positions were too much given the overall circumstances of the budget. The recommendation to the Council is to keep the tax levy under 10%, and determine how many positions that could accommodate while keeping the base budget whole.

Below is the property tax impact of a 10% levy increase for the median-valued home (\$378,600)

2026 ESTIMATED Budget Impact on Median-Valued Home (monthly)					
Base Budget, EDA Reduced & \$753,478 add to equal 10% levy increase					
	2025	2026	Dollar Change	Percent Change	
Property Tax Levy: City	\$ 116.55	\$ 130.68	\$ 14.13	12.12%	
Property Tax Levy: EDA	1.40	0.99	(0.41)	-29.29%	
Combined Monthly Total	\$ 117.95	\$ 131.67	\$ 13.72	11.63%	
Annual Change- City Only	\$1,398.60	\$1,568.16	\$169.56	12.12%	
Annual Change - City & EDA	\$1,415.40	\$1,580.04	\$164.64	11.63%	

As a reminder, the City Manager presented different budget and levy scenarios. Below is a summarized table of those scenarios and subsequent levy increases.

	Base Budget	Scenario 1	Scenario 2	Scenario 3	Scenario 4
Proposed Levy Increase (%)	7.87%	11.17%	13.44%	7.96%	10.23%

Staff will work on preparing detailed comparisons of the various City Manager levy scenarios and the Finance Commission's recommendation that can be shared at the September 15 meeting.

The Finance Commission had a discussion on the 2026-2045 Capital Improvement Plan (CIP) at their July, August and September meetings. The Finance Commission understands that future funding will need to be addressed in the CIP without the franchise fees. The Commission took no direct action on the 2026-2045 CIP.

Members of the Finance Commission will be in attendance at the meeting to present their recommendations on the 2026 Preliminary Budget and Tax Levy and the 2026-2045 Capital Improvement Plan.

Policy Objectives

See above

Equity Impact Summary

Not applicable.

Budget Implications

Not applicable.

Staff Recommendations

Receive the Finance Commission recommendations and provide staff with direction regarding the preliminary tax levy for adoption on September 22, 2025.

Requested Council Action

The Council is asked to receive the recommendations on the 2026 budget, tax levy and scenarios from the Finance Commission. The Council is asked to provide direction to staff regarding the preliminary tax levy.

Prepared by: Michelle Pietrick, Finance Director

Attachments: 1. Bench Handout 1

Finance Commission Recommendations Regarding the 2026 Budget

The Finance Commission discussed pros and cons of Franchise fees at its meeting of 9/9/25

- Pros:** Most cities already use this as a source of revenue
Franchise fees would apply to exempt properties. Thus they share in cost of city government.
Franchise fees might help us to avoid use of PILOTs. PILOTs can be arbitrary, inconsistent and management burden
- Cons:** Franchise fees are a tax. A regressive tax. A non-deductible tax.
We could be criticized for being sneaky for disguising this tax.
Dilutes or reduces MN Property Tax Credit for many homeowners and renters.
At the federal level, State and Local Tax deduction is increased from \$10,000 to \$40,000.

Recommendation:

The Finance Commission recommends that Franchise Fees not be considered as a source of revenue.

Requested staff additions for Police and Fire are a significant factor in the 2026 budget and beyond.

- 7 new FTEs requested for Police, adding to current force of 71.
15 new FTEs requested for Fire, adding to a force of 29.
Grant requests have been submitted to provide some offset to the cost of these new staffing requests.
Regardless of the outcome of grant requests, both Police and Fire propose to proceed with all of the new staff positions as requested

Background research

- Chair Bester spent many hours reading and reviewing documents including:
The Police Request for Council Action dated 7/7/25
The Fire Request for Council Action dated 1/27/25.
The Axtell Report dated May 2025
Ride alongs with both Police and Fire
In person meeting and operational briefings provided by Police Chief Schieder and Assistant Police Chief Adams
In person meeting and operational briefings by Assistant Fire Chief Neil Sjostrom and Battalion Chief Cody Thornberg
Thanks to Police Chief Schieder and Fire Chief Brosnahan for their responses to budget questions submitted by Commissioner Bester.

Clearly our call volume has grown over the past 5 years.

But we need to be clear that the City has responded with staff additions to help with the growing call volume

Police Serious Offenses - 5 year increase	16%
Police Calls for Service - 5 year increase	14%
Traffic Citations - 5 year increase	94%
5 Year increase in Police FTEs	24%

Fire Incidents - 5 year increase	36%
Fire Inspections - 5 Year increase	3%
5 Year increase in Fire FTEs	34%

Getting an accurate handle on FTE counts throughout the 5 year period was a challenge.

Commission discussion

- Asked questions such as what minimum number of Fire additions would be required to move us from 3 to 4 Staffed Response Units?
In the end the Finance Commissioners felt that questions such as this are more appropriately answered by staff and City Manager
At that point, the Commission focused attention on a recommendation regarding a levy target.
The Finance Commission understands the tax valuation of the median home has been calculated to increase 5%

Recommendation:

- The Finance Commission acknowledges the growing Public Safety need**
The Finance Commission recommends a levy increase Not to Exceed 10%.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/15/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Select Architect for Civic Campus Project

Background

At the July 7, 2025 City Council meeting, the Council approved moving the Civic Campus project forward using Concept C from the Civic Campus Master Plan Update that was presented on June 16, 2025. At the June 21, 2025 City Council meeting, the Council approved the Request for Proposal (RFP) for Architectural Services (Attachment 1) related to the Civic Campus Master Plan.

The Architect RFP scope includes completing the overall design of the Maintenance Operations Center (MOC) and the License Passport Center and Dance Studio (LPCDS). The project scope would be broken into finalizing concept design, doing schematic design, design development and final construction documents. The scope includes doing additional environmental assessment and geotechnical work. The RFP used the following criteria to evaluate proposals:

Factor	Points
1) The quality of the Consultant's proposal relative to thoroughness of the response and inclusion of all requested information identified in the RFP.	10
2) The qualifications of the lead Consultant architectural firm and their identified Project Manager including a demonstrated understanding of the Project and available staff capacity to perform the work.	15
3) The qualifications of the balance of the Consultant design team members including prior work experience with the lead Consultant architectural firm and available staff capacity to perform the work.	10
4) Similar Project Experience within the past ten (10) years on a) Public Works projects, License/Passport Center, Dance Studio and b) Construction Management delivered projects. The project experience should demonstrate the inclusion of the full scope of <u>Consultant</u> services identified in this RFP.	15
5) The proposed detailed work plan and corresponding schedule in Gantt Chart format <u>including</u> a demonstrated project understanding through identification of work scope tasks, milestones and deliverables.	10
6) Fee Proposal – Cost of Professional Services relative to corresponding breakout of hours per project phase versus any identified exclusions. Fee must additionally be broken out by MOC and LPCDS.	40

Staff posted the RFP on the City website and also directly reached out to firms. Ten (10) architectural firms originally gave a notice of intent. Seven firms ultimately submitted proposals to the City.

The first step in reviewing the proposals included scoring the proposals based on the scoring matrix. City staff consisted of the City Manager, Public Works Director, Parks and Recreation Director, City Engineer, Parks Superintendent and the City Planner.

	Consultant	Meyer Group	HCM Architects	BKV Group	LHB	Wold Architects	Kodet Architects	Busch Architects
Factor	Points	Average	Average	Average	Average	Average	Average	Average
1) The quality of the Consultant's proposal relative to thoroughness of the response and inclusion of all requested information identified in the RFP.	10	5.3	9.2	9.7	8.5	8.5	6.8	5.7
2) The qualifications of the lead Consultant architectural firm and their identified Project Manager including a demonstrated understanding of the Project and available staff capacity to perform the work.	15	6.5	12.0	13.7	12.7	13.2	11.5	8.0
3) The qualifications of the balance of the Consultant design team members including prior work experience with the lead Consultant architectural firm and available staff capacity to perform the work.	10	5.7	8.7	9.2	8.7	9.0	7.7	6.3
4) Similar Project Experience within the past ten (10) years on, a) Public Works projects, License/Passport Center, Dance Studio b) Construction Management delivered projects. The project experience should demonstrate the inclusion of the full scope of Consultant services identified in this RFP.	15	6.3	12.8	13.5	13.0	13.3	11.0	7.2
5) The proposed detailed work plan and corresponding schedule in Gantt Chart format including a demonstrated project understanding through identification of work scope tasks, milestones and deliverables.	10	5.7	8.2	9.3	8.7	8.0	7.0	6.5
6) Fee Proposal – Cost of Professional Services relative to corresponding breakout of hours per project phase versus any identified exclusions. Fee must additionally be broken out by MOC and LPCDS.	40	24.5	31.8	28.8	33.5	23.7	25.5	31.2
TOTAL SCORE	100	54.0	82.7	84.2	85.0	75.7	69.5	64.8
Average Score		54.0	82.7	84.2	85.0	75.7	69.5	64.8
Rank		7	3	2	1	4	5	6

A summary of the proposal's cost and hours associated with the work is included in the table below. Due to different funding for the project, the cost of the project is split between the LPCDS and MOC. As part of the RFP, consultants were required to submit alternative pricing to do a higher sustainability design such as B3 design, which is required for state bonding projects. There are no requirements for this project, which is why the proposal included this as an alternative option.

	Costs			Hours			Alternate
	LPCDS	MOC	Total	LPCDS	MOC	Total	
Meyer	\$ 286,380	\$ 1,452,080	\$ 1,738,460	1754	7142	8896	\$ -
HCM	\$ 1,113,745	\$ 1,862,620	\$ 2,976,365	6280	10143	16423	\$ 110,000
BKV	\$ 861,820	\$ 2,784,780	\$ 3,646,600			19643	\$ 26,970
LHB	\$ 630,911	\$ 2,000,509	\$ 2,631,420			17049	\$ 148,852
WOLD	\$ 682,000	\$ 3,696,000	\$ 4,378,000	2887	18751	21638	\$ 125,000
Kodet	\$ 774,090	\$ 2,913,125	\$ 3,687,215	4423	15996	20419	\$ -
Busch	\$ 538,466	\$ 1,516,544	\$ 2,055,010			12856	\$ 100,000

Based on the scoring from the group, staff shortlisted the top three scoring firms (LHB, BKV, HCM) for interviews. All staff had these three firms as the top three firms (although there was some variance in preference order). The top three firms' proposals clearly separated themselves from the rest of the proposals based on knowledge of the project, similar project experience, scope and project costs. The top three firms are all very capable of completing the work at a fair value.

On September 9, 2025, each of the three shortlisted firms provided a brief presentation and were interviewed by staff to clarify questions with the proposals. Based on the interviews and the proposals, the top scoring firm that staff recommends for selection is LHB. Their proposal documents they have done numerous projects in scale and scope similar to the Civic Campus project such as the St. Louis County Transportation Building, Burnsville Bus Garage Modernization, and the Ramsey County Environmental Center. They have experience in all aspects of the project including public works, dance studios and license passport centers. The project manager, lead architect and the entire team have extensive experience with large scale projects, including remodel and expansion projects, and construction manager at risk projects. The cost of services and hours provided for the scope of work were the best value for the top three firms. Although they did not complete the previous civic campus studies (BKV & Kodet), staff is confident they will be able to move the project forward and offer a fresh perspective to the project.

If approved, staff will work with the selected consultant to finalize the scope and agreement. It is anticipated that the final agreement will be on the October 13, 2025 consent agenda for final City Council approval.

Policy Objectives

The construction of a new Maintenance Operations Center and License and Passport Center (along with the City Dance Studio) will allow the City to continue to provide needed and valuable services to the residents and businesses of the community in a more efficient manner. The new facilities will ensure that the City's roads, utilities, vehicles, and equipment are maintained at the desired level and that valuable services such as recreational programming and driver's license and passport processing are conveniently available to community residents.

Equity Impact Summary

The new Maintenance Operations Center and License Center will provide a benefit to the residents, businesses, and visitors to Roseville. The new facilities will allow for more efficient services to be provided for residents, customers, and users of city parks and infrastructure. With perhaps the exception of adjacent neighborhoods, it does not appear that the construction and operation of the new facilities will disproportionately impact any segment of the population. As with all City projects, staff will continue to identify potential unintended consequences and identify potential alternatives to disproportionately impactful action.

Budget Implications

Based on the recommended consultant, LHB, the fees for the project would be \$630,911 for the LPCDS and \$2,000,509 for the MOC for a total of \$2,631,420. This reflects over 17,000 hours of work from schematic design through construction over the next three years

of the project. They provided an alternative fee of \$125,000 to go to a higher sustainable design such as B3.

Based on the latest cost estimates for Concept C in the Civic Campus Master Plan Update Study (Attachment 5), the overall cost is estimated at \$75,300,000. The MOC portion of the project is \$60,800,000 and the LPCDS is estimated at \$14,500,000. The soft cost for Concept C for the MOC portion was \$12,920,702 and for the LPCDS was \$3,348,394. Soft costs cover architect design fees, construction management fees, permits, inspections, utility connections, preconstruction surveys/studies, testing, bidding, legal and finance expenses, city purchase orders and FF&E expenses.

Below is a table with the updated project budget including a breakdown of soft costs. Two of the major soft cost components is the architect design fees and the Construction Manager at Risk (CmaR) fees. The Construction Manager at Risk (CmaR) procurement process is running concurrently with the architect selection, but will be a few weeks behind due to the two-part process. The Request for Qualification (RFQ) process is completed, and five firms have been shortlisted. These firms will be submitting final proposals on September 26, 2025, and staff will bring a recommended firm for selection at the October 13, 2025 City Council meeting. Once a construction management firm is chosen, this number will be better confirmed.

Civic Campus Project Budget

	MOC	LPCDS	Total
Total Funding Available	\$ 64,200,000.00	TBD	
Total Project Budget based on CCMP Estimate - July 2025	\$ 60,800,000.00	\$ 14,500,000.00	\$ 75,300,000.00
Soft Cost Portion of the Project Budget	\$ 12,920,702.00	\$ 3,348,394.00	\$ 16,269,096.00
Architect - LHB	\$ 2,000,509.00	\$ 630,911.00	\$ 2,631,420.00
Estimated budget remaining for additional soft costs	\$ 10,920,193.00	\$ 2,717,483.00	\$ 13,637,676.00

Maintenance Operation Center costs can be funded using funding from the 0.5% local sales tax approved last November totaling \$64,200,000.

Funding for the LPCDS costs has not been fully identified.

Staff Recommendations

Staff recommends the Council approve the selection of LHB for Architectural Services.

Requested Council Action

Approve the selection of LHB for Architectural Services related to the Civic Campus Project.

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. RFP – Architectural Services
2. LHB Proposal
3. HCM Proposal
4. BKV Proposal
5. Project Estimate – July 2022 from Civic Campus Update Report



July 22, 2025

Request for Proposals (RFP)

Architectural & Engineering Services for the

Maintenance Operations Center and License/Passport Dance Studio

Roseville, MN



Government Center | 2660 Civic Center Drive | Roseville, MN 55113 | P: 651-792-7004

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1. Project Information

1.1 Project Overview

The City of Roseville is seeking Architectural and Engineering services for the design and construction of a Maintenance Operations Center (“**MOC**”) and a License & Passport Center with a Dance Studio (“**LPCDS**”) at the City Hall Campus located at 2660 Civic Center Drive.

The City of Roseville (“**City**”) makes this Request for Proposals (“**RFP**”) to obtain Proposals for Architectural and Engineering (A/E) services (“**Consultant**”) that will be used to select a design team for the Project. The Project is generally described in the “Scope of Services” within this RFP.

1.2 Project Background & Vision

The existing Maintenance Facility is located at 1140 Woodhill on the City Campus and was constructed in various additions starting in the 1960’s with the latest remodel/expansion completed in 2003. The existing building has numerous challenges, including, but not limited to, deteriorated building envelope for part of the building, limited vehicle storage, inadequate staff space, and lack of yard space for operations.

The existing License & Passport Center and Dance Studio is located across Woodhill Drive at 2737 Lexington, a former strip mall, Lexington Shoppes, that the City purchased in 2018. The overall building is in poor condition and the size and layout is inadequate for each city use.

In 2017, the City completed a Maintenance Facility Needs Analysis that identified space needs for a new MOC. In 2021 commissioned a City Campus Master Plan that developed a framework for long-term phased investment and redevelopment of the City’s Civic Campus. The next step the City completed was a Pre-Design Study in 2022 that focused on phasing and cost for a new LPCDS and new MOC.

In 2024 the voters in Roseville approved a local option sales tax to fund the MOC. The vote to use sales tax to fund the LPCDS did not pass so in 2025 the city performed a Civic Campus Update study. This study looked at different options to potentially re-use parts of the existing city campus buildings to potentially save costs and impacts to Veterans Park, the VFW and neighboring residents.

Council ultimately approved going forward with Option C, which includes a new 2-story LPCDS north of Woodhill with a shared expanded VFW parking, and a split MOC on both sides of Woodhill. Parts of the existing Maintenance Facility south of Woodhill would be demolished and the 2003 portion would be remodeled and expanded. The Lexington Shoppes building would be demolished and a new MOC yard, storage building, storage bins and fuel system would be constructed north of Woodhill.

1.3 Project Goals and Objectives

The Consultant shall lead and guide a design process to accomplish the following:

A. Design two-story LPCDS

- Dance studio would be located on the 2nd floor
- Include design of reconstructed shared parking lot with VFW
- Provide concept layout of revised Veteran's Park layout

B. Design MOC

- Refine final layout and design of site north of Woodhill
- Refine final layout and design of expanded facility south of Woodhill
 - Main garage to be remodeled and reused as part of the new construction.
 - All other parts of the facility will be demolished and reconstructed including the east garage, north garage and the administrative parts of the building.

C. Sustainability Goals: Consultant to identify alternate fees for higher level sustainability design such as B3 design.

D. Construction Manager At Risk (CMAR): The City will be using a CMAR delivery method with preconstruction services necessitating coordination with the Consultant team. The City anticipates hiring both the A/E and CMAR consultants simultaneously.

E. Projected Construction Budget for MOC: \$48,000,000 (Sales Tax Funded)

F. Projected Construction Budget for LPCDS: \$11,000,000 (Locally Funded)

1.4 Additional Details

A. Phase One of construction is expected to begin in the Summer/Fall of 2026. The City anticipates the LPCDS will be constructed first.

B. Phase Two will consist of the demolition of Lexington Shoppes and the construction of the MOC facilities north of Woodhill.

C. Phase three of construction will consist of the expansion of the facility south of Woodhill. Additional analysis and configuration of Phase three needs to be evaluated to keep city operations ongoing, especially the central garage.

Due to the phased layout of the project, multiple bid packages will be released to allow the project construction to begin and finish sooner, potentially saving costs.

1.5 Tentative Project Schedule

The project work will commence after the award of contract for the selected Consultant. The Consultant will propose an overall project design schedule based on the following:

Service Type	Anticipated Date
Request for Proposal (RFP) Solicitation Release	July 22, 2025 (Tuesday)
Notice of Intent to Propose Due	August 4, 2025 (Monday)
Pre-Proposal Site Tour (Existing Facility, New site)	August 6, 2025 (Wednesday)
Written Questions Due	August 13, 2025 (Wednesday)
City Response to Questions Issued via RFP	August 18, 2025 (Monday)
Proposals Due	August 27, 2025 (Wednesday)
Consultant Interviews (If Necessary)	September 4-5, 2025 (Thursday-Friday)
Consultant Selection / Notifications	September 16, 2025 (Tuesday)
Contracts	October 2025
Design (all phases, including City review periods)	October 2025 – May 2026
Bidding & Contracts	Summer 2026
Construction	Fall 2026- Winter 2028

1.5 Project Oversight

Select members of the City staff, including but not limited to the City Manager, Public Works Director and Parks & Recreation Director, who will serve as the Project Management Team (hereinafter referred to as PMT) and be responsible for overseeing the design and construction process. The City will also hire a CMAR which will be part of the PMT. The Public Works Director will be the consistent, main point of contact throughout the entirety of the project and will ensure clear communication between PMT members, the Consultant team and other City project partners, including, but not limited to, the VFW.

The City's primary Project Manager will be:

Jesse Freihammer, Public Works Director
 Email: Jesse.Freihammer@cityofroseville.com
 Phone: 651-792-7041

City of Roseville
 City Hall
 2660 Civic Center Drive
 Roseville, MN 55113

End of Section 1

2. Scope of Services

The intent of this section is to identify project Consultant work scope requirements and deliverables to be incorporated into the overall contract for professional services. At a high level, this includes design and/or documentation for the following eight work scope phases: 1) project data collection and space needs programming, 2) concept site planning, 3) schematic design, 4) design development, 5) construction documents, 6) construction bidding assistance and construction permitting assistance, 7) construction administration, 8) project close-out assistance, and 9) neighborhood engagement.

2.1 Required Consultant Design Team

- Architecture (*Consultant Team Lead*)
- Interior Design
- Civil Engineering
- Water Resource Engineering
- Landscape Architecture
- Structural Engineering
- Mechanical Engineering
- Fire Protection Engineering (*full design*)
- Electrical Engineering
- Low Voltage Engineering (*full design*)

Note: The Consultant lead shall be responsible for identifying and including any additional design team services deemed necessary to successfully complete the project. For example, if not embedded in the ten (10) design disciplines noted above, the Consultant shall be responsible for the design of unique Public Works components including, but not limited to:

- Fuel system and Fuel island/canopy design.
- Salt shed and storage bin design.
- Wash bay design.
- Design of site yard components such as, but not limited to, gates, fencing, site walls, equipment screening and monument sign(s).
- Preparation of SWPPP, wetland delineation, tree inventory, and site planning survey(s).
- Community Engagement

2.2 Contract Exclusions (City Provided Services)

A. Cost Estimating

- Cost Estimating will be completed by the Construction Manager At Risk (CMAR)
- The Consultant Team will be required to coordinate with the City and CMAR on items including but not limited to: Definition of Division 01 special inspections schedule.

2.3 Consultant Scope of Services - Project Phases

What follows is an outline of the expected work scopes to be incorporated into the final contract between the parties, to be completed by the awarded Consultant. As part of the project process, regularly scheduled meetings with City staff will be required.

2.3.A Data Collection and Space Needs Programming

The Consultant shall collect existing data and reports relevant to all aspects of the project.

2.3.A-1 Data Collection

The Consultant shall gather project background information including, but not limited to:

- 2017 Maintenance Facility Space Needs Analysis (see Appendix C)
- 2017 License Center Space Needs Analysis (see Appendix C)
- Civic Campus Master Plan (2021) (see Appendix C)
- Civic Campus Pre-Design (2022) (see Appendix C)
- Civic Campus Options Update (2025) (see Appendix C)
- Site Planning Survey(s) of existing condition including property lines, including VFW and city parcels.
- Phase 1 - Environmental Site Assessments (ESA).
- Geotechnical work needed for design
- City information: e.g., Zoning code, Building Code, 2040 Comprehensive Plan.
- Sustainability Design such as MN B3 Guidelines (alternate scope)

2.3.A-2 Facility Tours

The Consultant Team Lead shall attend tours with the City PMT at each of the three (3) existing facilities located around the Twin Cities metro area; public works facilities, license/passport centers and dance studios. The goal of the tours will be to observe exemplary precedents to provide ideas and generate likes/dislikes with the City team. Tour locations TBD, but considerations will be given to projects completed by the awarded Consultant. Based on scheduling coordination needs, the Consultant shall estimate three days of tours.

2.3.A-3 Space Needs Programming

The Consultant shall verify and update the space needs programming for the office/staff area from the Civic Campus Pre-Design Study based on current information gathered from new interviews with select City staff divisions. This work scope will include interview meetings with the following staff groups:

- Public Works: Maintenance and Engineering
- Parks & Recreation: Maintenance and Seasonal Recreation Staff

Meetings: *Consultant to define the full scope and quantity.*

The required meeting minimum for City coordination is as follows:

- Project kick-off meeting with the City's PMT.
- Three (3) facility tours for each of the following; public works facilities, license/passport centers and dance studios

Deliverable(s): *Consultant to define the full scope.*

The required minimum is as follows:

- Summary of facility tour findings.
- New site planning surveys.
- Geotechnical documentation.

- Office Area Space Needs Analysis.
- Phase 1 – Environmental Assessment

2.3.B Concept Design (15% Package)

The Consultant shall examine the preferred concept site plan (Concept C.1 or C.2) from the 2025 study as a starting point. Based on potential updates and information learned from facility tours and collected data, the Consultant design team shall modify the layout if needed and determine the final layout of the yard north of Woodhill.

2.3.B-1 Concept Design

Some site factors were not fully identified in the 2025 study. The Consultant should review and incorporate the following;

- Final layout of MOC yard north of Woodhill.
- Proposed plan of lot line adjustments or for lot creation related to separating Veterans Park from the LPCDS parcel.
- Final layout of LPCDS including opportunities for Veterans Park related improvements.
- Revised concept layout of MOC south of Woodhill.
- Confirm office/staff area needs for the MOC
- Location of stormwater features.
- Work with the CMAR to determine detailed phasing plan including continuity of operations plan.
- Work with the CMAR to determine bid package schedule

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for City coordination is as follows:

- Regular schedule of Consultant PM and City PM check-in meetings (every other week).
- Regular schedule of design progress review meetings with the City PMT (monthly).
- Final Presentation to City PMT.
- Cost estimate review meeting.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Updated Concept Design package: site planning drawings and scope narratives.
- Detailed phasing plan and bid package schedule.
- Survey Parcel Sketch with revised property lines and legal descriptions of any new created lots for City Parcels north of Woodhill.

2.3.B-2 Cost Estimating and City Review Period

The Consultant will distribute the concept design deliverables to the City's awarded CMAR for their use in providing updated cost estimates. The Consultant shall attend a cost estimate review meeting with the CMAR and include a **3-week** pause in the design schedule for this budget analysis and City review period.

2.3.C Schematic Design (30% Package)

Based on City acceptance, in writing, of the previous Concept Design phase, the Consultant shall prepare Schematic Design documents consisting of drawings and other documents indicating the scale and relationships of Project components in conformance with the approved space needs programming.

2.3.C-1 Design (SD)

The Consultant shall identify the full scope of services required for completing the Schematic Design phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key Schematic Design work scope responsibilities include, but are not limited to:

- Initial iterations of exterior footprint(s) and internal building layouts.
- Initial iterations of exterior building forms via 3D massing models and elevations.
- Initial iterations of parking/yard layouts.
- Initial stormwater management planning per Rice Creek Watershed District (RCWD) & City requirements
- Consultant to perform Geotechnical evaluation
- City Council presentation

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for City coordination is as follows:

- Regular schedule of Consultant PM and City PM check-in meetings (every other week).
- Regular schedule of design progress review meetings with the City's PMT (monthly).
- Final SD presentation to City PMT.
- Cost estimate review meeting.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Schematic Design package: drawing set with additional design scope narratives as needed per design team discipline.
- Geotechnical report
- Tree Inventory report.

2.3.C-2 Cost Estimating and City Review Period (SD)

The Consultant shall distribute the Schematic Design deliverables to the City's awarded CMAR for their use in providing updated cost estimates. The Consultant shall attend a cost estimate review meeting with the CMAR and include a **3-week** pause in the design schedule for this budget analysis and City review period.

2.3.D Design Development (60% Package)

Based on City acceptance, in writing, of the previous Schematic Design phase, the Consultant shall prepare Design Development documents consisting of drawings, outline specifications and other documents sufficient to describe the size and character of the project's building(s) and site, relative to architectural, structural, mechanical and electrical systems.

2.3.D-1 Design (DD)

The Consultant shall define the full scope of services required for completing the Design Development phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key Design Development work scope responsibilities include, but are not limited to:

- Intermediate iterations of exterior footprint(s) and internal building layouts.
- Intermediate iterations of exterior building forms via 3D massing models and elevations.
- Intermediate iterations of parking/yard layouts.
- Selection of energy performance path for energy code compliance including definition of exterior wall and roof assemblies.
- Initial coordination with Authorities Having Jurisdiction (AHJ)
- City of Roseville Building Official and City Planner: Attend a project introduction meeting to identify any early issues and define the permitting review process/schedule.
- The Consultant team shall be responsible for procuring a Water Supply Flow Test to measure the available water supply coming to the site. This is critical for designing the correct components and sizing of the facility's water-based fire protection system (e.g., fire sprinklers / fire pump / backup generator).

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for City coordination is as follows:

- Regular schedule of Consultant PM and City PM check-in meetings (every other week).
- Regular schedule of design progress review meetings with the City's PMT (monthly).
- Final DD presentation to City PMT
- Cost estimate review meeting.
- City of Roseville Development Review Committee meeting(s).
- Final DD presentation to City Council

Deliverables: *Consultant to define the full scope.* The required minimum is as follows:

- Design Development package: drawing set with outline specifications from each design team discipline.
- Water Supply Flow Test Report.

2.3.D-2 Cost Estimating and City Review Period (DD)

The Consultant will distribute the Design Development deliverables to the City's awarded CMAR for their use in providing updated cost estimates. The Consultant shall attend a cost estimate review meeting with the CMAR and include a **3-week** pause in the design schedule for this budget analysis and City review period.

2.3.E Construction Documents (100% Package)

Based on City acceptance, in writing, of the previous Design Development phase, the Consultant shall prepare Construction Documents consisting of a full set of signed Drawings and detailed Specifications from each design discipline which describe precisely how the design shall be built: materials, building systems, components and assembly details, to name a few.

2.3.E-1 Design (CD)

The Consultant shall define the full scope of services required for completing the Construction Documents phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key Construction Documents work scope responsibilities include, but are not limited to:

- Final plans for exterior footprint(s) and internal building layouts.
- Final exterior building forms and elevations.
- Final site plans of parking/yard layouts.
- Completion of door hardware reviews with City PMT representatives relative to the definition of hardware sets and secure door access control locations throughout the facility.

- Final coordination with the multitude of AHJ, including RCWD, Ramsey County, etc.
- City Council Presentation on Final Design.
- The full Consultant team shall participate in a 90% page- turn review meeting with the City PMT and awarded CMAR.
- The full Consultant team shall participate in a coordination meeting with the awarded CMAR to confirm bidding contractor Work Scope determinations as part of the Division 01, General Requirements specifications. The meeting will compare the Construction Document drawings versus specifications to identify any scope gaps in the bidding work scopes. This meeting is critical to assist with finding missing work scope items shown in the drawings but not in the corresponding specifications sections, or vice versa.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for City coordination is as follows:

- Regular schedule of Consultant PM and City PM check-in meetings (every other week).
- Regular schedule of design progress review meetings with the City's PMT (monthly).
- 90% page- turn review meeting with the City PMT.
- CMAR bidding Work Scope definition review meeting.
- City of Roseville City Council plan review meeting (Consultant team lead only).

Deliverables: *Consultant to define the full scope.* The required minimum is as follows:

- 100% Construction Documents package: Drawings and Specifications.
- City Council presentation

2.3.E-2 Cost Estimating and City Review Period (CD)

The Construction Document phase will require selective work scope budget checks by the City's awarded Construction Manager (CMa) at 75% CD completion and 90% CD completion to confirm the budget remains on track ahead of the bidding phase. As such, the Consultant shall issue progress check set documentation from all design team disciplines at 75% completion and for the noted 90% page- turn review meeting.

2.3.F Bidding Assistance and Permitting Assistance

The Consultant shall define the full scope of services required for assisting the City and the awarded CMAR with the competitive bidding and permitting of the project in accordance with the State of Minnesota laws.

2.3.F-1 Bidding Assistance

The Consultant shall coordinate with the City and CMAR for the solicitation of competitive bids. This includes participation in a pre-bid meeting by the full Consultant team and answering questions from potential bidders via narrative format and/or revisions to the drawings and specifications. The bidding question/answer process may require change of work documentation with revisions to drawings and/or specifications issued via Addenda.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for City coordination is as follows:

- Pre-bid meeting (Full team)
- Bid Opening meeting (Consultant team lead only)

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- Addenda to the Construction Document set (narratives, drawings and/or specifications)

2.3.F-2 Permitting Assistance

The Consultant shall coordinate with the City and the awarded CMAR to prepare submissions and response documentation for required plan reviews and permitting. The Consultant team shall submit application materials for the following two agencies:

- Sewer Availability Charge, SAC determination (Metropolitan Council).
- State Plumbing Review (MN Department of Labor and Industry).

The Consultant shall assist with preparing response information to plan review comments and issue change of work documentation as required. AHJ reviews include, but are not limited to:

- Commercial Building Permit (City of Roseville).
- Stormwater Permit (MPCA).
- Watershed Permit (RCWD).

Meetings: The Consultant shall attend coordination meetings with the City and awarded CMAR to confirm submission requirements and response responsibilities.

Deliverable(s): *Consultant to define the full scope.* The required minimum is as follows:

- AHJ application and submission documentation as needed.
- AHJ plan review response documentation, narrative and/or drawing content
- Change of work documentation as needed: If before bidding, revisions to be issued via Addenda, if after contract award, revisions to be issued via proposal request.

2.3.G Neighborhood Engagement

Since the campus expansion project abuts a residential neighborhood and impacts a city park, the city is committed to engage with the neighborhood on the final design of the project by creating a Civic Campus Final Design Stakeholder Group. The overall goal of the engagement is to provide input and feedback to the overall project. It is intended that the group will operate at the “involve” and “collaborate” level IAP2 Spectrum of Public Participation.

Specifically, the working group will provide feedback on overall site configuration, landscape/hardscape/streetscape buffering on the edges of the project, design elements of the building, and mitigation efforts to minimize impacts to surrounding properties.

The working group will have three phases of the work;

- Provide general feedback and input about the final design of the project to ensure concerns are addressed.
- Review option/design proposals for the project that incorporates the feedback and input received from working group to maximum extent possible
- Make a recommendation to the City Council regarding the final design.

2.3.G-1 Engagement

The Consultant shall define the full scope of services required for completing community engagement. These tasks shall clearly be defined in the proposal’s detailed work plan. Key Documents work scope responsibilities include, but are not limited to:

- Prepare meeting materials.
- Attend and lead engagement at three meetings.
- Provide minutes and summaries of the meeting.

Meetings: *Consultant to define the full scope and quantity.* The required meeting minimum for City coordination is as follows:

- o Three (3) neighborhood meetings

Deliverables: *Consultant to define the full scope.* The required minimum is as follows:

- o Meeting materials
- o Meeting minutes and summaries

2.3.H Construction Administration (CA)

The City will be using a CMAR delivery method. The City's awarded CMAR will facilitate the construction process and work with the City to keep the multitude of prime contractors on schedule and in budget. All Consultant design team disciplines are expected to actively participate in the construction administration phase of the project. The Consultant shall define the full scope of services required for completing the Construction Administration phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key CA work scope responsibilities include, but are not limited to:

2.3.G-1 Regular On-Site Meetings & Observation

The Consultant will visit the site regularly throughout the entirety of the Construction Phase to observe progress and verify work conformity with the Construction Documents. This includes attendance at a regular schedule of Owner-Architect-Contractor (OAC) construction progress meetings. The Consultant shall determine which design team disciplines should attend these meetings based on the in-progress construction activities. Not all the design disciplines need to attend all of the construction meetings. Therefore, the Consultant shall estimate construction meetings per discipline on a weekly basis for the estimated construction duration of 36 months.

2.3.G-2 Typical Consultant Construction Administration (CA) Tasks & Deliverables

- o The Consultant team shall be well versed in construction software platforms, e.g., Procore.
- o Submittals: Review and provide approvals in coordination with the City.
- o Requests For Information (RFI): Review and provide response in conjunction with the City.
- o As needed, issue supplemental instructions (ASI) to clarify design documents relative to work scope questions not resulting in changes to project costs or schedule.
- o As needed, issue documents for changes in the work, i.e., Proposal Requests (PR), to address potential modifications to work scopes that impact cost and/or schedule.
- o Review potential Change Orders and coordinate approval direction with the City.
- o The Consultant shall review monthly Pay Applications issued by the CMAR. Coordination with and approval from the City's Project Manager is required prior to signature.

2.3.I Project Close-Out

The Consultant shall define the full scope of services required for completing the Project close-out phase. These tasks shall clearly be defined in the proposal's detailed work plan. Key project close-out work scope responsibilities include, but are not limited to:

2.3.H-1 Substantial Completion and Punch List

When the facility is deemed sufficiently complete for City use, the Consultant shall confirm City approval prior to issuing the official Certificate of Substantial Completion for the project. Based on the scale of this Public Works project, the Consultant shall then attend multiple site walk through Punch List meetings as required to identify items needing to be completed or corrected following substantial completion. The awarded CMAR will consolidate the Consultant's lists and prepare the official Punch List document for completion progress tracking and sign-off.

2.3.H-2 Record Drawings (As-Builts)

The Consultant shall compile and submit to the City an electronic set of Record Drawings in PDF format (.pdf) and AutoCAD format (.dwg) at the completion of the project. The awarded CMAR will collect and provide contractor as-builts to the Consultant team for use in updating final drawings that capture the actual construction of the project, including all site changes and revisions.

2.3.H-3 Post Construction and Warranty Walk-through

Relative to the date of substantial completion, the Consultant team shall attend an 11-month warranty inspection walk-through of the facility with the City and awarded CMAR to look for any possible problems before warranties expire at one-year. During the 11 months preceding this facility warranty walk-through, the Consultant may need to advise on post-construction issues relative to potential defects in materials, workmanship, or systems, not related to City end user operations.

2.4 Potential Changes to Scope of Services

The Consultant shall describe their process for adjusting professional fees should the scope of services, or the overall project budget, be increased or decreased during the design process. If changes are needed, the City requires the Consultant to notify the City's Project Manager in writing as soon as reasonably possible **prior** to any changes being made. Furthermore, Consultant fees are to be reviewed with the City's PM at the completion of each milestone project phase to ensure budget conformance.

- **Note:** Any additional costs incurred due to the inability of the Consultant to meet the stated expectations of the City in this RFP will not be eligible for compensation. Only justifiable reasons, such as, but not limited to, City requests, inclusion of noted exclusions, or unforeseen conditions, are required for additional services requests to be considered.
- **Note:** If potential changes to Consultant scope of services are acted upon without written notification and prior City approval, then the Consultant will be proceeding at their own risk with no guarantee of additional compensation by the City.

2.4.A Exclusions

The Consultant shall provide a full, consolidated listing of professional service exclusions for all design team disciplines as part of their proposal. This list may include Alternates, such as an official MN B3, As applicable, the Consultant shall provide an associated design team unit cost or not to exceed value for each exclusion or alternate scope. As the project phases progress, the City may choose to include specific exclusions or alternates from this list for incorporation into the awarded Consultant's scope of services.

2.4.B Unforeseen Conditions

The Consultant shall take every step necessary during the design phases to reduce the risk of unforeseen project conditions during the construction phase. Nevertheless, the City acknowledges that potential changes can unexpectedly arise based on categories such as, but not limited to, existing conditions, determinations by Authorities Having Jurisdiction, and Owner (City) requests. Therefore, written documentation of unforeseen circumstances may be considered as justifiable reasons for potential additional services.

End of Section 2

3. Proposal Process

3.1 Notice of Intent to Propose

If a firm is interested in submitting a proposal of professional Architectural & Engineering services, then the Consultant must notify the City of Roseville Project Manager, Jesse Freihammer, via email by noon on **Monday, August 4, 2025**.

The email should indicate the Consultant's intent to submit a proposal response and must identify the Consultant's primary point of contact for future correspondence: *Name, phone number, email*.

3.2 RFP Questions

All questions regarding the content included in this RFP must be sent in writing via email to the following **two** individuals from the City of Roseville:

Jesse Freihammer
Public Works Director
Email: Jesse.Freihammer@cityofroseville.com

Sally Ricard
Database Specialist
Email: Sally.Ricard@cityofroseville.com

Only written questions sent via email will receive a response. Questions are due via email by **4:00 PM on Monday, August 18, 2025**. Responses to all such requests that were placed within the allotted timeline will be made in writing by addendum to all Respondents. The City of Roseville reserves the right to disregard any questions that come in late.

3.3 Pre-Proposal Site Tour

A **Pre-Proposal site tour option** will be held on Wednesday, August 6 at 9:00 AM. The tour will start with the existing maintenance facility and then the Lexington Shoppes/Veterans Park. Attendance is not mandatory, therefore any questions about RFP clarifications will not be answered during the tour and must be sent via email. Any Consultant questions pertaining to clarifications of RFP content will be itemized with City response information and distributed to ALL potential RFP respondents via Addendum. This City provided Addendum document will be electronically posted to the City website (<https://www.cityofroseville.com/890/Bids-RFPs-RFQs>) by 4:00 PM on Friday, **August 22, 2025**.

3.4 Contract Documents

The awarded Consultant will be required to comply with the terms and conditions contained the AIA B-133. Any requests for changes to the documents must be requested in writing via email by the proposal questions date of August 18, 2025. If any proposed changes are approved by the City, these will be issued to ALL potential RFP respondents **via the City response Addendum issued on August 22, 2025**.

End of Section 3

4. Proposal Submission

4.1 City Contact

All proposals must be submitted electronically AND via mail/courier to:

Jesse Freihammer, Public Works Director
 Email: Jesse.Freihammer@cityofroseville.com
 Phone: 651-792-7041

City of Roseville
 Roseville City Hall
 2660 Civic Center Drive
 Roseville, MN 55113

Other personnel are NOT authorized to discuss this RFP with Responders before the proposal submission deadline. Contact regarding this RFP with any personnel other than RFP Project Manager could result in disqualification.

4.2 Submission Format

Interested Consultants must submit the following:

- A.** Digital copy (PDF format) of the combined Consultant proposal sent via email to the City Project Manager's email address noted above.
- B. Note:** If the proposal has a digital file size larger than 5 MB, then the Consultant shall provide a share file transfer link via email for downloading the PDF.
- C.** Deliver **three (3)** hard copies of the combined Consultant proposal to the Project Manager's mailing address noted above in a sealed package clearly marked as follows:

"RFP Response for CMaR Services for City Of Roseville MOC & LPCDS"

- D.** The sealed package shall clearly identify the name and address of the proposing Consultant.

*Consultant Proposal Submissions are due no later than
2:00 pm on
Wednesday, August 27, 2025.*

4.3 RFP Addenda

- A. Any addendum issued will become a part of the RFP. The City may modify or clarify the RFP by issuing one or more addenda to all parties who have received the RFP.
- B. Each responder must follow the directions on the addendum. Addenda will be numbered consecutively in the order they are issued.
- C. In such an event of an addendum, all responding Respondents will be afforded the opportunity to revise their Proposals to accommodate the RFP addendum.
- D. Any addenda to this RFP will be e-mailed by the single point of contact. Respondents will be responsible for meeting the requirements of all addenda and will acknowledge receipt of all addenda by completion and attachment of Attachment B of the RFP to their Proposal.
- E. Only additional information provided by formal written addenda shall be incorporated into the RFP for clarification or response. Oral and other interpretations or clarifications will be without legal effect and cannot be relied upon by Responders.

4.4. Data Practices

- A. All materials will become public record in accordance with Minnesota Statutes, Section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating and enters into the contract with the selected Responder.
- B. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating and enters into the contract with the selected Responder.
- C. Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.
- D. In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the City, its agents and employees, from any judgments awarded against the City in favor of the party requesting the data, and any and all costs connected with that defense.
- E. The City does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.
- F. A Responder may present and discuss trade secret information during an interview or demonstration with the City, if applicable.

4.4 Important Information

Responders should note the following:

- A. Submission of an electronic copy of the proposal without the three (3) hard copies will not satisfy the submission requirement.
- B. Failure to submit a proposal on time shall constitute grounds for the rejection of the proposal. Proposals received after this specified time and date will not be considered and will not be returned.
- C. Upon submission, all proposals become the property of the City of Roseville, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- D. The City of Roseville expressly reserves the right to amend or withdraw this RFP at any time and to reject any or all proposals.
- E. The City of Roseville reserves the right to reject any and all proposals if such action is in the public interest.
- F. The City reserves the right to repost for new proposals.
- G. The City of Roseville is not bound to accept the lowest cost proposal.
- H. The City of Roseville reserves the right to include any clarifications/revisions to the RFP content in the RFP addenda process.

4.5 Proposal Submission Checklist

The City is providing the following proposal submission checklist as a courtesy to RFP respondents. It remains the responding Consultant's responsibility to thoroughly review this RFP and submit all required materials.

Number	Proposal Criteria Item	Yes
01	Cover <i>(Note: this does not count against the total page requirement)</i>	
02	Cover Sheet <i>(Note: this does not count against the total page requirement)</i>	
03	Table of Contents <i>(Note: this does not count against the total page requirement)</i>	
04	Consultant Background information	
05	Project Manager resume information	
06	Key Personnel resume information	
07	Project Experience Sheets (minimum of three projects)	
08	References (minimum of five)	
09	Detailed Work Plan	
10	Gantt Chart Schedule	
11	Fee Proposal worksheet with requested breakout of Fee and Hours. Fee must be broken out by MOC and LPCDS.	
12	List of Exclusions with associated added lump sum costs or unit costs. Provide a description of the Consultant's process for Additional Services.	
13	Signed and dated copy of <i>Appendix A - City's Standard Terms and Conditions</i> <i>(Note: this does not count against the total page requirement)</i>	
14	Combined Proposal: One (1) electronic copy sent via email (share file transfer as needed) to the City's Project Manager.	
15	Combined Proposal: Three (3) bound hard copies mailed or delivered to the City's Project Manager at the Roseville City Hall	

End of Section 4

5. Proposal Content

The following headings define the required content for the proposal and must be submitted in the sequential order identified below. A maximum of 25 pages is required, using 8.5 x 11 paper size, portrait orientation. If needed, the required Gantt Chart Schedule or Fee Proposal Worksheet can be submitted as 11x17 landscape format and will count as only one page each. Furthermore, NO appendices of Consultant pre-prepared marketing materials will be allowed.

5.1 Cover Letter *(Note: this does not count against the total page requirement)*

The cover letter shall include an executive summary statement of RFP understanding including an identification of the full Consultant project team noting firm names with corresponding work scope responsibilities. The cover letter shall clearly state the Consultant's team lead and main point of contact by including the name, email address, telephone number, and business address of the contact person(s) representing the team.

5.2 Table of Contents *(Note: this does not count against the total page requirement)*

The Consultant shall identify their proposal response materials by section and page number. The proposal must be submitted in the sequential order listed in this section.

5.3 Consultant Background

The Consultant team lead shall describe their firm's background, staff composition and guiding philosophy and methodology. Emphasis should be placed on the firm's process to successfully deliver projects similar to the City's proposed Maintenance Operations Center and License/Passport Center & Dance Studio. The proposal shall indicate how the Consultant will balance their Public Works expertise with an innovative process to meet the specific needs of the City of Roseville. To help illustrate the firm's capacity, the Consultant shall include a statement of their annual percentage of public sector versus private sector projects along with corresponding total construction values for each category. Furthermore, the Consultant shall illustrate their current workload and schedule capacity by identifying the quantity of active projects they have and what percentage of completion they are at.

The Consultant shall include listings of prior project experience within the last 10 years for the following three categories (if applicable):

1. Public Works facility projects. Identify year of completion.
2. License/Passport Center & Dance Studio design or equivalent. Identify year of completion.
3. Construction Management projects. Identify year of completion and name of Construction Management firm.

5.4 Project Manager (PM)

The Consultant team lead shall identify a Project Manager from their firm that will be a primary point of contact throughout the entirety of the project. The proposal shall provide detailed resume information including the following:

- Educational experience, professional registration(s) and professional affiliation(s)

- Listing of prior project experience (must include similar PM work on Public Works projects)
- Quality Control strategies to manage the Consultant team (deliverables, schedule, fee) and manage coordination with the City team and the awarded Construction Manager team.
- PM's availability and capacity to remain on the project from beginning to end. No personnel substitutions will be allowed by the City of Roseville. Identify the number of other projects the PM will simultaneously be working on, if any.

5.5 Key Personnel

In addition to the Project Manager, the Consultant shall identify key personnel from the full team of design disciplines who will be assigned for the entirety of this project. The specific team members who will actively participate in the project on a day-to-day basis need to be identified and include the following resume information:

- Design discipline work scope responsibility
- Educational experience, professional registration(s), professional affiliation(s)
- Project work experience on similar projects (i.e., Public Works, City of Roseville)
- Indicate prior project experience working with the proposed Consultant team
- Capacity to remain on the project from beginning to end. No substitutions allowed.

5.6 Project Experience

The Consultant shall highlight prior project experience within the last 10 years with at least three (3) select exemplary projects referenced in the Project Manager and Key Personnel resumes. The detailed project experience information should include the following at a minimum:

- Completed project photos
- Narrative description of the project
- Overall project budget
- Year of completion
- Indicate if the project was delivered via a Construction Management firm.

Note: Include a list of at least five (5) References with contact information (phone, email).

5.7 Detailed Work Plan & Schedule

The Consultant shall follow the Scope of Services requirements identified in Section 2 of this RFP to define a detailed work plan and schedule to complete the project on time and in budget. The work plan must identify the full scope of services required for completing the multitude of project phases:

- Define work scope tasks to be accomplished per project phase per design discipline team.
- Define the full scope of project deliverables per phase.
- Define a critical path timeline (Gantt Chart Schedule format) to meet the stated RFP goals.

5.8 Consultant Fee Proposal

The City of Roseville requires an hourly not-to-exceed fee structure. Therefore, the Consultant shall prepare a detailed fee proposal worksheet that includes the following:

- A. Total Fees**, with the following breakout:
 - 1. Breakout: Sub-total Fees by project phase (eight phases per RFP section 2.3)
 - 2. Breakout: Sub-total Fee for reimbursable expenses (include list of what is included)
 - 3. Fees must be broken out by MOC & LPCDS
- B. Total Hours**, with the following breakout:
 - 4. Breakout: Sub-total hours by project phase (eight phases per RFP section 2.3)
 - 5. Breakout: Sub-total hours per each design team role.
 - 6. Hours must be broken out by MOC & LPCDS
- C.** Define **hourly rates** that will be fixed for the project duration.
- D.** Define a clear list of **exclusions** to the base scope of services (see RFP section 2.4A)

This fee proposal worksheet format will provide a critical means for the City to review fee relative to the Consultant's proposed allocation of work scope time commitments per each project phase and team role. See *Appendix B: Fee Proposal Worksheet–Example* for a reference only worksheet format. Each Consultant shall create their own fee proposal worksheet for submission.

End of Section 5

6. Proposal Evaluation

Representatives of the City of Roseville will evaluate all proposal responses received by the deadline. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals will be judged are:

CRITERIA	MINIMUM POINTS	MAXIMUM POINTS
1) The quality of the Consultant's proposal relative to thoroughness of the response and inclusion of all requested information identified in the RFP.	5	10
2) The qualifications of the lead Consultant architectural firm and their identified Project Manager including a demonstrated understanding of the Project and available staff capacity to perform the work.	5	15
3) The qualifications of the balance of the Consultant design team members including prior work experience with the lead Consultant architectural firm and available staff capacity to perform the work.	5	10
4) Similar Project Experience within the past ten (10) years on, a) Public Works projects, License/Passport Center, Dance Studio b) Construction Management delivered projects. The project experience should demonstrate the inclusion of the full scope of Consultant services identified in this RFP.	5	15
5) The proposed detailed work plan and corresponding schedule in Gantt Chart format including a demonstrated project understanding through identification of work scope tasks, milestones and deliverables.	5	10
6) Fee Proposal – Cost of Professional Services relative to corresponding breakout of hours per project phase versus any identified exclusions. Fee must additionally be broken out by MOC and LPCDS.	5	40
TOTAL POINTS	30	100

6.1 Interview

As part of the selection process, Respondents may be asked to give an interview. Interviews will be requested on a discretionary and case-by-case basis. Respondents should be prepared to discuss and substantiate any of the Responses to the RFP and any other area of interest to the City relative to the proposal. Respondents must have their proposed Project Lead or designee in attendance at the interview. Other key project team members may attend as appropriate or requested.

6.2 Important Information

Interested Consultants should note the following:

- A.** The City reserves the right to waive any minor irregularities in the proposal process.
- B.** The City reserves the right to interview any, all, or none of the respondents at its discretion.
- C.** The City shall not be liable for any expenses incurred by the Consultant including but not limited to expenses associated with the preparation of the proposal.
- D.** This RFP and the content herein, becomes part of the Contract.
- E.** It is anticipated that the evaluation will be completed with firm selection by September 23, 2025.

End of Section 6

Appendix A – AIA B-133

Appendix B: Fee Proposal Worksheet - EXAMPLE



Project: Maintenance Operation Center, Woodbury,
MN

Proposal By:

			Estimated Hours By Project Phase								Sub-Total Hours Per Role
Design Team Role	Firm Name	Hourly Rate (\$)	Data Collection, Programming	Concept Design	Schematic Design	Design Development	Construction Documents	Bidding & Permitting Assistance	Construction Administration	Project Close-Out	
Project Manager											
Project Architect											
* Architectural Staff											
Interior Designer											
Civil Engineer											
* Civil Engineering Staff											
Landscape Architect											
Structural Engineer											
* Structural Engineering Staff											
Mechanical Engineer											
* Mechanical Engineering Staff											
Fire Protection Engineer											
Electrical Engineer											
Low Voltage Engineer											
* Electrical Engineering Staff											
Other? (Consultant to expand role list as needed)											
* Denotes blended rate / hours											
Sub-Total Hours by Phase											Total Hours

Project Phase	Total Fee LPCDS	Total Fee MOC	Total Fee by Total Project Phase
Data Collection / Programming	\$0	\$0	\$0
Concept Design	\$0	\$0	\$0
Schematic Design	\$0	\$0	\$0
Design Development	\$0	\$0	\$0
Construction Documents	\$0	\$0	\$0
Bidding & Permitting Assistance	\$0	\$0	\$0
Construction Administration	\$0	\$0	\$0
Close-Out	\$0	\$0	\$0
Sub-Total: Consultant Fees	\$0	\$0	\$0
Sub-Total: Reimbursables	\$0	\$0	\$0
Total Fees	\$0	\$0	\$0

* Consultant Exclusions	Cost (\$)
Alternate: Design the facility to meet a higher sustainability requirement, such as B3 requirements.	*\$
*Other...	*\$

* Consultant to expand Exclusions list as needed with associated added lump sum costs or unit costs for each item

Appendix C – Previous Studies and Reports

Addendum #1 Responses – RFP for Architect

August 6, 2025

1. Is the intent to have an alternate fee for designing to B3 sustainability goals only, and not requiring formal submission and tracking through the B3 program?

Correct. The city will not require submission and tracking through B3.

2. Can you please clarify the last date for comments? The proposal lists two dates, August 13th & August 18th.

Questions on the RFP must be submitted by August 13, 2025. The City will respond to them by August 18, 2025.

3. Would you please share the list of notice of intent to propose/planholders?

Attached.

4. Can we get plans of the existing Maintenance Facility.

Attached.

Attachments

1.1 - Notice Of Intent List

1.2 – 2004 Addition

1.3 – 1972 Garage Plans

1.4 – 1968 Garage Plans

1.5 – 1957 Garage Plans

Addendum #2 Responses – RFP for Architect

August 18, 2025

1. Interview Schedule

Section 1.5, project table has been updated. Interview dates have been changed to Monday, September 8.

2. What do you envision the public engagement portion of the project looking like:

- a. City takes the lead on re-zoning engagement?

City will lead all aspects of engagement for re-zoning

- b. LA engagement for park & rec areas and overall design?

Not needed. Engagement for final design of the revised park will be done using a separate process outside of this contract.

- c. Will there be a public engagement survey?

No public engagement survey.

As detailed in section 2.3.G the focus of the engagement will be with the neighborhood and adjacent residents to the project. The focus will be on landscape/hardscape/streetscape buffering on the edges of the project, design elements of the building and mitigation efforts to minimize impacts to surrounding properties.

3. Visualization tools—3D rendering and or flythrough expectations.

3D rendering and site flythrough for exterior building forms and elevations shall be performed during Schematic Design and Design Development so the staff can determine the fit of the design with the existing city campus and the neighborhood. The deliverables section in 2.3.C and 2.3.D has been updated for both sections.

4. Expectations for new data collection and mapping.

As detailed in section 2.3.A, site survey, phase 1 ESA and Geotechnical work are required as part of the project. Section 2.3.A has been updated to clarify (Attached).

Appendix C includes all studies and information that have been completed to date.

5. Confirming that survey is by owner.

As detailed in 2.3.A Deliverables, the scope includes the consultant providing Site Planning Surveys of existing conditions including the property lines of the VFW and city parcels.

6. Will fees be broke out into 16 sections? Per Section 2.3 for both MOC & LPCDS.

Fees should be broken out at minimum per 2.3A, 2.3B,...2.3I or 9 sections. Although not required consultant may breakout subsections (2.3.F-1, 2.3.F-2) if they would like.

Appendix B has been updated to clarify.

7. Which is the desire site layout from the concepts provided?

Concept C.1 or C.2. As part of concept design the consultant shall help finalize the configuration of the yard north of Woodhill.

8. Please confirm if the City will provide topographic survey of the full site.

As detailed in section 2.3.A, site survey is required in the consultant scope. Section 2.3.A has been updated to clarify.

9. Is all storm water management desired to be underground?

The City is open to all forms of stormwater management to meet watershed requirements. It is assumed due to site availability much of the storm water management will need to be underground.

10. How detailed of a tree inventory are they looking for and is the tree inventory for the entire site (green polygon on page 202).

The tree inventory shall be completed for the VFW parcel and the city parcel north of Woodhill. For the City parcel south of Woodhill, the tree inventory only needs to include the area between Civic Center Drive and the east wall of the existing maintenance facility and from the north edge of the city hall parking lot to Woodhill Drive. The tree inventory shall include location, species and size (DBH).

11. The only wetland that appears to be present on the site is near Howard Johnson Park. Will this area be impacted? If not, it doesn't appear like a wetland delineation will be required based off the highly developed site.

No wetland delineation of the site will be required.

12. Please clarify what is meant by “full design” when referred to in the RFP for fire protection engineering. Does this mean that the consultant team will be responsible to provide design criteria and performance specifications for all aspects of the fire protection, sprinkler, and alarm systems for the building including infrastructure, fire flow test analysis, determination of fire pump and storage tank requirements, types of sprinkler system, sprinkler heads, and coordination within the building and other trades? Or does this include hydraulic calculations, sprinkler system shop drawings, emergency power and battery backup calculations and alarm shop drawing submittals to be included with the bid package? Typically, shop drawings of sprinkler and alarm systems are provided by installers as shop drawing submittals during construction by the contractor.

The consultant team will be responsible for providing design criteria and performance specifications for all aspects of the fire protection, sprinkler, and alarm systems for the building including infrastructure, fire flow test analysis, determination of fire pump and storage tank requirements, types of sprinkler system, sprinkler heads, and coordination within the building and other trades.

13. Please clarify what is meant by “full design” when referred to in the RFP for low voltage engineering. Does this mean that the consultant team will coordinate with various city vendors for such systems as telecommunications, audio, visual, security, POTS, or other low voltage systems to provide the necessary infrastructure on the electrical drawings to support vendor installation of all low voltage systems? Or does this mean that the design team will be responsible to design all telecommunications, audio, visual, security, POTS, or other low voltage systems separately from any previous city standards or existing systems?

The consultant team will coordinate with various city vendors for such systems as telecommunications, audio, visual, security, POTS, or other low voltage systems to provide the necessary infrastructure on the electrical drawings to support vendor installation of all low voltage systems.

14. What specific qualifications or certifications are required for the water resource engineer?

They must be licensed engineers in the state of Minnesota.

15. What hydraulic model deliverable is the city requiring for the stormwater management system? Will HydroCAD be acceptable or is the city looking for another stormwater model, such as XPSWMM?

No specific model is required as long as it meets watershed requirements. HydroCAD and XPSWMM are both models that are acceptable.

16. Are CID or IIDA certifications required for team members performing Interior Design Services?

The City has no specific certification required.

17. Has consideration been given to keeping the existing Clark fuel island canopy and location and only updating the tanks, dispensers and Veeder-Root system?

Due to the age of the existing Clark system, the city will not be reusing any components. An all-new fuel system is proposed.

18. Formatting.

Subsections for 2.3.H and 2.3.I have been updated for formatting.

Attachments

2.1 – Updated RFP – Updated sections are highlighted yellow.

Addendum #3 Responses – RFP for Architect

August 21, 2025

1. Proposal Submittal Date

The proposal submittal date for the electronic copy remains unchanged. It still needs to be submitted by **2:00 pm on Wednesday, August 27, 2025**.

The delivery deadline for the three (3) hard copies has been changed to **Tuesday, September 2, 2025 at 2:00 pm**.

2. Appendix A – AIA B-133

This will be posted later this week as Addendum 4 but no later than Friday, August 22, 2025

Attachments

None

Addendum #4 Responses – RFP for Architect

August 22, 2025

1. Appendix A – AIA B-133

A draft version of AIA B-133 has been added to Appendix A.

Attachments

4.1 – AIA B-133

AARON KELLY
AIA, LEED AP

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Duluth, MN 55802

Aaron.Kelly@LHBcorp.com
d 218.279.2404



MAINTENANCE OPERATIONS CENTER AND LICENSE/PASSPORT DANCE STUDIO

Architectural & Engineering Services

CITY OF ROSEVILLE

Proposal

August 27, 2025





August 27, 2025

**Maintenance Operations Center and License/Passport Dance Studio
Architectural & Engineering Services**

Jesse Freihammer
Public Works Director
City of Roseville
City Hall
2660 Civic Center Drive
Roseville, MN 55113

Dear Jesse Freihammer and members of the Selection Committee,

The project you have planned will become a key part of a modern Civic Campus, with a new Maintenance Operations Center, License/Passport Center, and Dance Studio, and is in perfect alignment with the skills and experience of LHB's team, which is the same team that has delivered several recent large-scale projects like this, bringing innovation and creativity along the way. Many of the key constraints we foresee for this project are issues we have previously resolved on other high-performance fleet and community facility projects.

A tight site configuration, designing around an occupied site, and delivering an energy-efficient mixed-use facility to house fleet maintenance and operations, as well as a license and passport office, all present challenges that we solve early in space planning and concept design. The addition of the dance studio also aligns with an area of focus for our team in community recreation facilities. Our understanding of designing space for the general public in the context of public works is familiar territory in our award-winning design portfolio.

There are also challenges that we will address later in the design and construction phases to ensure the design meets the construction cost and achieves the increasingly stringent energy code requirements. Following issues from program and concept design all the way through commissioning and the 10-month warranty walk-through, we know you're hiring a team and not just a firm. Our team is committed to delivering a solution that meets the demanding goals for this facility.

Our team is led by Martin Thompson and Aaron Kelly, two highly experienced architects who are adept at managing multiple competing interests through a process that focuses on goals and priorities. Our experienced team includes architects, engineers, and specialists who have successfully completed similar projects in Minnesota, such as the Ramsey County Environmental Center, MnDOT Virginia Headquarters, and the MVTA Burnsville Bus Garage Modernization. These projects highlight our capability to integrate fleet infrastructure and public services while maintaining operational continuity during construction.

To meet the project's specialized needs, LHB has partnered with HDR for equipment coordination and environmental services, and Braun Intertec for geotechnical investigations and foundation design. Together, we can address the challenges of this multi-phase project effectively. Our work plan emphasizes coordination with the City and clear communication, focusing on accessibility, energy performance, and community impact. We are committed to creating a Civic Campus that reflects Roseville's values and serves its residents for years to come.

We look forward to working with you!

Sincerely,

LHB, Inc.

Aaron Kelly, AIA, LEED AP
Design Lead Architect

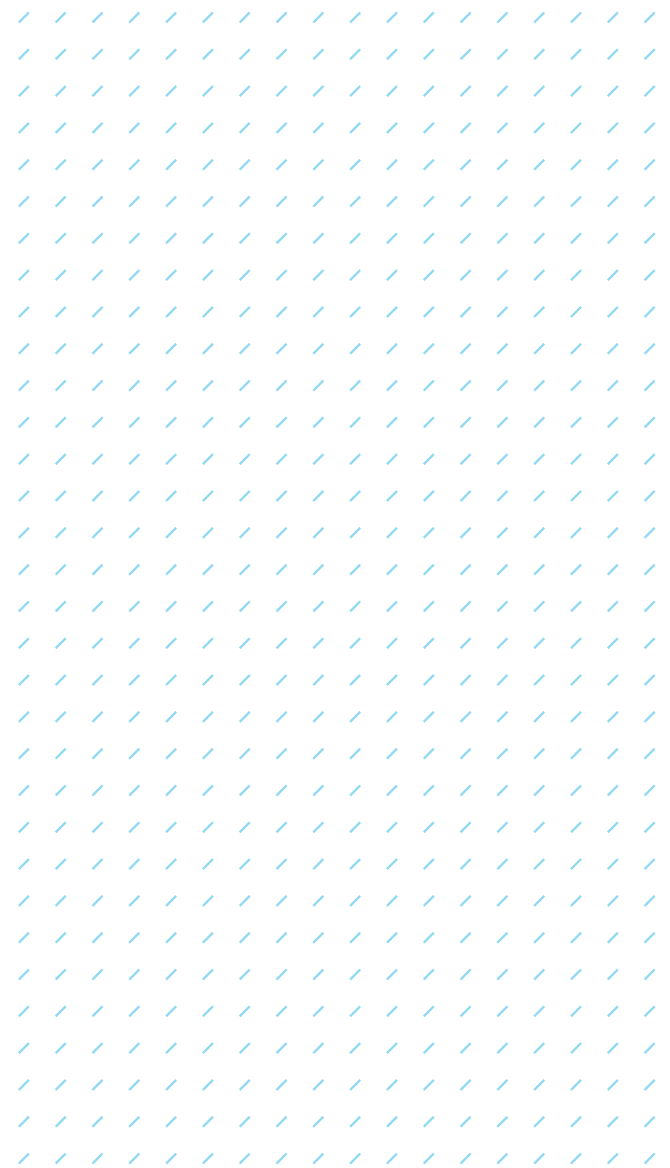
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APPENDIX A – AIA-B133	

CONSULTANT BACKGROUND

LHB is a multi-disciplinary architecture, engineering, and planning firm with a legacy of delivering high-performance, sustainable design solutions since 1966. With over 230 professionals across offices in Minneapolis, Duluth, Cambridge, and Superior, LHB offers a full suite of integrated services, including architecture, civil and structural engineering, mechanical and electrical engineering, land surveying, interior design, landscape architecture, historic preservation, and climate action planning.

Our firm has a long history of partnering with public agencies to design and develop infrastructure that enhances mobility, accessibility, and community well-being. LHB's approach to public works and civic facility design is rooted in sustainability, innovation, and operational efficiency. We specialize in designing complex, multi-functional campuses that support public-facing services, fleet operations, and administrative functions while maintaining continuity of service throughout construction.

LHB's experience with community-focused and public service facilities directly supports the goals of the proposed Passport Center and Dance Studio:

- **Essentia Wellness Center** - Hermantown, Minnesota, is a 72,000 square foot multi-use facility that includes a YMCA aquatics center, fitness studios, a walking track, physical therapy clinic, and an Early Childhood Development Center. The project also features community gathering spaces, including a café, fireside lounge, and multipurpose rooms. This facility demonstrates LHB's ability to design vibrant, multi-generational environments that support wellness, recreation, and public engagement. These qualities are directly applicable to the Dance Studio and Passport Center, which aim to serve diverse community needs in a welcoming and accessible setting. (Completed 2020)
- **Polk County Government Center Remodel** - Balsam Lake, Wisconsin, involved extensive upgrades to mechanical and electrical systems, accessibility improvements, and reconfiguration of public service areas, including the County Board Room, Veterans Services, ADRC, and Land/Water/UWX Departments. This project showcases LHB's expertise in modernizing civic buildings to improve public service delivery, accessibility, and operational efficiency. These capabilities align with the Passport Center's goals of providing streamlined, secure, and accessible services to the public. (Completed 2021)
- **Ramsey County Environmental Center** - Roseville, Minnesota, includes public-facing features such as a covered drop-off, material reuse room, and education spaces to teach recycling and waste diversion practices in the community. LHB led the predesign and schematic design phases and was selected for the final design under a design-build contract. This project demonstrates LHB's ability to deliver accessible, sustainable civic facilities that align with the goals of the License/Passport Center and Dance Studio. (Completed 2025)



Top: Essentia Wellness Center, , Hermantown, MN

Middle: Metro Transit North Loop Garage, Minneapolis, MN

Bottom: Ramsey County Environmental Center, Roseville, MN

In addition to this, LHB's public works and fleet facility experience includes:

- **David M. Skelton Transportation Building** - Cook, Minnesota, which integrates warm vehicle storage, fueling bays, and public-facing services for St. Louis County. The facility also features remodeled office space for Health and Human Services, showcasing LHB's ability to leverage existing building infrastructure to stretch the budget and integrate services in a campus geared toward fleet maintenance and operations with administrative and public service functions seamlessly. (Completed Winter 2020)
- **MnDOT Virginia District Headquarters** - Virginia, Minnesota, a 175,000 square foot facility currently in final design, will house fleet repair, bridge operations, radio shop, welding shop, salt/sand building, cold storage, wash and brine building, warm vehicle storage, inventory, and administrative offices. The project also accommodates space and site area for the Minnesota State Highway Patrol, including a vehicle impound lot, sally port, and secure evidence storage. Designed to meet Minnesota B3 and SB2030 energy standards, the project incorporates renewable energy systems, water reuse infrastructure, and sustainable stormwater management. (Estimated Completion Fall 2028)
- **Rochester Parks and Forestry Relocation Project** - Rochester, Minnesota, which expands the Public Works and Transit Operations Center to include Parks and Forestry divisions. The project uses deep-aquifer geothermal systems and a highly efficient building envelope to achieve low energy use. LHB's collaborative design process included on-site workshops, early energy modeling, and weekly critical path meetings with City leadership. (Estimated Completion Fall 2026)
- **Metro Transit - North Loop Garage** - Minneapolis, Minnesota, a 545,000 square foot facility designed for future electric fleet conversion and energy performance. This project includes storage for 220 buses, a variety of repair bays, shops, parts, indoor fueling stations, indoor bus wash systems, operator spaces, and administrative offices, all designed to support Metro Transit's evolving operational needs. This project was an ACEC State and National award-winning project that leveraged several other sustainable features, including a transpired solar collector, geothermal piles, and a 40,000-gallon water reclamation system that captures rainwater for use in the bus wash cycle. (Completed 2024)
- **MVTA Burnsville Bus Garage Modernization** - Burnsville, Minnesota, involved a building addition to an existing maintenance and operations facility while still in operation. The project added eight repair bays, parts and tool storage, maintenance offices, locker rooms, a stand-alone bus wash building, an indoor fueling island, and building envelope improvements. LHB provided all design services, from initial master planning through design and construction administration. The second of two phases is currently under construction and is slated to open in the spring of 2026. This project demonstrates LHB's expertise in modernizing fleet facilities to support operational efficiency on an active public works campus, directly relevant to the Maintenance Operations Center. (Estimated Completion 2026)



Top: St. Louis County David M. Skelton Transportation Building, Cook, MN
 Middle: Minnesota Department of Transportation Virginia Headquarters, Virginia, MN
 Bottom: Metro Transit North Loop Garage, Minneapolis, MN

LHB is a diverse firm with deep resources to serve a mix of public and private sector clients. The mix of our revenues for the entire company in 2024, which is based in Minnesota and Wisconsin primarily and has a handful of projects in other states, was distributed as follows:

- Municipal Government 23%
- State Government 9%
- Federal Government 1%
- Commercial / Private 67%

The business unit that will be responsible for your project has served clients in the following industries with revenues listed for 2024. Public clients are shown in bold and total 51.48% of total revenues.

▪ Authorities	\$ 873,779.26
▪ City Government	\$ 2,533,823.99
▪ Commercial	\$ 1,342,739.08
▪ Community Group Associations	\$ 493,472.61
▪ Contractors (for public client DB)	\$ 333,486.02
▪ County Government	\$ 1,566,724.55
▪ Developers	\$ 628,299.49
▪ Federal Government	\$ 393,860.01
▪ Healthcare Institutions	\$ 634,218.93
▪ Higher Education Institutions	\$ 1,840,035.96
▪ Individuals	\$ 41,156.60
▪ Miscellaneous	\$ 8,520.10
▪ Not For Profit	\$ 4,216,584.30
▪ Other Design Firms	\$ 90,343.00
▪ Power & Utility	\$ 20,599.00
▪ Religious Congregations	\$ 31,079.25
▪ School Districts	\$ 3,567,914.52
▪ State Government	\$ 643,632.09
▪ Townships & Villages	\$ 6,247.34
Total	\$ 19,266,516.10

LHB has delivered multiple projects in the Construction Manager at Risk delivery method. It is our preferred delivery method, and much of our process, from goal setting to round robin quality reviews to the value engineering process, is geared to fortify the results of the Construction Manager approach. This approach establishes the schedule and guaranteed maximum price, manages delegated design, multiple bid packages, and fosters collaboration for the owner’s best interest. We work on projects in Housing, Healthcare, K-12 Schools, and Commercial, along with our team’s focus on the Government sector under the CMAR delivery method. Design-build is similar in approach to design with Contractor input, utilizing a bidding approach geared toward multiple packages.



We have included a sample of those projects here. Projects include but are not limited to:

- MnDOT Virginia Headquarters (2028, Adolphson Peterson)
- True North Goodwill (2026, Krause Anderson)
- Rochester Public Works, Parks, and Forestry (2026, Benike)
- Grand Marais City Hall / Municipal Liquor Store (2025, McGough)
- Ramsey County Environmental Center (2025, McGough – D/B)
- Essentia Health – Parking Structure (2025, Adolphson Peterson)
- Essentia Health – Vision Northland (2024, McGough)
- St Louis County Skelton Transportation Facility (2020, McGough)
- First Witness Child Advocacy Center – (2024, Gardner)
- Eau Claire Transit Center – (2025, Market & Johnson)
- Federal Dept of Defense – multiple (Various, LS Black – D/B)
- Grand Marais Public Works (2017, McGough)
- ALLETE Headquarters (2020, Holm Construction)
- Hartley Nature Preschool (2021, Gardner)
- Essentia Wellness Center (2020, McGough)
- ALLETE Clean Energy (2018, Gardner)
- Minnesota Power – Herbert Service Center (2016, Gardner)
- Duluth Transportation Center (2016, Mortenson – Design Build)

LHB’s long-standing relationships with municipalities and agencies such as Metro Transit, MnDOT, and Ramsey County reflect our reliability and adaptability. We have held on-call contracts with the Duluth Transit Authority since 2006 and a master contract with Metro Transit since 2010, delivering projects across their operations and maintenance facilities including Heywood, Nicollet, East Metro, and Overhaul Base. The workload in these agreements will not conflict with the team working on Roseville’s project, although a lot of our team’s expertise comes from these contracts.

Our capacity to manage complex projects while maintaining operational continuity is demonstrated through our work on the Metro Transit Heywood Garage Modernization in Minneapolis, and our two phases of work at the MVRTA Burnsville Bus Garage Modernization, both of which sustained transit service during construction. We are currently delivering the MnDOT Virginia Headquarters, which will replace the existing facilities on the site and be built over the next three years while the state continues current operations on the site. LHB’s ability to deliver thoughtful, cost-effective, and community-responsive solutions makes us a trusted partner in public works and civic facility design.

Top Minnesota Department of Transportation Virginia Headquarters, Virginia, MN

Sub Consultants



HDR - Equipment Design / Environmental Services

LHB is pleased to partner with HDR as a key subconsultant for this project, bringing specialized expertise in operations and maintenance (O&M) facility design and environmental services. With over 28 years of experience, HDR has helped clients across the globe solve complex facility challenges through tailored, future-ready solutions. Their approach integrates feasibility studies, site selection, equipment analysis, and stakeholder engagement to ensure facilities are not only functional and efficient but also adaptable to long-term growth.

HDR will support this project with equipment coordination and environmental compliance services. Their proprietary Equipment Coordination System (ECS) streamlines the selection and integration of industrial shop equipment, ensuring safe and sustainable maintenance operations. On the environmental side, HDR brings deep experience in NEPA-compliant impact assessments, permitting, and environmental management systems. Their team has completed compliance services at over 8,000 federal facilities nationwide, demonstrating a proven ability to navigate regulatory frameworks and deliver timely approvals.



Braun Intertec - Geotechnical Services

LHB is proud to partner with Braun Intertec to provide geotechnical engineering services for the City of Roseville's Civic Campus redevelopment. As a trusted leader in geotechnical consulting, Braun brings decades of experience in subsurface exploration, foundation design, and soil-structure interaction analysis. Their team of engineers, scientists, and drilling professionals offers a comprehensive suite of services that help reduce risk and inform design decisions from the ground up.

Braun's capabilities include in-situ testing, instrumentation, slope stability analysis, pavement and retaining wall design, and advanced subsurface investigations using techniques such as rotary drilling, rock coring, and geophysics. Their in-house drilling crews and geotechnical engineers work seamlessly to deliver site-specific recommendations that support safe, cost-effective, and constructible solutions. With a strong commitment to safety, innovation, and environmental stewardship, Braun Intertec is a valuable partner in ensuring the long-term performance and resilience of the City's infrastructure investments.



PROJECT MANAGER AND KEY PERSONNEL

LHB's project delivery emphasizes collaboration in management and leadership. Aaron Kelly and Martin Thompson will lead the design team from project start to finish, ensuring continuity, backup to communication, and accountability throughout the project.

Aaron, as the Design Team Leader, will focus on the early stages, guiding project direction, programming, goal setting (THRIVE), concept design, and value engineering, while also serving as the signing architect-of-record during the final design. Martin will be the Project Manager and main contact for the City, leveraging his expertise in managing civic and public works projects for over 29 years. Martin will be in charge of documents, recording stakeholder feedback, and executing the work plan. He will also oversee the B3 sustainability process if pursued, manage quality control, and produce technical specifications and project documents.

Martin and Aaron, both licensed architects in Minnesota, have led all phases of various projects, including the Metro Transit North Loop Garage and Heywood Garage Modernization, Rochester Parks and Forestry, MVTA Burnsville Bus Garage, Ramsey County Environmental Center, and Dakota County Recycle Zone. Their experience highlights their ability to manage complex civic facilities that combine public services and operations. Aaron also directed the Essentia Wellness Center and Polk County Government Center upgrades, addressing community needs that align with the goals of the proposed Passport Center and Dance Studio.

Coordination and Communication Strategy

Achieving the ambitious goals of this project requires exceptional coordination throughout the design process. Martin's approach ensures that the City is kept informed about the evolving design outcomes and that any lessons learned are applied to produce a high-quality set of construction documents all while maintaining the project schedule. Aaron will facilitate work sessions, delving into the project's values and goals while highlighting key topics and decisions that require the City's input in LHB's process. To ensure effective communication, we will schedule regular design meetings every two weeks and hold a consistent weekly touch-base call between our project leadership and yours to track critical path items and discuss potential improvements. A running log of discussion topics and action items will be maintained for both meeting formats.

At every document milestone, Martin and Aaron will conduct a Round-Robin quality control review. These full-day sessions will include page-turn meetings with each discipline and relevant City representatives. All comments will be compiled into a single Bluebeam PDF session to promote transparency and coordination across teams. They will also coordinate budget alignment with the CMAR while managing bid alternates and contingencies. Additionally, they will implement value engineering strategies to deliver a project scope and cost estimate that aligns with the City's budget.

Availability and Commitment

Martin and Aaron will remain on the project from kickoff through close-out and warranty walkthrough. Their availability aligns with the project schedule, providing consistent communication and contact for the City. At proposal submission, Martin is managing two other projects in construction, allowing him 16–20 hours weekly during Schematic Design and 24–32 hours in Design Development through Bidding. He will provide 8–12 hours of Construction Administration per week as needed. Aaron, overseeing several small projects and duties as the Government Studio Leader, will devote 16–20 hours weekly during Schematic Design, 8–12 hours weekly during Design Development through Bidding, and 2–4 hours weekly during peak times of Construction Administration. This collaboration ensures accountability and quality assurance for the City's project.

Key Personnel

The LHB team assembled for the City of Roseville Maintenance Operations Center and License/Passport Dance Studio project brings together a group of experienced professionals with deep expertise in civic architecture, public works, fleet maintenance, and community-centered design. Led by **Project Manager Martin Thompson**, the team is structured to deliver a highly coordinated and responsive design process that meets the City's goals for functionality, sustainability, and community impact.

Martin will oversee all aspects of project delivery, serving as the primary point of contact and ensuring alignment between the City's objectives and the design outcomes. Supporting Martin is **Design Lead Architect Aaron Kelly** whose creative leadership and collaborative approach guide the development of architectural solutions that balance performance, aesthetics, and cost. **Project Principal Michael Fischer** brings decades of experience in civic planning and strategic oversight, ensuring the project remains grounded in long-term community value.

Technical design and documentation will be supported by **Project Architect Jim Muehlbauer**, who will coordinate across disciplines to ensure constructability and code compliance. **Civil Engineer Jordan Cabak**, a resident of Roseville, will lead site design including grading, utilities, and stormwater management. **Mechanical and Fire Protection Engineer Alec Ashton** and **Electrical Engineer Jake Melbostad** will provide integrated building systems design with a focus on energy efficiency, safety, and long-term performance. **Landscape Architect Lydia Major** will lead site planning and community engagement, ensuring the project reflects the values and needs of Roseville residents.

Specialized support will be provided by **Land Survey Lead Kyle Roddy**, and **Senior Facility Design Manager Ken Booth** who brings national expertise in maintenance facility planning. Geotechnical services will be led by **Steven Thayer of Braun Intertec**, and environmental assessments will be managed by **Hong Spores of HDR**. Together, this team offers a comprehensive and proven approach to delivering complex civic projects with precision, transparency, and a commitment to public service.



MARTIN THOMPSON

AIA, NCARB, LEED AP

Project Manager

Duties on this Project: Manage the design team, handle all communications with Ramsey County, and ensure the design process delivers the goals of projects.

FIRM
LHB

REGISTRATION
Licensed Architect in
MN, WI, CA

EDUCATION
Master of Architecture,
University of Minnesota

Bachelor of Arts, St.
Olaf College,
Northfield, Minnesota

INDUSTRY TENURE
29 Years

Martin offers more than 29 years of experience as project manager and architect working primarily on government, education, religious institutions, commercial, and historic preservation projects. He engages in all phases of a project from project acquisition, predesign through construction documents, specification writing, construction administration, and project management. Martin meets the Secretary of the Interior Qualifications Standards for Historic Architecture.

Relevant Project Experience

RAMSEY COUNTY | MAPLEWOOD, MN
Environmental Center Predesign
and Design

CITY OF ROCHESTER | ROCHESTER, MN
Parks and Forestry Relocation

METRO TRANSIT | MINNEAPOLIS, MN
Heywood Garage Modernization
Minneapolis Bus Garage
Metro Transit Master Service Agreement

POLK COUNTY | BALSAM LAKE, WI
Government Center Facility Upgrades

DAKOTA COUNTY | HASTINGS, MN
Master Services Contract

SCOTT COUNTY | JORDAN, MN
SCALE RTF Facility Planning Study

**MINNESOTA VALLEY TRANSIT
AUTHORITY | BURNSVILLE, MN**
Burnsville Bus Garage Modernization

**CITY OF MAPLEWOOD |
MAPLEWOOD, MN**
Public Works Building Re-roof

OLMSTED COUNTY | ROCHESTER, MN
4-H Building
Campus Garage
Government Center Water Heater



AARON KELLY

AIA, LEED AP

Design Lead Architect

Duties on this Project: Lead the design team in establishing goals and priorities and developing creative, functional design solutions to achieve the project objectives.

FIRM
LHB

REGISTRATION
Licensed
Architect in MN, WI

ACCREDITATION
U.S. Green Building
Council Leadership in
Energy and Environmental
Design (LEED) Accredited
Professional

EDUCATION
Bachelor of Architecture,
North Dakota State
University

Bachelor of Science
Environmental Design,
North Dakota State
University

INDUSTRY TENURE
26 Years

Aaron is a creative and tenacious problem solver, offering innovative ideas that elegantly solve the critical issues in each of his projects. An experienced leader and listener, he fuses effective communication and thoughtful design skills to deliver tailored solutions that exceed clients' expectations. His inclusive approach has earned Aaron a reputation as a true collaborator. He makes a direct impact in delivering successful project outcomes by analyzing a client's needs, establishing design concepts, developing comprehensive master plans, guiding the decision-making to balance cost and quality, and tapping the skills and insights of LHB's team to consistently deliver the best value on projects. Aaron's project specialties include passenger transit, fleet maintenance, municipal and civic facilities, and environmental resource centers.

Relevant Project Experience

ST. LOUIS COUNTY | COOK, MN
David M. Skelton Transportation Building

**MINNESOTA DEPARTMENT OF
TRANSPORTATION | VIRGINIA, MN**
Virginia District Headquarters

RAMSEY COUNTY | MAPLEWOOD, MN
Environmental Center Predesign
and Design

CITY OF ROCHESTER | ROCHESTER, MN
Public Works Parks & Forestry Relocation

**CITY OF HERMANTOWN & YMCA |
HERMANTOWN, MN**
Essentia Health Regional Wellness Center

METRO TRANSIT | MINNEAPOLIS, MN
North Loop Bus Garage
Heywood Garage Modernization
Metro Transit Master Service Agreement

**MINNESOTA VALLEY TRANSIT
AUTHORITY | BURNSVILLE, MN**
Burnsville Bus Garage Modernization

**DULUTH TRANSIT AUTHORITY |
DULUTH, MN**
Duluth Transportation Center



MICHAEL FISCHER

AIA, LEED AP

Project Principal

Duties on this Project: Provide executive oversight and strategic guidance throughout all phases of the project. Support stakeholder engagement, ensure alignment with City goals, and advise on planning and funding strategies.

FIRM
LHB

REGISTRATION
Licensed
Architect in MN, WI

ACCREDITATION
U.S. Green Building
Council Leadership in
Energy and Environmental
Design (LEED) Accredited
Professional

EDUCATION
Master of City Planning
Master of Science in Real
Estate Development
Certificate of Urban Design
Massachusetts Institute
of Technology (MIT)

Bachelor of Architecture,
North Dakota State
University

INDUSTRY TENURE
38 Years

Mike has more than 36 years of experience as project principal, project manager, project designer, and project architect on planning, urban design, educational, commercial and governmental projects. He has become an expert on Tax Increment Finance District analysis assisting over 100 cities with strategic planning for TIF Districts.

Mike has served on more than 50 committees, boards and community task forces, including a term as a City Council President and as Chair of a Metropolitan Planning Organization as well as serving on the Edina City Council.

Relevant Project Experience

CITY OF ROSEVILLE | ROSEVILLE, MN
Parks and Recreation Renewal Program
System Master Plan
Unity Park and Midland Gardens Park
Various TIF Analyses

ST. LOUIS COUNTY | COOK, MN
David M. Skelton Transportation Building

RAMSEY COUNTY | ROSEVILLE, MN
Environmental Center Predesign
and Design

**MINNESOTA DEPARTMENT OF
TRANSPORTATION | VIRGINIA, MN**
Virginia District Headquarters

METRO TRANSIT | MINNEAPOLIS, MN
Heywood Garage Modernization
North Loop Garage
Metro Transit Master Service Agreement

CITY OF ROCHESTER | ROCHESTER, MN
Parks and Forestry Relocation

POLK COUNTY | BALSAM LAKE, WI
Government Center Facility Upgrades

**CITY OF GRAND MARAIS |
GRAND MARAIS, MN**
City Hall and Liquor Store
Public Works Facility

**MINNESOTA VALLEY TRANSIT
AUTHORITY | BURNSVILLE, MN**
Burnsville Bus Garage Modernization



JIM MUEHLBAUER

AIA, LEED AP BD+C

Project Architect

Duties on this Project: Support production of the contract documents, coordinate technical design standards across all disciplines.

FIRM
LHB

REGISTRATIONS
Licensed
Architect in MN, WI

CERTIFICATIONS
National Council of
Architecture Registration
Boards (NCARB)

ACCREDITATIONS
U.S. Green Building Council
Leadership in Energy and
Environmental Design
Accredited Professional
Building Design
+ Construction
(LEED AP BD+C)

AFFILIATIONS
American Institute of
Architects (AIA)
Academy of Architecture
for Health (AAH)
U.S. Green
Building Council,
Minnesota Chapter,
2012 and 2015 Advocacy
Committee Chair
City of Woodbury Park
and Natural Resources
Advisory Committee
Member, 2013-2020

St. Croix Valley Habitat
for Humanity Eco Village
Committee Member,
2011 - 2013

EDUCATION
Masters of Architecture,
Southern Illinois University
Bachelor of Arts,
Architecture, University
of Minnesota

INDUSTRY TENURE
39 Years

Jim is driven by two self-evident forces: a passion for architecture and a commitment to sustainability. His design work on government, healthcare, higher-ed, and commercial projects incorporates energy savings, water conservation, and other sustainable components from the get-go, rather than adding such elements as afterthoughts. But Jim also believes in providing clients with real, buildable solutions. With nearly 40 years of experience, he understands how design impacts construction, viability, and budget. Jim capitalizes on that knowledge to deliver practical solutions that improve outcomes for everyone, from building owners to daily occupants.

Relevant Project Experience

RAMSEY COUNTY | ROSEVILLE, MN
Environmental Center Predesign
and Design

**MINNESOTA DEPARTMENT OF
TRANSPORTATION | VIRGINIA, MN**
Virginia District Headquarters

METRO TRANSIT | MINNEAPOLIS, MN
North Loop Bus Garage
Heywood Garage Modernization
Metro Transit Master Service Agreement

CITY OF ROCHESTER | ROCHESTER, MN
Parks & Forestry Relocation

**MINNESOTA VALLEY TRANSIT
AUTHORITY | BURNSVILLE, MN**
Burnsville Bus Garage Modernization

TRI-CAP | WAITE PARK, MN
Bus Operations and Storage Facility



LYDIA MAJOR

PLA, LEED AP

**Landscape Architect/
Community Engagement**

Duties on this Project: Lead landscape design and community engagement efforts. Facilitate stakeholder input, guide site planning and park integration, and develop landscape and streetscape solutions that enhance neighborhood compatibility and user experience.

FIRM
LHB

REGISTRATIONS

Licensed Landscape Architect in MN, ND, WI

EDUCATION

Master of Landscape Architecture, University of Minnesota

Bachelor of Arts, Honors, English, University of Wisconsin-Madison

RECOGNITION

2024 ASLA-MN Merit Award, Shoreview Commons Park

2024 ASLA-MN Merit Award, Hopkins Heat Vulnerability Study

2021 ASLA-MN Lob Pine Award, Honoree

2020 ASLA-MN Honor Award, Promenade of Wayzata

2019 ASLA-MN Merit Award, Minnehaha Creek Watershed District Comprehensive Master Plan

2016 ASLA-MN Merit Award, TH 100 Visual Quality Manual

INDUSTRY TENURE
22 Years

Lydia works with clients and communities to create vibrant public, commercial, and residential places. She uses a collaborative design process to develop solutions that benefit the client, the community, and the environment. Her projects include community, education, park, trail, and infrastructure system planning projects, where her skills with public engagement help generate support and real solutions, as well as smaller public and private projects, where she focuses on the details that create memorable experiences. Her sensible and logical approach to projects leads to real progress that positively impacts people's lives.

Relevant Project Experience

CITY OF ROSEVILLE | ROSEVILLE, MN
Parks and Recreation Renewal Program Master Plan

Marion Play Lot
Cleveland Play Lot
Midland Legacy Park

RAMSEY COUNTY | MAPLEWOOD, MN
Environmental Center Predesign and Design

METRO TRANSIT | MINNEAPOLIS, MN
Heywood Garage Modernization
North Loop Garage
Metro Transit Master Service Agreement

CITY OF SHOREVIEW | SHOREVIEW, MN
Shoreview Commons Campus Predesign Study, Phase I Design and Construction, and Phase II
Shoreview Parks System Master Plan

CITY OF BUFFALO | BUFFALO, MN
Downtown Buffalo Visioning

CITY OF EDINA | EDINA, MN
Grandview District Transportation Study

WAYZATA BAY REDEVELOPMENT COMPANY | WAYZATA, MN
Wayzata Bay Center Redevelopment



JAKE MELBOSTAD

PE

Electrical Engineer

Duties on this Project: Lead electrical design for lighting, power, low voltage, and security systems. Coordinate with other disciplines to ensure integrated building systems and support construction documentation and permitting.

FIRM
LHB

REGISTRATIONS

Registered Professional Engineer in MN, AZ, CA, CT, HI, KY, LA, MA, NE, RI, SC, UT, VT, WI, WY

AFFILIATIONS

American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE)

International Building Code (IBC)

International Energy Conservation Code (IECC)

National Electrical Code (NEC)

EDUCATION

Bachelor of Science, Architectural Engineering (Electrical Specialty), Milwaukee School of Engineering

YEARS OF EXPERIENCE
14

Jake is a seasoned electrical engineer with 14 years of industry experience. As electrical engineering manager, he oversees a diverse range of projects, including new constructions and remodels for municipal facilities, school facilities, office buildings, transportation facilities, commercial buildings, multi-family housing, fire stations, and more. His expertise encompasses electrical designs for lighting, power, low voltage systems, security, fire alarms, and electrical riser diagrams. Jake excels in coordinating with other disciplines such as civil, mechanical, and structural engineering to provide seamless project execution.

Relevant Project Experience

RAMSEY COUNTY | MAPLEWOOD, MN
Environmental Center Predesign and Design

TRI-CAP | WAITE PARK, MN
Bus Operations and Storage Facility

CITY OF CLOQUET | CLOQUET, MN
Fire District Redesign
Pine Valley Trailhead Building

DULUTH ENTERTAINMENT & CONVENTION CENTER | DULUTH, MN
Infrastructure Repairs
Symphony Hall Loading Dock Door

CITY OF SANDSTONE | SANDSTONE, MN
Robinson Park Trail Phase II

CITY OF MINNEAPOLIS | MINNEAPOLIS, MN
2nd Police Precinct Improvement Project



ALEC ASHTON

PE, CDT, FPE

Mechanical Engineer/ Fire Protection Engineer

Duties on this Project: Design mechanical, plumbing, and fire protection systems including HVAC, suppression, and life safety systems. Conduct water supply assessments and ensure code compliance across all building systems.

Alec is a fire protection and mechanical engineer with expertise in fire protection, mechanical, and plumbing systems design. He specializes in building and life safety code analysis, water supply assessments, and life safety system reviews. Alec designs detection and suppression systems, including sprinklers, foam systems, smoke control, fire alarms, and passive fire protection. His MEP experience spans HVAC, dust collection, exhaust systems, photovoltaic integration, and rainwater reclamation, with a focus on energy efficiency and occupant safety. Alec's portfolio includes projects from small renovations to large-scale new construction across governmental, educational, commercial, and healthcare sectors.

Relevant Project Experience

ST. LOUIS COUNTY | COOK, MN
David M. Skelton Transportation Building

POLK COUNTY | BALSAM LAKE, WI
Government Center Facility Upgrades

CITY OF GRAND MARAIS |
GRAND MARAIS, MN
City Hall and Liquor Store
Public Works Facility

RAMSEY COUNTY | ROSEVILLE, MN
Environmental Center Predesign
and Design

CITY OF HERMANTOWN & YMCA |
HERMANTOWN, MN
Essentia Health Regional Wellness Center

ST. LOUIS COUNTY | COOK, MN
Joint Public Works Facility

METRO TRANSIT | MINNEAPOLIS, MN
North Loop Garage
OHB Mechanical Upgrades
St. Paul OMF Generator
Franklin Avenue Rail Shop Dust Collection
Exhaust Hose and Hoist
Maplewood Mall Park and Ride

FIRM
LHB

REGISTRATION

Licensed Professional Engineer (Mechanical and Fire Protection Disciplines) in Minnesota and Wisconsin

CERTIFICATION

Certified Construction Documents Technologist (CDT)

AFFILIATION

Society of Fire Protection Engineers (SFPE)

American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE)

EDUCATION

Bachelor of Science, Mechanical Engineering, University of Minnesota Duluth

INDUSTRY TENURE

10 Years



JORDAN CABAK

PE

Civil Engineer

Duties on this Project: Lead site civil design including grading, utilities, stormwater management, and site layout. Coordinate closely with architectural and landscape teams to ensure cohesive site integration and support construction phase services.

Jordan brings experience working on land development and stormwater management projects including site layout, grading, utilities, and construction details. With strong computer aided drafting (CAD) skills, he provides enhanced designs for grading, earthwork analysis, alignments, planning and profiles, or hydrology.

Jordan has participated in industrial, commercial, housing, and government projects ranging in size from small to large scale. He works closely with the internal team of project engineers and landscape architects to deliver cohesive site designs that incorporate appropriate codes and local ordinances while meeting the client needs. Jordan is adept at working on a multi-discipline team that requires close coordination between the building and site design that continues with the contractor through construction.

Relevant Project Experience

CITY OF ROSEVILLE | ROSEVILLE, MN
Parks and Recreation Renewal Program
Midland Legacy Park

RAMSEY COUNTY | ROSEVILLE, MN
Environmental Center Predesign
and Design

DAKOTA COUNTY | HASTINGS, MN
Household and Hazardous Waste
Recycling Facility

METRO TRANSIT | MINNEAPOLIS, MN
Metro Transit Master Service Agreement

MINNESOTA DEPARTMENT OF
TRANSPORTATION | VIRGINIA, MN
Virginia District Headquarters

ST. CLOUD TECHNICAL & COMMUNITY
COLLEGE | ST. CLOUD, MN
Advanced Manufacturing Training Lab
Medium Heavy Truck and Auto Addition

BEMIDJI STATE UNIVERSITY |
BEMIDJI, MN
Business Building Addition and Renovation

FIRM
LHB

REGISTRATION

Licensed Professional Engineer in MN, WI, IA

EDUCATION

Bachelor of Science, Civil Engineering, University of Minnesota

INDUSTRY TENURE

16 Years



KYLE RODDY

PLS

Land Survey Lead

Duties on this Project: Provide site survey services including boundary, topographic, and property line verification. Prepare survey documentation and coordinate with the design team to support site planning and parcel adjustments.

FIRM
LHB

REGISTRATIONS

Licensed Professional Surveyor in MN

AFFILIATIONS

Minnesota Society of Professional Surveyors

National Society of Professional Surveyors

EDUCATION

Bachelor of Science, Civil Engineering, University of Minnesota

Pre-engineering Coursework, Bethel College, St. Paul, MN

Civil 3d CAD Training, Managed Design, Edina, MN

GPS/GIS Integration St. Cloud State University

Boundary Law, Inver Hills Community College, Inver Grove Heights, MN

INDUSTRY TENURE

27 Years

Kyle brings over 25 years of surveying experience to LHB and leads the Minneapolis Survey Group. He manages daily operations and provides technical support to field and office staff. His expertise includes boundary, topographic, cadastral, and route surveys, ALTA/NSPS Land Title Surveys, subdivision and right-of-way platting, and FEMA floodplain surveys. Kyle prepares plats, site maps, and exhibits for land transfers, right-of-way acquisition, easements, and utilities. He also handles research, computations, layout, field work, drafting, and survey documentation.

Kyle performs surveys for residential and commercial properties, roads, utilities, and buildings. He is skilled in corner research, interpreting right-of-way maps, and working with MnDOT commissioner orders. Proficient in GPS surveying, he has researched control data from NGS, USGS, DOT, and local systems, and performed reconnaissance and layout of photo control networks.

Relevant Project Experience

METRO TRANSIT | MINNEAPOLIS, MN
North Loop Garage

CITY OF CAMBRIDGE | CAMBRIDGE, MN
Heritage Greens

CITY OF WOODBURY | WOODBURY, MN
Ojibway Park Survey

ISANTI COUNTY |
Maple Ridge Park
CSAH 5 Staking and Survey

COOK COUNTY | GRAND MARAIS, MN
CR 45 Staking and Survey

CITY OF MINNEAPOLIS | MINNEAPOLIS, MN
Bridge L8909, Pillsbury Avenue South



KEN BOOTH

CSI, CDT

Senior Facility Design Manager

Duties on this Project: Maintenance Facility Space Needs Planning, Functional Maintenance Facility Planning, Facility Design, Building Equipment Design, Construction Administration Support

FIRM
HDR

REGISTRATION / ACCREDITATIONS

Construction Specifications Institute (CSI) Construction Documents Technologist (CDT)

EDUCATION

Bachelor of Environmental Design, University of Colorado at Boulder

Associates, Math and Science and Liberal Arts, American River College

RECOGNITION

HDR Pathfinder Award, Leadership (2020, 2023)

INDUSTRY TENURE

28 Years

With more than two decades of experience specializing in maintenance and operations facility planning and design, Ken builds relationships with clients through a balance of design and function. His enthusiasm for robust maintenance facility design is evidenced in more than 300 successful projects he has undertaken throughout the United States, Canada, and beyond. He brings specialized understanding of shop equipment needs and coordination requirements to each project.

Relevant Project Experience

MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) | VIRGINIA, MN
Virginia Headquarters Building

DULUTH TRANSIT AUTHORITY (DTA) | DULUTH, MN
Hoist Refurbishment

KING COUNTY PARKS, WA
Central Maintenance Facility

GREENWOOD VILLAGE | GREENWOOD VILLAGE, CO
Fleet Maintenance Building Design & Public Works Campus Expansion/Renovation

IOWA CITY | IOWA CITY, IA
Transit & Equipment Maintenance Facility Phase II

CITY OF LOVELAND | LOVELAND, CO
Public Works Service Center

TOWN OF WINDSOR | WINDSOR, CO
Public Works and Parks and Open Space Facility

CITY OF LOUISVILLE | LOUISVILLE, CO
City Service Center

CITY OF PORTLAND | PORTLAND, OR
Mt. Tabor Parks Maintenance Facility

SALT LAKE COUNTY | CITY, UT
Fleet Facility Expansion



HONG SPORES

PG, CPG

Environmental Services

Duties on this Project: Environmental Site Assessments, Hydrology, Geology, Compliance.

FIRM HDR

REGISTRATION

Professional
Geologist, MN #63510

Certified Professional
Geologist, National
Registration #1327

AFFILIATION

American Institute of
Professional Geologists,
Minnesota Chapter
Vice

President, 2016-2017
Member, 2010-Present

Minnesota Association
of Environmental
Professionals, Director At
Large, 2024

EDUCATION

Master of Business
Administration, University
of Saint Thomas

Bachelor of Science,
Geological & Related
Sciences (Geology/
Hydrogeology), University
of Minnesota Twin Cities

INDUSTRY TENURE

24 Years

Hong's background includes hydrology, environmental siting, assessment and remediation of impacted properties, and compliance with environmental regulations. At HDR, she serves as the region's Senior Hydrogeologist, and Professional Geologist, with more than two decades of professional experience in these specialties. She has widespread experience in the execution and review of Phase I/II Environmental Site Assessments (ESAs) in both industrial and non-industrial settings. She has been directly involved with remedial investigations drilling investigations groundwater studies environmental impact statements/ environmental assessments and management of projects.

Relevant Project Experience

METRO TRANSIT | SAINT PAUL, MN
Green Line Operations & Maintenance
Facility Storage Barn Expansion

METRO TRANSIT | MINNEAPOLIS, MN
D Line Project

AMTRAK / WISCONSIN DOT
Twin Cities-Milwaukee-Chicago Intercity
Passenger Rail

**CHAMPAIGN-URBANA MASS TRANSIT
DISTRICT (CUMTD)**
Illinois Terminal Expansion

**NORTHERN INDIAN COMMUTER
TRANSPORTATION DISTRICT (NICTD)**
West Lake Corridor

**NORTHERN INDIAN COMMUTER
TRANSPORTATION DISTRICT (NICTD)**
South Shore Line

**GERONIMO ENERGY/ENEL GREEN
POWER**
Aurora Distributed Solar Project,
Phase I ESA

ELK CREEK SOLAR
Elk Creek Phase 1 ESA Update

PEREGRINE ENERGY SOLUTIONS
Marion County BESS CIA and Wetland
Delineation



STEVEN THAYER

PE

Geotechnical Engineering

Duties on this Project: Lead geotechnical investigations including soil borings, analysis, and reporting. Provide foundation recommendations and coordinate with the design team to inform site development and construction planning.

FIRM

Braun Intertec

REGISTRATION

Professional
Engineer in MN

AFFILIATION

MN Society of
Professional Engineers

National Society of
Professional Engineers

EDUCATION

Bachelor of Science, Civil
Engineering, University of
North Dakota

INDUSTRY TENURE

30 Years

Steve serves as the lead engineer for Braun Intertec Northern Minnesota Offices and Senior Manager for the St. Cloud office. He is responsible for oversight of daily operations, geotechnical evaluations, and construction testing projects. Through his engineering career, Steve has managed numerous geotechnical investigations and construction testing projects for a variety of government, commercial, industrial, and residential projects. He develops solutions and makes recommendations for geotechnical engineering reports, performs research, writes reports, examines soil samples, monitors budgets, and works with engineers and technicians to coordinate their activities. Steve works out of our St. Cloud, MN location. He has over 30 years of experience, all of them with Braun Intertec.

Relevant Project Experience

TRI-CAP | LITTLE FALLS, MN
Office and Bus Facility

SARTELL HIGH SCHOOL | SARTELL, MN
New High School Campus

**ST. CLOUD TECH HIGH SCHOOL |
ST. CLOUD, MN**
New High School Campus

**ST. CLOUD REGIONAL AIRPORT | ST.
CLOUD, MN**
Army Aviation Support Facility

ST. CLOUD HOSPITAL | ST. CLOUD, MN
Expansions including CentraCare Health
Plaza, Riverside Addition, Parking Ramp
Addition, and Bed Tower Addition

**MINNESOTA ENERGY PROJECTS |
VARIOUS CITIES IN MINNESOTA**
Substation and transmission line projects
for both gas and electric transmission
routes through Minnesota



FIRM

LHB

LOCATION

Roseville, MN

PROJECT TYPE

Household Hazardous Waste and Recycling Center

COMPLETION DATE

Predesign 2022
Design 2023
Construction 2025

CONSTRUCTION COST

\$25 M

DELIVERY METHOD

Design-Build

REFERENCE

James Homolka, Project Manager
Ramsey County
James.Homolka@co.ramsey.mn.us
651.266.2793

RAMSEY COUNTY

ENVIRONMENTAL CENTER

The Ramsey County Environmental Center is a new civic facility designed to improve public access to recycling and waste diversion services while promoting environmental education. LHB led the predesign phase, including space needs assessment, site selection, and schematic design, and was selected through a competitive RFP to continue with final design under a design-build contract. The project includes a covered drive-through drop-off, reuse room, and dedicated spaces for Fix-It Clinics and environmental programming, all aimed at making sustainable practices more accessible to the public.

Community engagement played a central role in shaping the facility's design. Through resident surveys and collaborative design charrettes, LHB worked with stakeholders to ensure the building reflects community values and supports inclusive public use. The center also incorporates high-performance systems including solar and geothermal energy, electric vehicle charging, and native landscaping, aligning with the State of Minnesota's B3 Sustainable Building 2030 Standards.

This project demonstrates LHB's ability to deliver welcoming, multi-use civic spaces that combine public service delivery with education and community engagement. These qualities are directly relevant to the LPCDS, which will serve as a hub for city services and recreational programming in Roseville.



FIRMS

LHB, HDR

LOCATION

Cook, MN

PROJECT TYPE

Heavy Equipment Storage and Maintenance Building

COMPLETION DATE

2020

BUDGET

\$24 M

DELIVERY METHOD

CMaR

REFERENCE

Jim Foldesi, Public Works Director
St. Louis County
Foldesil@stlouiscountymn.gov
218.625.3830

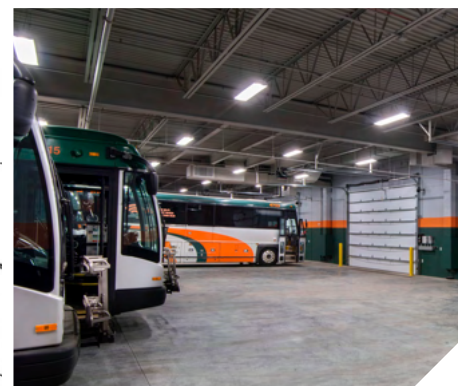
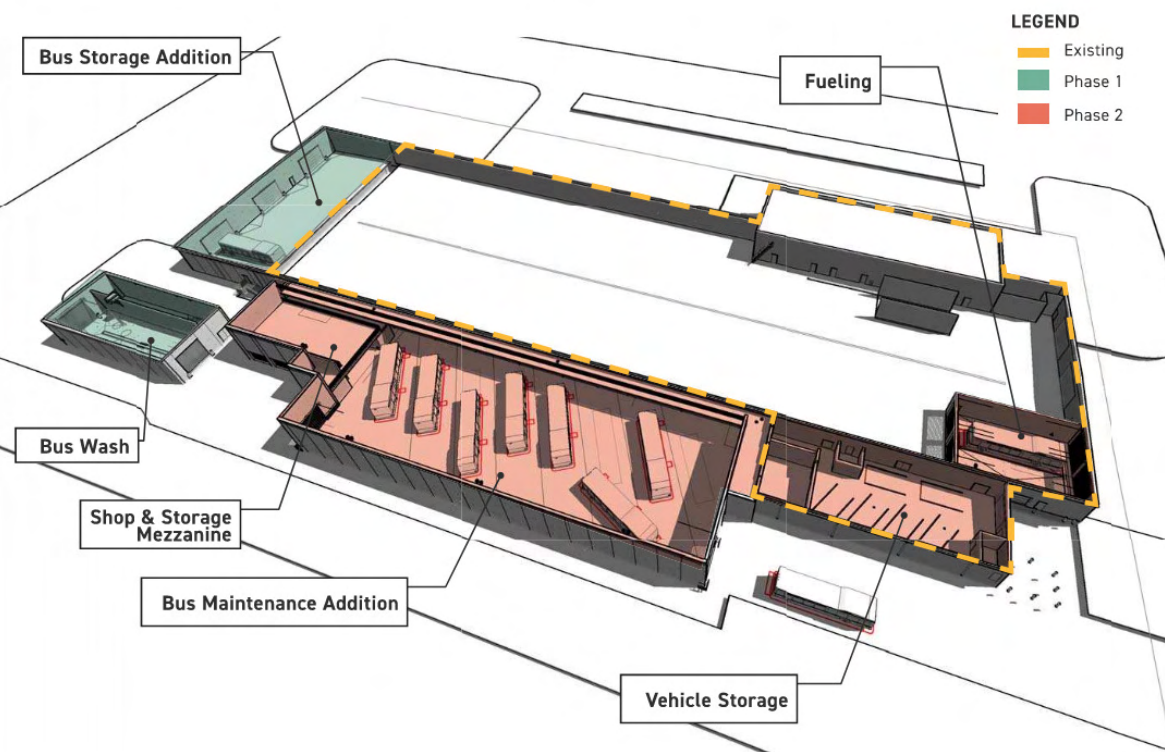
ST. LOUIS COUNTY

DAVID M. SKELTON TRANSPORTATION BUILDING

The David M. Skelton Transportation Building in Cook, Minnesota is a county-owned public works facility designed by LHB to consolidate operations for multiple agencies, including fleet maintenance, public health, and administrative services. The project included both new construction and renovation of existing office space, with a focus on long-term durability, efficient space planning, and low-maintenance systems. LHB provided full architectural and engineering services, delivering a facility that meets high performance standards while supporting a wide range of public functions.

Key features of the facility include warm indoor vehicle storage with internal circulation between maintenance bays, a wash bay, and parking areas—minimizing exterior openings and improving thermal comfort and energy efficiency. The site also includes a fueling station, salt/sand storage, bulk material storage, and a cold storage building. Challenging site conditions such as steep topography and wetlands were addressed through strategic grading and pre-loading of the building pad, demonstrating LHB's ability to manage complex civil and geotechnical constraints.

This project is directly relevant to the Roseville MOC in its integration of specialized fleet infrastructure, phased construction planning, and emphasis on operational continuity. The design solutions implemented in Cook reflect the same priorities Roseville has identified for its Maintenance Operations Center: efficient circulation, durable systems, and a site-responsive approach that supports long-term public service delivery.



FIRM

LHB

LOCATION

Burnsville, MN

PROJECT TYPE

Bus Operations and Maintenance

COMPLETION DATE

Est. 2026

BUDGET

\$11 M

DELIVERY METHOD

Design-Bid-Build

REFERENCE

Darrick Lundstrom,
Facilities Director
Minnesota Valley Transit
dlundstrom@mvta.com
952.230.1238

MINNESOTA VALLEY TRANSIT AUTHORITY

BURNSVILLE BUS GARAGE MODERNIZATION

The Burnsville Bus Garage Modernization project for Minnesota Valley Transit Authority involved a comprehensive upgrade of an existing transit facility to improve operational efficiency and accommodate expanded fleet needs. LHB evaluated the building's structural and utility systems, provided cost-effective design solutions, and oversaw construction administration. The modernization included roof and wall system replacements, relocation of the bus wash and maintenance areas, and renovations to support additional bus storage—all within the constraints of the existing site.

The project emphasized energy-efficient materials, ADA compliance, and improved circulation for vehicles and staff. LHB's approach balanced budget requirements with long-term performance goals, ensuring the facility could support evolving transit operations. These strategies are directly applicable to the Roseville MOC, which similarly requires phased upgrades, specialized equipment integration, and continuity of operations across a multi-building civic campus.



FIRM

LHB

LOCATION

Hermantown, MN

PROJECT TYPE

Wellness Center

PROJECT BUDGET

\$23 M

COMPLETION DATE

2020

DELIVERY METHOD

CM Delivery

REFERENCE

John Mulder, City Administrator
City of Hermantown
jmulder@hermantownmn.com
218.729.3601

CITY OF HERMANTOWN & YMCA

ESSENTIA WELLNESS CENTER

The Essentia Wellness Center in Hermantown, Minnesota is a 72,000-square-foot multi-use facility that combines recreation, wellness, early childhood education, and community gathering spaces. LHB led the project from initial planning through design and construction administration, including support for state bonding and fundraising. The facility includes a YMCA aquatics center, fitness studios, a walking track, a physical therapy clinic, and a licensed Early Childhood Development Center, all designed to serve a broad cross-section of the community.

Public-facing amenities such as a café, fireside lounge, multipurpose rooms, and an outdoor patio create a welcoming and inclusive environment for multi-generational engagement. The design emphasizes accessibility, flexibility, and long-term growth, with indoor-outdoor connections and future expansion opportunities built into the site plan. The project successfully repurposed part of an existing school building to meet budget goals while maintaining high standards for functionality and user experience.

This facility demonstrates LHB's ability to deliver civic spaces that support public service delivery, community programming, and recreational use. The integration of wellness, education, and gathering spaces aligns closely with the goals of the License/Passport Center and Dance Studio, which will serve as a hub for city services and community engagement in Roseville.



FIRM

HDR

LOCATION

Renton, WA

PROJECT TYPE

Maintenance Facility

PROJECT BUDGET

\$41 M

COMPLETION DATE

2025

DELIVERY METHOD

Design/Bid/Build

REFERENCE

Brenda Bradford, Capital
Projects Manager
206.477.1030
Brenda.bradford@kingcounty.gov

KING COUNTY

KING COUNTY PARKS CENTRAL MAINTENANCE FACILITY

The King County Parks Central Maintenance Facility in Renton, Washington replaces outdated infrastructure with a modern, multi-building complex designed to support fleet operations, equipment storage, and administrative functions. Led by HDR, the project spans 5.7 acres and includes a two-story crew and administration building, a centrally located shop building, and extensive outdoor storage and parking areas. The facility was planned to meet current operational needs while accommodating future staff growth and evolving service demands.

The design incorporates net-zero energy strategies such as air-to-water heat pumps, rooftop solar panels, daylight harvesting, and battery backup systems. These features support King County's sustainability goals and demonstrate how high-performance systems can be integrated into public works infrastructure. The project also addressed environmental challenges related to stormwater treatment and site contamination, successfully meeting industrial standards through innovative engineering solutions.

This facility is directly relevant to the Roseville Maintenance Operations Center in its approach to consolidating public works functions, integrating sustainable technologies, and designing for long-term operational efficiency. The emphasis on stakeholder engagement, internal circulation, and site-responsive planning reflects the same priorities identified for Roseville's phased MOC redevelopment.



FIRM

HDR

LOCATION

Greenwood Village, CO

PROJECT TYPE

Public Works Facility

PROJECT BUDGET

\$15.4 M

COMPLETION DATE

2015

DELIVERY METHOD

CMGC/CMAR

REFERENCE

Henry Sliwinski, Fleet Manager
303.708.6100
hsliwinski@greenwoodvillage.com

CITY OF GREENWOOD VILLAGE

PUBLIC WORKS FACILITY FLEET BUILDING

The City of Greenwood Village Public Works Facility Fleet Building was developed to address overcrowding and operational inefficiencies at the city's existing public works campus. HDR led the planning and design effort, beginning with a thorough assessment of programmatic needs and anticipated staff growth. The solution involved acquiring an adjacent parcel to expand the campus, allowing the Fleet Department to relocate into a new 11,000-square-foot facility equipped with specialized maintenance equipment, dedicated office space, and expanded parking and materials storage.

Relocating fleet operations freed up space in the original building for Parks, Streets, and Administration staff, enabling phased renovations and future expansion. HDR also designed a 6,600-square-foot snow removal material storage facility that leveraged the site's topography to improve loading efficiency and environmental control. The project maintained continuous operations throughout construction and included additional features such as dedicated police evidence storage and a multi-phase development strategy that kept the city's budget on track.

This project reflects a strategic approach to public works facility planning that aligns closely with the goals of the Roseville Maintenance Operations Center. The emphasis on consolidating services, improving fleet infrastructure, and designing for long-term flexibility and operational continuity mirrors the priorities of the MOC, particularly in its phased redevelopment and integration of specialized equipment and site systems.

WORK PLAN AND SCHEDULE

Phase 1: Data Collection and Space Needs Programming

Disciplines Involved

Architecture, Civil, Landscape Architecture, Environmental, Geotechnical

Approach

The team will begin by reviewing existing studies and reports, including the Civic Campus Master Plan and Predesign Study and lead the Kickoff meeting to ensure everyone’s roles, responsibilities, and work plans are established, understood, and supported with immediate action items and the initial schedule. We also want to discuss overall project goals with each unit of the Owner-Architect-Contractor (OAC) team. During this time, our sub-consultants will conduct site surveys, soil borings, environmental assessments, and planning/zoning due diligence while LHB interviews City staff to update the space needs programming.

A key focus will be on qualitative performance goals using the THRIVE framework, which encompasses environmental, social, and economic values, and performance levels from consumptive to regenerative. We will discuss budget investment in these metrics and set priorities, creating a roadmap for design decisions and measurable goals tailored to the project’s context. We understand the City is looking for a sustainability-driven approach and the ability to implement strategies as budget allows. The THRIVE process provides a roadmap for setting goals and prioritizing budget investments to achieve each target.

We look forward to facility tours to benchmark best practices. Notable projects to visit include the ACEC grand award-winning Metro Transit maintenance operations facility at the North Loop Bus Garage and the B3 Ramsey County Environmental Service Center in Roseville. If interested in a longer trip, we can also explore our public works project in Cook, MN, for St. Louis County Public Works, which included fleet storage, maintenance facilities, and remodeled offices.

Deliverables

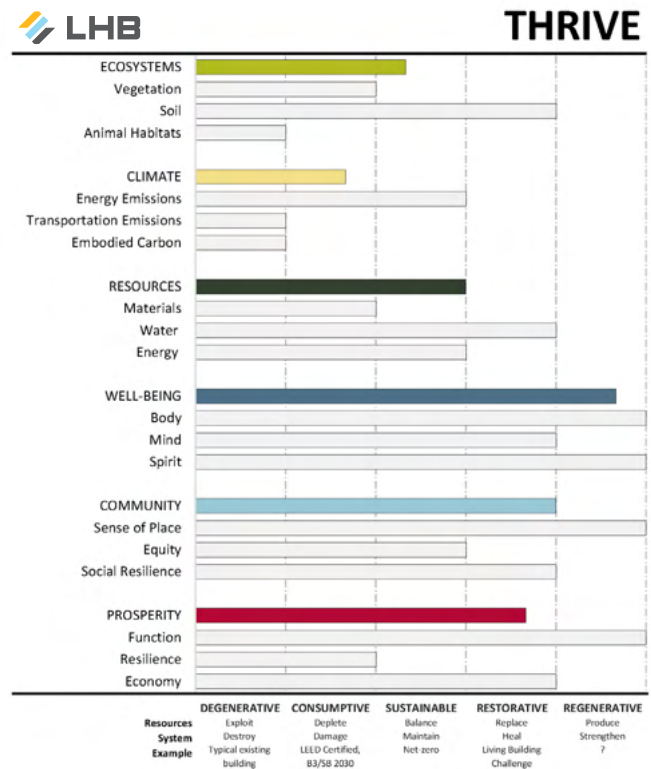
- Facility tour summary
- Updated space needs analysis
- THRIVE Framework
- Site planning surveys
- Tree inventory report
- Geotechnical report
- Phase 1 Environmental Assessment

Meetings

- Kickoff meeting - in person
- Facility tours – 3 separate trips
- Departmental programming interviews – 1 day in person
- Space Needs Program review meeting - Virtual

Timeline

October 2, 2025 – November 12, 2025



Phase 2: Concept Design (15 Percent Package)

Disciplines Involved

Architecture, Civil, Landscape, Structural, Mechanical, Electrical, Plumbing, Equipment

Approach

LHB’s concept design approach will use an on-site charrette format, allowing key stakeholders to provide real-time feedback as we refine the plan. This process promotes collaboration and gives the City of Roseville significant influence over the design. Our team will refine the preferred site layout based on Concept C.1 or C.2 as a starting point, and focus on gathering initial inputs and implementing them into a new concept design. We will also address parcel adjustments and the integration of Veterans Park as we lay out the public works functions, public-facing license and passport center, and dance studio.

We will initiate the community engagement process to ensure we address key concerns before making design decisions. It is essential to show that community feedback informs the design while meeting the goals set in the programming stage. In these settings, noise from truck activities, headlight spillover, and yard lighting cutoffs are the primary sources for concern with neighboring residential zoning. We are familiar with these contrasting uses and have good examples of how we’ve mitigated them in the past.

In parallel with these high-level design decisions, we will be tracking action items and coordinating with the CMAR to develop a phasing plan and bid package strategy. Weekly meetings will help us stay on task and promptly raise issues for the Owner-Architect-Contractor (OAC) group to address.

Deliverables

- Updated concept design package
- Phasing plan and final design schedule
- Parcel sketch with legal descriptions

Meetings

- On-site Design Charrette – in person
- Weekly touch-base status meetings – virtual
- Final Concept presentation - virtual

Timeline

October 2, 2025 – December 3, 2025

Phase 3: Schematic Design (30 Percent Package)

Disciplines Involved

Architecture, Civil, Landscape, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Low Voltage, Equipment

Approach

Following the conceptual design phase, our team will develop initial site plans, building layouts, and building massing. We will incorporate our structural team's input on the framing and foundation approach based on the soil conditions and loading requirements from our geotechnical report. The stormwater management plan to protect the watershed and prevent erosion will be defined along with preliminary grading and utilities. This phase will also include narratives for structural, mechanical, and electrical systems, a fleet maintenance equipment inventory, fire protection, low voltage/communications, and site development.

To assist the CMAR in preparing their cost estimates, we will coordinate design contingencies and allowances to carry in the budget based on similar project scopes. At the conclusion of this phase, LHB will prepare for and attend a City Council presentation to convey the process and outcomes of the design. This is a critical step to ensure there is consensus on the design and how the CMAR plans to implement the project.

As our final exercise in this phase, we will conduct a Quality Assurance workshop, which we call a Round Robin. In this approach, the entire design team, CMAR, and the City's key stakeholders review the project in a page-turn format over a series of brief meetings between each discipline group. We will conclude the sessions with a roundtable discussion from each group, where they will share their findings and comments. This builds deep understanding of the project for the entire team and ensures that we take into account each other's performance outcomes established in the THRIVE framework.



Deliverables

- Schematic design drawings and narratives
- CMAR cost estimate review and comment
- City Council presentation materials
- Round Robin quality assurance report

Meetings

- Weekly touch-base status meetings – virtual
- Round Robin QA Workshop
- City Council Presentation – in person

Timeline

November 12, 2025 – January 26, 2026



Phase 4: Design Development (60 Percent Package)

Disciplines Involved

Architecture, Civil, Landscape, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Low Voltage, Equipment

Approach

This phase is focused on defining the engineering systems and coordinating the interface between disciplines. Sizes of structural members, mechanical units, electric switchgear and distribution panels, maintenance equipment sizing and clearances, along with more detailed design on the architecture and interior design with material selections, outline specifications for envelope assemblies, and preliminary energy model calculations. The site planning will be more advanced in this phase to allow early grading, utility, and site development packages.

Coordination with permitting authorities and utility providers will begin, and every effort will be made to comply with their established requirements to ensure a clear path to construction activities. During this phase, our team will have sufficient information to determine quantities for domestic water, fire, and sewer service, conducting water supply flow tests to inform fire protection design. We also anticipate the need for value analysis and will work closely with the CMAR to determine what elements of the design can be made more efficient. This allows us to begin reducing design contingency carried in the Schematic Design phase as greater levels of detail provide more accurate cost estimates.

Deliverables

- Design development drawings and outline specifications
- AHJ Utility provider reports

Meetings

- Weekly touch-base status meetings – virtual
- AHJ / Utility provider Meetings

Timeline

January 26, 2026 – April 6, 2026

Phase 5: Construction Documents (100 Percent Package)

Disciplines Involved

Architecture, Civil, Landscape, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Low Voltage, Equipment

Approach

During this important phase, LHB's team will finalize all drawings and specifications with a keen eye on detail and coordination. While our focus is more internal during this phase, requiring less City input than earlier phases, we will again employ the Round Robin format at the 90 percent level to perform a page-turn review with the full design team, City, and CMAR. Bid scope coordination with the CMAR throughout the process will ensure alignment between drawings and specifications. We will define a handful of bid alternates in this stage to provide flexibility in the scope, allowing us to fit the budget to the bids. A final presentation to the City Council is planned to approve the project for bidding and construction, subject to the timing of the GMP for the CMAR and the different bid packages.

Deliverables

- Exterior and interior perspective 3D views
- 75 percent and 90 percent progress sets
- 100 percent construction documents
- City Council presentation

Timeline

April 6, 2026 – May 28, 2026 (LPCDS – Bid Package 1)

April 6, 2026 – September 23, 2026 (MOC – Bid Package 2)

Phase 6: Bidding and Permitting Assistance

Disciplines Involved

Architecture, Civil, Landscape, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Low Voltage, Equipment

Approach

The team will support the CMAR during bidding by responding to contractor questions and issuing addenda. Permit applications will be submitted, and responses to agency comments will be coordinated. We will consider substitution requests and balance quality control with savings to ensure we meet the project's performance and cost requirements. To assist the CMAR in managing their GMP, we will award additive alternates in sequence to capture any savings between the estimates and the bids while maintaining a fair bid process.

Deliverables

- Addenda to construction documents
- Permit applications and responses
- Change documentation as needed

Timeline

June 4, 2026 – November 5, 2026

Phase 7: Neighborhood Engagement

Disciplines Involved

Architecture, Landscape Architecture, Community Engagement Specialist

Approach

Community engagement is a key aspect of LHB's design process, and we pride ourselves on our ability to foster meaningful collaboration with the public. Our experience in engaging with the Roseville community will guide our approach to this project, ensuring we meet your expectations and those of local residents.

The primary goal of engagement for this project is to involve immediate neighbors in influencing the site design. A Civic Campus Final Design Stakeholder Group will help shape elements such as site layout, buffers, streetscape, and building exteriors. We will develop a Community Engagement Plan in collaboration with City staff will outline goals, schedules, communication methods, and responsibilities. We will also assist in selecting the Stakeholder Group if necessary.

An initial kick-off meeting will be held to allow the Group to connect with the design team, fostering a shared understanding of the project. This will prepare the team for an in-person design workshop as Concept Design concludes, focusing on hands-on design using block exercises to shape the site layout based on the Group's input. Following the workshop, LHB will develop a schematic design-level colored site plan and renderings to share with the neighborhood, ask for feedback through an online survey, and encourage the Stakeholder Group to disseminate this information.

After updating the design to reflect budget goals and neighborhood feedback, we will hold a second workshop to discuss refined design directions, costs, and detailed design decisions. As a follow-up, we will provide updates throughout the Design Development and Construction Document phases and conduct virtual check-ins with the Group. Regular construction updates will also be provided to the public.

We aim to create a collaborative environment that builds trust and enhances the design process, positively impacting this and future City initiatives. These three stakeholder meetings will be held to gather feedback on key design elements, with materials prepared for City Council consideration.

Deliverables

- Meeting materials
- Meeting minutes and summaries

Timeline

October 8, 2025 – September 17, 2026 (and through Construction)

Phase 8: Construction Administration

Disciplines Involved

Full Design Team

Approach

The team will attend regular site meetings, review submittals and RFIs, and issue clarifications or change documentation as needed. Monthly pay applications will be reviewed in coordination with the City.

Deliverables

- Submittal and RFI responses
- Supplemental instructions and proposal requests
- Change order reviews
- Pay application approvals

Timeline

July 9, 2026 – December 1, 2028

Phase 9: Project Close-Out

Disciplines Involved

Full Design Team

Approach

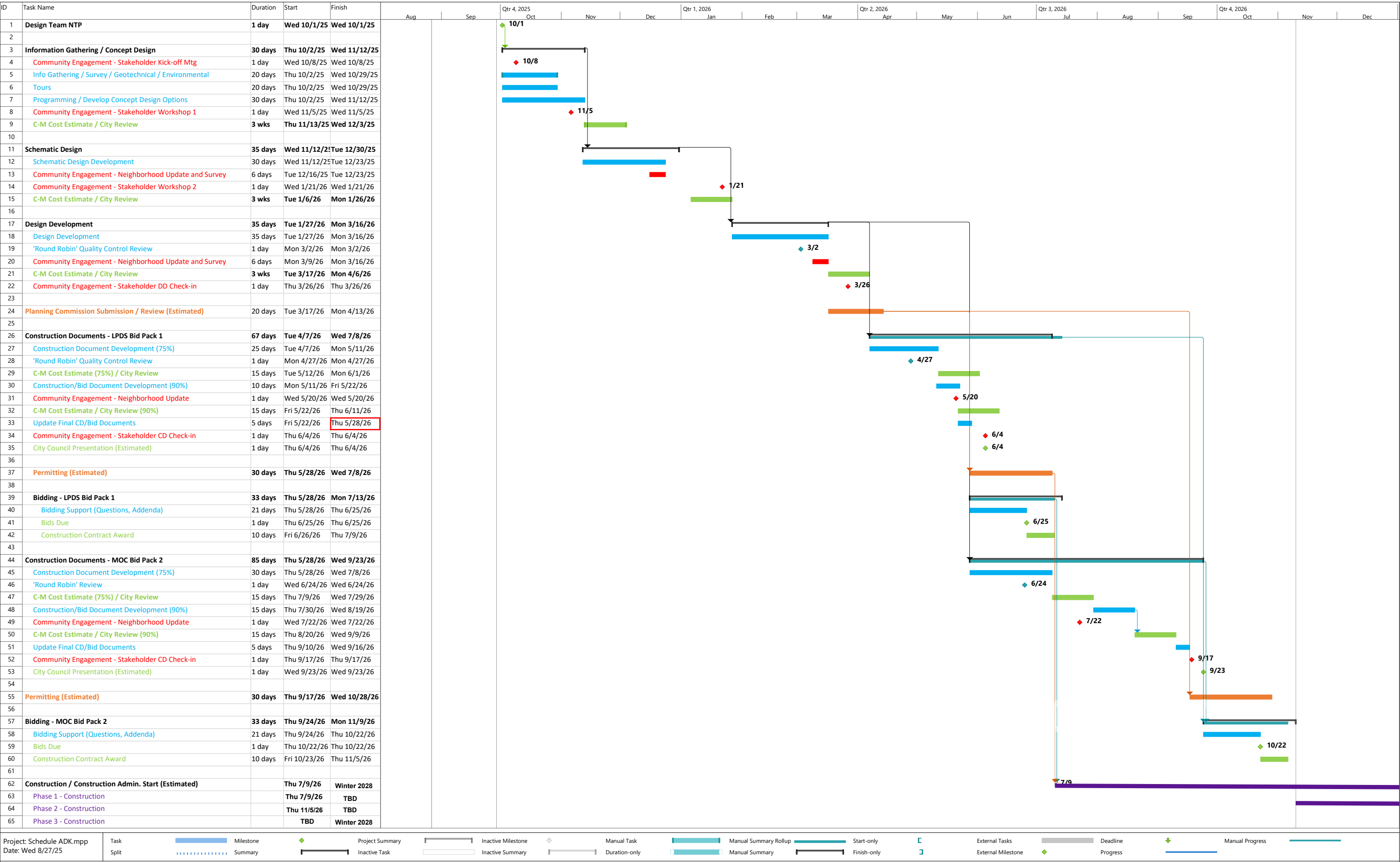
The team will conduct punch list walkthroughs and prepare record drawings. An 11-month warranty inspection will be completed to identify any remaining issues before warranties expire.

Deliverables

- Certificate of Substantial Completion
- Punch list documentation
- Record drawings in PDF and AutoCAD
- 12-month warranty inspection report

Timeline

December 1, 2028 – December 1, 2029



FEE PROPOSAL

ESTIMATED HOURS BY PROJECT PHASE

DESIGN TEAM ROLE	FIRM NAME	HOURLY RATE(S)	2.3.A Data Collection, Programming	2.3.B Concept Design	2.3.C Schematic Design	2.3.D Design Development	2.3.E Construction Documents	2.3.F Bidding & Permitting Assistance	2.3.G Neighborhood Engagement	2.3.H Construction Administration	2.3.I Project Close-Out	SUB-TOTAL HOURS PER ROLE
Design Lead	LHB	\$ 231	35	60	88	128	124	4	38	20	0	497
Project Manager	LHB	\$ 174	74	96	96	188	324	24	52	480	32	1,366
Project Architect	LHB	\$ 162	80	93	140	264	384	64	80	1,200	56	2,361
* Architectural Designer	LHB	\$ 92	14	28	120	200	388	20	0	1,000	48	1,818
Interior Designer	LHB	\$ 124	2	8	52	228	212	8	0	104	8	622
Civil Engineer	LHB	\$ 181	20	145	140	264	308	8	0	132	8	1,025
* Civil Designer	LHB	\$ 92	0	0	0	120	200	2	0	0	20	342
Landscape Architect	LHB	\$ 220	20	49	128	164	156	8	160	104	20	809
Structural Engineer	LHB	\$ 209	0	18	72	224	308	8	0	124	8	762
* Structural Designer	LHB	\$ 92	0	0	0	120	190	2	0	0	20	332
Mechanical Engineer	LHB	\$ 180	0	14	60	224	328	8	0	124	12	770
* Mechanical Designer	LHB	\$ 92	0	0	0	200	350	2	0	0	20	572
Fire Protection Engineer	LHB	\$ 180	0	4	8	120	236	8	0	64	8	448
Electrical Engineer	LHB	\$ 231	0	14	60	224	328	8	0	124	12	770
Low Voltage Engineer	LHB	\$ 231	0	4	8	124	240	8	0	64	8	456
* Electrical Designer	LHB	\$ 92	0	0	0	200	350	2	0	0	20	572
Administration	LHB	\$ 91	8	16	16	20	84	16	0	140	16	316
Geotechnical Engineering	Braun	\$ 150	300	0	0	0	0	0	0	0	0	300
Environmental Services	HDR	\$ 173	46	0	0	0	0	0	0	0	0	46
Equipment Design Lead	HDR	\$ 208	144	104	263	369	256	18	0	209	69	1,432
* Equipment Designer	HDR	\$ 138	144	105	263	369	256	18	0	209	69	1,433
* Denotes blended rate/ hours	Sub-total Hours by Phase		887	758	1,514	3,750	5,022	236	330	4,098	454	Total Hours 17,049

PROJECT PHASE	TOTAL FEE LPCDS	TOTAL FEE MOC	TOTAL FEE BY TOTAL PROJECT PHASE
2.3.A Data Collection / Programming	\$ 22,912	\$ 37,440	\$ 60,352
2.3.B Concept Design	\$ 25,974	\$ 53,004	\$ 78,978
2.3.C Schematic Design	\$ 53,232	\$ 113,480	\$ 166,712
2.3.D Design Development	\$ 126,625	\$ 358,756	\$ 485,408
2.3.E Construction Documents	\$ 168,546	\$ 443,990	\$ 612,536
2.3.F Bidding & Permitting Assistance	\$ 13,062	\$ 18,886	\$ 31,948
2.3.G Neighborhood Engagement	\$ 29,680	\$ 36,488	\$ 66,168
2.3.H Construction Administration	\$ 154,476	\$ 395,656	\$ 550,132
2.3.I Close-Out	\$ 14,052	\$ 30,552	\$ 44,604
Sub-Total: Consultant Fees	\$ 21,482	\$ 511,414	\$ 532,896
Sub-Total: Reimbursables	\$ 843	\$ 843	\$ 1,686
Total Fees	\$ 630,911	\$ 2,000,509	\$ 2,631,420

*** CONSULTANT EXCLUSIONS**

COST (\$)

Alternate: Design the facility to meet a higher sustainability requirement, such as B3 requirements.

\$ 148,852

APPENDIX A

AIA-B133

Thank you for the opportunity to review the B133. While we appreciate the fairness of the documents, our proposed changes to the language are as follows:

1. We would like to add section 1.3.1 back in to the agreement.
Establishing the level of reliance on the model versus the stamped drawings is important for any project, especially a project of this size.
2. In 2.6, we can grant 30 days notice of intent to cancel for all instances except payment where there is a failure to pay the premium. If the cancellation is due to premium non-payment the City will get 10 days notice.
3. We would like to discuss the changes in 3.6.1. On occasion, code officials take novel positions on code interpretation and we as designers respond to those by either redesigning or incorporating what they want. Where the request by the code official will require a significant increase in the budget, we do not believe that requiring compliance with those directions through our contract is in the City's best interest.
4. We would like to discuss removing the addition to 3.3.8. The main benefit of the CMC delivery method is that you have the CM on board to estimate the project as it is designed. Allowing that CM to qualify the accuracy of its pricing so that the Architect cannot rely on the pricing during design build in uncertainty and defeats one of the biggest benefits of this delivery system.
5. In 4.2.1, we ask that all of the provisions you deleted be reinserted as "additional services". Each of those redesigns will take significant effort in the event that they are needed. Rather than price in the contingency just in case they do happen, we believe it is in the City's best interest to keep them as potential additional services so the City pays for them only if they do occur.
6. Since we assume that the CM will be doing the cost estimating, we should either put the deleted language in 6.3.1 back in or delete the entire paragraph.
7. If selected for the project, we would appreciate an opportunity to discuss these items further before finalizing the contract.

AIA® Document B133® – 2019

Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition

AGREEMENT made as of the _____ day of _____ in the year
2025

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address, and other information)

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
651-792-7000

and the Architect:
(Name, legal status, address, and other information)

for the following Project:
(Name, location, and detailed description)

Maintenance Operations Center and the License/Passport Center & Dance Studio

The Construction Manager (if known):
(Name, legal status, address, and other information)

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A201–2017™, General Conditions of the Contract for Construction; A133–2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price; and A134–2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

AIA Document A201™–2017 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Design of a two-story License Passport Center and Dance Studio on city property at Veterans Park as indicated in Options C.1 or C.2 in the Civic Campus Master Plan Update completed in 2025. The shared parking lot with the VFW would be reconstructed to accommodate additional parking.

A new Maintenance Operations Center would be constructed in two parts. The main facility south of Woodhill would consist of re-using part of the existing facility and expanding the facility into the existing maintenance yard as indicated in Options C.1 or C.2 in the Civic Campus Master Plan Update completed in 2025. The main garage would be remodeled and reused as part of the construction. Additionally, the Lexington Shoppes building north of Woodhill Drive would be demolished and a new maintenance yard with one storage building, storage bins and fuel system would be constructed.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Provide total and, if known, a line item breakdown.)

-Projected Construction Budget for MOC: \$48,000,000 (Sales Tax Funded)
Projected Construction Budget for LPCDS: \$11,000,000 (Locally Funded)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Final Design – July 2026

.2 Construction commencement date:

October 2026

.3 Substantial Completion date or dates:

Total project completion December 2029

.4 Other milestone dates:

§ 1.1.5 The Owner intends to retain a Construction Manager pursuant to the following agreement:
(Indicate agreement type.)

- [☒] AIA Document A133–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, as modified.
- [☐] AIA Document A134–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, or phased construction are set forth below:

(List number and type of bid/procurement packages.)

Three bid packages

#1 -LPCDS

#2 – MOC North of Woodhill

#3 – MOC South of Woodhill

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

§ 1.1.7.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234-2019 is incorporated into this

Agreement, the Owner and Architect shall incorporate the completed E234–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.4:
(List name, address, and other contact information.)

Jesse Freihammer, Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
651-792-7041
Jesse.Freihammer@cityofroseville.com

§ 1.1.9 The persons or entities, in addition to the Owner’s representative, who are required to review the Architect’s submittals to the Owner are as follows:
(List name, address, and other contact information.)

§ 1.1.10 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

- .1 Construction Manager:
(The Construction Manager is identified on the cover page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention. If the Architect is to assist the Owner in selecting the Construction Manager, complete Section 4.1.1.1)

~~.2 Land Surveyor:~~

~~.3 Geotechnical Engineer:~~

~~.4 Civil Engineer:~~

.5—2 Other consultants and contractors:
(List any other consultants and contractors retained by the Owner.)

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:
(List name, address, and other contact information.)

§ 1.1.12 The Architect shall retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:
(List name, legal status, address, and other contact information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural Engineer:

.2 Mechanical Engineer:

.3 Electrical Engineer:

.4 Civil Engineer:

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.5 Landscape Architecture:

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.6.2 Land Surveyor:

.37 Geotechnical Engineer:

.8 Other Architectural:

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§ 1.1.12.2 Consultants retained under Supplemental Services:

§ 1.1.13 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall ~~agree upon develop~~ written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

~~§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk~~

~~and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.~~

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by experienced and reputable architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in the agreement identified in Section 1.1.5. The Architect shall not be responsible for actions taken by the Construction Manager.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and written consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 **Insurance.** The Architect shall ~~maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9, furnish proof of insurance acceptable to Owner and maintain coverage for the applicable claims period confirming that it has procured the foregoing required insurance coverages prior to execution of this Agreement. Such proof shall also confirm that the insurer has agreed that it will not cancel the insurance without giving the Owner thirty (30) days advance written notice of its intent to cancel. The Architect shall require of its consultants proof of insurance meeting the foregoing requirements as a condition precedent to their engagement to perform services on the Project.~~

§ 2.6.1 Commercial General Liability with policy limits of not less than Two Million (\$ 2,000,000) for each occurrence and Four Million (\$ 4,000,000) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.6.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.6.1 and 2.6.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.6.4 Workers' Compensation at statutory limits.

§ 2.6.5 Employers' Liability with policy limits not less than (\$) each accident, (\$) each employee, and (\$) policy limit. statutory requirements.

§ 2.6.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than Two Million (\$ 2,000,000) per claim and Four Million (\$ 4,000,000) in the aggregate.

§ 2.6.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess

or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.6.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.6.

§ 2.6.9 The Architect's policies shall be primary insurance to any other valid and collectible insurance available to the Owner with respect to any claim arising out of the Architect's performance under this Contract. The Architect is responsible for payment of Contract related insurance premiums and deductibles. All policies listed above, except professional liability, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis. The Architect shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better and authorized to do business in the State of Minnesota.

§ 2.6.10 If the Architect fails to provide the specified insurance, then the Architect will defend, indemnify, and hold harmless the Owner and the Owner's officials, agents and employees from any loss, claim, liability, and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. This indemnity applies only to the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of the Architect, its subcontractors, agents, employees or delegates.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall be entitled to reasonably rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit, for the Construction Manager's review and the Owner's approval, a schedule for the performance of the Architect's services. The schedule shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the Construction Manager's review, for the performance of the Construction Manager's Preconstruction Phase services, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services. The Architect shall review and approve, or take other appropriate action upon, the portion of the Project schedule relating to the performance of the Architect's services.

§ 3.1.5 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming work, made or given without the Architect's written approval.

§ 3.1.6 The Architect shall, in coordination with the Construction Manager, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall ~~respond to assure~~ that applicable design requirements imposed by those authorities and entities are incorporated in the Work.

§ 3.1.7 The Architect shall assist the Owner and Construction Manager in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.8 Prior to the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, or the Owner's approval of the Construction Manager's Control Estimate, as applicable, the Architect shall consider the Construction Manager's requests for substitutions and, upon written request of the Construction Manager, provide clarification or interpretations pertaining to the Drawings, Specifications, and other documents submitted by the Architect. The Architect and Construction Manager shall include the Owner in communications related to substitution requests, clarifications, and interpretations.

§ 3.1.9 The Architect shall assist the Owner in the evaluation of the qualifications of entities providing bids or proposals.

§ 3.2 Review of the Construction Manager's Guaranteed Maximum Price Proposal or Control Estimate

§ 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare, for review by the Owner and Architect, and for the Owner's acceptance or approval, a Guaranteed Maximum Price proposal or Control Estimate. The Architect shall assist the Owner in reviewing the Construction Manager's proposal or estimate. The Architect's review is not for the purpose of discovering errors, omissions, or inconsistencies; for the assumption of any responsibility for the Construction Manager's proposed means, methods, sequences, techniques, or procedures; or for the verification of any estimates of cost or estimated cost proposals. In the event that the Architect discovers any inconsistencies or inaccuracies in the information presented, the Architect shall promptly notify the Owner and Construction Manager.

§ 3.2.2 Upon authorization by the Owner, and subject to Section 4.2.1.14, the Architect shall update the Drawings, Specifications, and other documents to incorporate the agreed upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment or Control Estimate.

§ 3.3 Schematic Design Phase Services

§ 3.3.1 The Architect shall review the program, and other information furnished by the Owner and Construction Manager, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.3.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner in writing of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.3.3 The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project and confirm the same in writing with the Owner.

§ 3.3.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.3.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for Construction Manager's review and the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.3.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.

§ 3.3.5.2 The Architect shall consider with the Owner and the Construction Manager the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.3.6 The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Schematic Design Documents.

§ 3.3.7 Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

§ 3.3.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, subject to written disclaimer or qualification from the Owner as to accuracy, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

§ 3.4 Design Development Phase Services

§ 3.4.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Construction Manager's review and the Owner's approval. The Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.4.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Design Development Documents.

§ 3.4.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

§ 3.5 Construction Documents Phase Services

§ 3.5.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Construction Manager's review and the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Construction Manager will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.5.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.5.3 During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner and Construction Manager in the development and preparation of (1) the Conditions of the Contract for Construction (General, Supplementary and other Conditions); ~~and~~ (2) a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include sample forms; and (3) review of the scopes of Work prepared by the

Construction Manager to provide comments on potential omissions or overlap.

§ 3.5.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Construction Documents.

§ 3.5.5 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7, and request the Owner's approval of the Construction Documents.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Construction Manager as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Construction Manager modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

§ 3.6.1.2 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Owner's approval of the Construction Manager's Control Estimate, or by a written agreement between the Owner and Construction Manager which sets forth a description of the Work to be performed by the Construction Manager prior to such acceptance or approval. Subject to Section 4.2, and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.1.3 The Architect shall advise and consult with the Owner and Construction Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work. ~~nor shall~~ Subject to the requirements of Sections 2.2 and 3.6.2.1, the Architect shall not be responsible for the Construction Manager's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Construction Manager or of any other persons or entities performing portions of the Work.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner and Construction Manager reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Construction Manager, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Construction Manager, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Construction Manager. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Construction Manager, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Construction Manager designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims ~~between the Owner and by~~ the Construction Manager as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Construction Manager

§ 3.6.3.1 The Architect shall review and certify the amounts due the Construction Manager and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Construction Manager's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Construction Manager is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Construction Manager's right to payment, or (4) ascertained how or for what purpose the Construction Manager has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Construction Manager's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Construction Manager's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Construction Manager's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Construction Manager to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Construction Manager's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications

in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Construction Manager in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Construction Manager; and
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to (1) check conformance of the Work with the requirements of the Contract Documents and (2) verify the accuracy and completeness of the list submitted by the Construction Manager of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Construction Manager, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Construction Manager: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Construction Manager under the Contract Documents.

§ 3.6.6.5 ~~Upon request of the Owner, and prior~~Prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Assistance with Selection of Construction Manager	Owner
§ 4.1.1.2 Programming	
§ 4.1.1.3 Multiple Preliminary Designs	
§ 4.1.1.4 Measured drawings	
§ 4.1.1.5 Existing facilities surveys	
§ 4.1.1.6 Site evaluation and planning	
§ 4.1.1.7 Building Information Model management responsibilities	
§ 4.1.1.8 Development of Building Information Models for post construction use	
§ 4.1.1.9 Civil engineering	Architect's Basic Services
§ 4.1.1.10 Landscape design	Architect's Basic Services
§ 4.1.1.11 Architectural interior design	
§ 4.1.1.12 Value analysis	
§ 4.1.1.13 Cost estimating	Owner
§ 4.1.1.14 On-site project representation	
§ 4.1.1.15 Conformed documents for construction	
§ 4.1.1.16 As-designed record drawings	
§ 4.1.1.17 As-constructed record drawings	
§ 4.1.1.18 Post-occupancy evaluation	
§ 4.1.1.19 Facility support services	
§ 4.1.1.20 Tenant-related services	
§ 4.1.1.21 Architect's coordination of the Owner's consultants	
§ 4.1.1.22 Telecommunications/data design	
§ 4.1.1.23 Security evaluation and planning	
§ 4.1.1.24 Commissioning	
§ 4.1.1.25 Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.26 Historic preservation	
§ 4.1.1.27 Furniture, furnishings, and equipment design	
§ 4.1.1.28 Other services provided by specialty Consultants	
§ 4.1.1.29 Other Supplemental Services	

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the

exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or bid packages in addition to those listed in Section 1.1.6;
- .2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work, Guaranteed Maximum Price proposal, or Control Estimate exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes, or equipment;
- .3 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- ~~.4 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;~~
- .5 ~~4~~ Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- ~~.6 5~~ Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner- authorized recipients;
- ~~.7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner or Construction Manager;~~
- ~~.8 6~~ Preparation for, and attendance at, ~~a more than four (4)~~ public presentations, meetings or hearings;
- ~~.9 7~~ Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- ~~.10 8~~ Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- ~~.11 9~~ Assistance to the Initial Decision Maker, if other than the Architect;
- ~~.12 10~~ Services necessitated by replacement of the Construction Manager or conversion of the Construction Manager as constructor project delivery method to an alternative project delivery method;
- ~~.13 11~~ Services necessitated by the Owner's delay in engaging the Construction Manager;
- ~~.14 Making revisions to the Drawings, Specifications, and other documents resulting from agreed upon assumptions and clarifications included in the Guaranteed Maximum Price Amendment or Control Estimate; and~~
- ~~.15 Making revisions to the Drawings, Specifications, and other documents resulting from substitutions included in the Guaranteed Maximum Price Amendment or Control Estimate.~~

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner in writing with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt

written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice:

- .1 Reviewing a Construction Manager's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Construction Manager's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Construction Manager from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Construction Manager-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of the Construction Manager's proposals and supporting data, or the preparation or revision of Instruments of Service, except that the Architect's Basic Services shall include preparing Change Orders or Constructive Change Directives when the need therefor arises from the Architect's error or omission;
- .4 Evaluating ~~an extensive number of~~ more than five (5) Claims as the Initial Decision Maker; or
- .5 Evaluating substitutions proposed by the Owner or Construction Manager and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Construction Manager
- .2 Weekly (1) visits to the site by the Architect during construction
- .3 Four (4) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Four (4) inspections for any portion of the Work to determine final completion

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within thirty-six (36) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties, and responsibilities as described in the agreement selected in Section 1.1.5.

§ 5.3 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect and Construction Manager. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Construction Manager to remove and replace previously installed Work. If the Owner selects

accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall identify a representative authorized to act on the Owner's behalf only with respect to ~~the Project.~~ specific matters delegated to the representative in writing by the Owner's Council. In no event shall the Owner's representative have authority to agree to any adjustments in the Contract Sum or Contract Time, unless expressly authorized to do so in writing by the Owner's Council. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.5 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark. Owner shall provide utility location information in its possession but makes no representation as to the accuracy of utility location information unless operated by Owner, and the Architect shall be responsible to confirm the accuracy of utility locations.

§ 5.6 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.7 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 5.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.10 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.12 The Owner shall provide prompt written notice to the Architect and Construction Manager if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.13 The Owner shall include the Architect in all communications with the Construction Manager that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Construction Manager otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.14 ~~The Owner shall coordinate the Architect's duties and responsibilities set forth in the Agreement between the Owner and the Construction Manager with the Architect's services set forth in this Agreement.~~ The Owner shall provide the Architect a copy of the executed agreement between the Owner and Construction Manager, including the General Conditions of the

Contract for Construction.

§ 5.15 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Construction Manager to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.16 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Construction Manager's general conditions costs, overhead, and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the compensation of the Construction Manager for Preconstruction Phase services; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in the Initial Information, and shall be adjusted throughout the Project as required under Sections 5.3 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates, or due to market conditions the Architect could not reasonably anticipate. The Architect may review the Construction Manager's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If ~~the Architect is providing cost estimating services as a Supplemental Service, and~~ a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work together to reconcile the cost estimates.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the Construction Manager's estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5;
- .3 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.3, the Architect, without additional compensation, shall incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by the Construction Manager's subsequent cost estimates, the Guaranteed Maximum Price proposal, or Control Estimate that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of

materials, finishes or equipment.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due, pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Construction Manager, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. ~~If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate. In the event of termination, the Owner's non-exclusive license to use the Instruments of Service shall be governed by Section 9.9.~~

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, ~~including the cost of defense~~, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, ~~but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.~~

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the Construction Manager, contractors, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its

employees and its consultants in the performance of professional services under this Agreement. ~~The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner under this Section 8.1.3 shall be limited to the available proceeds of the insurance coverage required by this Agreement.~~

~~§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.~~

§ 8.2 Mediation

~~§ 8.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution. Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation. Mediation is not a condition precedent to commencing litigation, but if litigation is commenced, the parties agree to mediate before any dispositive motions or trial.~~

~~§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

~~§ 8.2.3~~ 2 The parties shall share the mediator's fee ~~and any filing fees~~ equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

[☐] Arbitration pursuant to Section 8.3 of this Agreement

[☒] Litigation in a court of competent jurisdiction in Ramsey County, Minnesota

[☐] Other: (Specify)

~~If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.~~

§ 8.3 Arbitration

~~§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.~~

~~§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in~~

~~no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.~~

~~§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.4 Consolidation or Joinder~~

~~§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 ~~Except for amounts that are the subject of a good faith dispute, if~~ If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums ~~due that are not the subject of a good faith dispute~~ prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this

Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and reasonable, substantiated costs attributable to termination, ~~including the costs attributable to the Architect's termination of consultant agreements.~~

~~§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:~~

~~(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)~~

~~.1 Termination Fee:~~

~~_____~~

~~.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:~~

~~_____~~

~~§ 9.8.7~~ Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

~~§ 9.9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7. In the event of Termination, and upon payment to the Architect of all sums due that are not the subject of a good faith dispute, the Owner and its designated agents and consultants, shall have a non-exclusive license to use the Architect's, and its consultant's, Instruments of Service, documents, data, and records relating to the Project, in the condition they were in on the date of Termination, for the limited purpose of completing, operating, and maintaining the Project. The Architect's contracts with its consultants shall incorporate provisions whereby its consultants agree to be bound by the terms of this section. Upon request, the Architect and its consultants shall promptly furnish the Owner with legible copies of their Instruments of Service, documents, data, and records relating to the Project, and the Owner shall reimburse the Architect and its consultants for their reasonable copying and clerical expenses therefor.~~

ARTICLE 10 MISCELLANEOUS PROVISIONS

~~§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.~~

~~§ 10.2~~ Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction, as modified, except as modified in this Agreement. The term “Contractor” as used in A201–2017 shall mean the Construction Manager.

~~§ 10.3~~ The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

~~§ 10.4~~ If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

~~§ 10.5~~ Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third

party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 ~~If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement. All data applicable to this Agreement, including data regarded as trade secret by Architect, shall be governed by the Minnesota Government Data Practices Act ("MGDPA"), Minnesota Statutes, Chapter 13.~~

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, including but not limited to the MGDPA, or when required by an arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 Record Keeping—Availability and Retention

Pursuant to Minnesota Statutes, Section 16C.05, subd. 5, Architect agrees that the books, records, documents and accounting procedures and practices of Architect, that are relevant to the Contract or transaction, are subject to examination by the Owner and the state auditor for a minimum of six (6) years. Architect shall maintain such records for a minimum of six (6) years after final payment.

§ 10.11 Data Practices

Pursuant to Minnesota Statutes, Section 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by Architect in performing this contract is subject to the requirements of the Minnesota Government Data Practices Act ("MGDPA"), Minnesota Statutes Chapter 13, and Architect must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes, Section 13.08 apply to Architect. Architect does not have a duty to provide access to public data to the public if the public data are available from the Owner, except as required by the terms of this contract.

§ 10.12 Non-Discrimination

Pursuant to Minnesota Statutes, Section 181.59, the Architect will take affirmative action to ensure that applicants are selected, and that employees are treated during employment, without regard to their race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability or age. The Architect agrees to be bound by the provisions of Minnesota Statutes, Section 181.59, that prohibits certain discriminatory practices and the terms of said section are incorporated into this contract.

§ 10.13 Prompt Payment of Local Government Bills, Minn. Stat. § 471.425

All payments to the Architect shall be governed by the Prompt Payment of Local Government Bills, Minnesota Statutes, Section 471.425 (“Prompt Payment Act”), provided however that the interest rate for payment due but unpaid shall be four percent (4%) per annum.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1

Stipulated Sum
(Insert amount)
- .2

Percentage Basis
(Insert percentage value)

()

 % of the Owner’s budget for the Cost of the Work, as calculated in accordance with Section 11.6.
- .3

Other
(Describe the method of compensation)

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as follows:
(Insert amount of, or basis for computing, Architect’s consultants’ compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	percent (%)
Design Development Phase	percent (%)
Construction Documents Phase	percent (%)
Construction Phase	percent (%)
Total Basic Compensation	one hundred percent (100.00 %)

The Owner acknowledges that with an accelerated Project delivery, multiple bid package process, or Construction Manager as constructor project delivery method, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect’s consultants are set forth below. The rates shall be adjusted in accordance with the Architect’s and Architect’s consultants’ normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category	Rate (\$0.00)
----------------------	---------------

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance in writing by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner’s prior written approval, the Architect’s consultants’ expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect’s consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses ~~the compensation shall be the expenses incurred by the Architect and the Architect’s consultants plus _____ percent (_____ %) of the expenses incurred~~ the Architect shall be reimbursed for actual expenses incurred without any mark-up.

§ 11.9 Architect’s Insurance. If the types and limits of coverage required in Section 2.6 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.6, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty-five (35) days after the invoice in accordance with the Prompt Payment Act date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

4.00 % per annum

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, ~~or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.~~ The Owner's right, if any, to offset sums due the Architect shall be governed by applicable law, including but not limited to the Prompt Payment Act.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times. The Architect shall keep and maintain accurate documentation of all claimed reimbursable expenses in such a form that they may be independently audited.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B133™–2019, Standard Form Agreement Between Owner and Architect, Construction Manager as Constructor Edition, as modified
- .2 Building Information Modeling Exhibit, if completed:

- .3 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

[] AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as
Constructor Edition dated as indicated below.
(Insert the date of the E234-2019 incorporated into this agreement.)

[] Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and
scopes of services identified as exhibits in Section 4.1.2.)

.4 Other documents:
(List other documents, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Dan Roe, Mayor

(Printed name and title)

MA Fischer

ARCHITECT (Signature)

Michael Fischer, AIA, LEED AP, Project Principal (MN #21584)

(Printed name, title, and license number, if required)

OWNER (Signature)

(Printed name and title) Pat Trudgeon, City
Manager



Services Provided

- Architecture
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Land Surveying
- Interior Design
- Landscape Architecture
- Historic Preservation
- Performance Metrics™

Locations

21 West Superior Street,
Suite 500
Duluth, MN 55802
218.727.8446

701 Washington Avenue North,
Suite 200
Minneapolis, MN 55401
612.338.2029

324 Garfield Street South,
Cambridge, MN 55008
763.689.4042

63 East Second Street,
Suite 150
Superior, WI 54880
725.392.2902



WE SHAPE THE VISION OF TOMORROW

At LHB, we approach challenges with curiosity and passion. We are committed to putting forth the best of ourselves and bringing out the best in each other to create a better tomorrow.

LHBCORP.COM



COVER: Minneapolis Public Works East Side Storage and Maintenance Facility, Minneapolis, MN

**PROPOSAL FOR ARCHITECTURAL/ENGINEERING SERVICES:
MAINTENANCE OPERATIONS CENTER AND LICENSE/PASSPORT CENTER &
DANCE STUDIO**



4201 CEDAR AVENUE SOUTH
MINNEAPOLIS, MN 55407
AUGUST 27, 2025

NICK JACKSON
JACKSON@HCMARCHITECTS.COM
612.904.1332

HCM ARCHITECTS

Date: August 27th, 2025
Attn: Jesse Freihammer, Public Works Director
City of Roseville
Address: 2660 Civic Center Drive Roseville, MN 55113

City of Roseville RFP: Proposal For ARCHITECTURAL/ENGINEERING SERVICES FOR THE MAINTENANCE OPERATIONS CENTER AND LICENSE/PASSPORT CENTER & DANCE STUDIO

HCM Architects and our Consultant Team are pleased to present this response to the City of Roseville's Request for Proposals (RFP) for professional services of the Maintenance Operations Center and License/Passport Center and Dance Studio (MOC & LPCDS). We understand that the city's overall goal is to develop a multi-phase plan to build out and expand the existing public works facility while constructing a new public-facing building while disrupting the day-to-day operations of either as little as possible. To accomplish this vision, a comprehensive and strategic design effort is required and our Design Team is excited for the opportunity to pursue this project!

The Design Team we have assembled is made up of consultants that we have worked with on numerous master plans, Public Works facilities, maintenance facilities and other institutional projects. We believe that this is the best team to deliver this project for the City of Roseville. Key members include:

- **Project Manager** – Nick Jackson, HCM: Day-to-day point person for all project communication and management
- **Principal & Managing Partner** – Matt Lysne, HCM: Oversees all phases of design and coordination with the city
- **Architectural Designer** – Bailey Buschke, HCM: BIM modeling, CAD drafting, and interior finishes selection
- **Civil Engineering** – Elan Design Lab
- **Landscape Architect** – Mend Collaborative
- **Structural Engineering** – MBJ Engineering
- **MEP Engineering** – Emanuelson-Podas
- **Fire Protection Engineering** – Coastwise Fireguard
- **Environmental Engineering** – Carlson McCain: Fuel Island design and engineering

HCM Architects has extensive experience working for many local government entities to design and construct buildings of a variety of construction types and scopes since our firm was founded in 1998. We have very strong working relationships with the cities of: Minneapolis, St. Paul, Plymouth, Woodbury, Arden Hills, Oakdale, White Bear Township, and many others. We truly enjoyed that we could work with these cities to make a difference in our local communities. We are an outstanding fit for this project and feel it would be a fantastic opportunity to build a relationship with the City of Roseville.

The following is our proposal for professional Architectural and Engineering Services. If you have any questions regarding this proposal, please don't hesitate to give us a call. Once again, we thank you for your consideration and giving us this opportunity to submit our proposal.

Sincerely,
Nick Jackson | AIA



jackson@hcmarchitects.com
612.904.1332
4201 Cedar Avenue South
Minneapolis, MN. 55407

Matthew D Lysne | AIA, NCARB



Bailey Buschke



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The team at HCM Architects



Consultant Background

Philosophy

HCM Architects is a 14-person Minnesota-based corporation, founded in 1998, that provides professional architectural planning and design services for corporate, institutional, and commercial projects. The firm stands on a foundation of common values, friendship, and a singular vision on how we want to practice architecture.

Provide creative ideas and exemplary service;
treat people well and good things will happen

With this simple philosophy, we have maintained a large volume of work— averaging 80–100 commissions per year—and have steady growth in staffing.

Workload and Schedule Capacity

HCM Architects has maintained a 40% public sector and 60% private sector mix of project type and structure in the last 10 years with annual construction cost volume of over \$75 million. We currently have 54 open projects. 50% of these projects are currently in construction administration and 50% are in design.

HCM is committed to leading this project from start to finish; we will not substitute Team Members from the persons listed in this proposal. HCM's leaders, as identified below, will provide direct and continuous service for all aspects of the project.

Consultant Team

The Design Team members identified in this proposal have been included not only for their individual skills but also for their attitude and approach to the design process. They have a fundamental understanding that their scope of work will be conducted in concert with the full Design Team and the Owner Project Core Team. HCM is currently working with many of the individuals listed and have collaborated with them, and their respective Firms, on numerous projects in the past. We believe that strong and long-standing working relationships between the Design Team members provides for a cohesive design process and a better end result for you, the Owner. HCM has a commitment from each consultant team member to provide all the staffing needed to support this important project for the City of Roseville.

Civil Engineering / Landscape Design:

Elan Design Lab (Civil Engineer) and **Mend Collaborative** (Landscape Architect) will provide detailed site and design / engineering, regulatory assessment and reviews related to watershed requirements, and landscape design. Their work will focus on site and building coordination, site grading, site design, stormwater management and applications to regulator agencies.

Structural Engineering:

Meyer Borgman Johnson (MBJ) will provide critical structural analysis and design / engineering for the Project. MBJ is a full service engineering firm that has been delivering their clients innovative, economical solutions since 1966. HCM and MBJ have worked together since 1998 on numerous projects.

MEP and Fire Protection Engineering:

Emanuelson Podas Engineers (EP) will provide the MEP design and engineering for the Project. EP is a mechanical and electrical consulting engineering firm with more than 50 years of experience and a long list of satisfied facility owners, architects, contractors, and firms. EP's staff has diverse experience across a broad range of building and municipal/industrial projects including government, healthcare, housing, correctional, educational, gaming, financial, public works, transportation, religious, and office facilities. Additionally, **Coastwise Fireguard** will provide the fire protection system design and engineering.

Environmental Engineering:

Carlson McCain, established in 1997, is a consulting firm specializing in civil and environmental engineering, and environmental services. Carlson McCain will provide engineering and design of the fuel island for this Project.



Design Approach

Shared Vision

Our “3-Step Process” is a proven, efficient tool for shaping a design direction that aligns with the specific goals and aspirations of the City of Roseville. It helps us gather input in a focused, collaborative way—ensuring the final design reflects a shared vision between the owner and our team.



01: DISCOVER WHAT MATTERS

It's your project—not ours. That's why we start by asking thoughtful questions, exploring opportunities, and listening closely to your insights. We work to deeply understand your needs, priorities, and what success looks like from your perspective. This foundation ensures the design process is guided by your vision from the very beginning.



02: CO-CREATE THE CONCEPT

Every project is unique—and with that comes the need for innovative, tailored solutions that leverages our experience. We present a curated range of design ideas and imagery to spark meaningful discussion and gather your feedback. Our open design process is built to simplify complex decisions, breaking them down into clear, manageable steps as we work together to discover the best solution for you.



03: VISION & DESIGN

We use your feedback to shape a clear project identity that reflects both your goals and the unique character of the project. This isn't just about aesthetics—it's about translating your goals into a design that feels right and functions seamlessly. Together, we review and refine the visual direction to ensure full alignment before moving into detailed design.

High Quality Documentation

We believe the foundation of every successful project lies in active listening, open communication, and precise documentation. From early programming to meeting notes and design narratives, every detail matters—and clarity is essential.

At HCM, we take pride in producing documentation that is complete, accurate, and easy to understand. This upfront diligence minimizes costly miscommunication and reduces risk throughout the project. Our commitment to clear, high-quality documentation is a defining strength of our firm—and a key reason clients trust us to deliver.



Project Manager



HCM Architects

Nick Jackson, AIA

Project Manager & Architect

Nick Jackson, of HCM Architects, will be the overall Project Manager of the Design Team for the entire duration of this project. He will be the point person for all project communication and coordination between the Design Team, the city of Roseville's Public Works Director, Jesse Freihammer, and the Construction Manager. Together, HCM and the City will collaborate with the Authorities Have Jurisdiction to ensure Project compliance with all regulatory requirements.

In addition to HCM's strong working knowledge of civic architecture, Nick has recently completed construction of the Anoka County Highway Department Coon Lake Shop. He will leverage this experience from this project in the design and construction administration of the City of Roseville's Maintenance Operations Center.

Relevant Experience: (* denotes open projects)

- Anoka County Highway Department Coon Lake | Columbus, MN
- City of Monticello Parks and Recreation Re-roof | Monticello, MN
- Stillwater Public Works Re-roof | Stillwater, MN
- St. Croix County Government Center Expansion | Hudson, WI
- MPRB Hiawatha Phase 1 Improvement | Minneapolis, MN
- Northwest Greenway Park & Ride Shelter | Plymouth, MN
- SpaceX BA-01 North Building Expansion Core and Shell | Barstrop, TX

Registration(s)

- Architect MN License #61843

Education

- Master of Architecture / Iowa State University
- Bachelor of Science Architecture / University of Minnesota

HCM's process for Quality Control of Project Documentation is rooted in highly detailed coordination with our Design Team consultants' scope of work. Our approach to Quality Assurance and Quality Control (QA/QC) is based on several key factors:

1. **Direct and Continuous Involvement** by the Design Team's Leadership Staff as active participants.
2. **Weekly Internal Design Team Meetings** will be conducted to review current project decisions. This ensures all team members are staying on schedule and current with their efforts. These meetings also ensure project communication is being distributed and understood, particularly in the event of potential scope modifications.
3. **State of the Art Technology** will be used by the Design Team to document your Project. We efficiently utilize the Autodesk Construction Cloud and BIM 360 for the transmission and coordination of information between design team members, visualization of designs through renderings, and production of drawings. We are quickly able to coordinate drawing updates or correct conflict areas, thus helping to reduce drawing errors and omissions across the disciplines.
4. **QA/QC Review of all Documents** will be an ongoing effort by HCM Architects' Project Manager, Dan Porwoll. He will actively review and coordinate HCM's drawings with the Design Team consultants' documents on a frequent basis in addition to the aforementioned Design Team meetings. The drawings will develop in unison with feedback and design direction from the Owner's Project Core Team; Dan will be the primary point person for communication back to the Design Team.
5. **Being a Partner with the Construction Manager** allows us to work through technical reviews for constructibility and real-time costing of materials and systems during the design and selection phases of the Project. During construction, we will work through site issues before they can become a costly problem.
6. **Full Project Team Review of 90% Construction Documents** ensures the Owner will fully understand what is being provided in the documents and allows the Design Team a comprehensive "final" review and coordination discussion. This sheet by sheet, full-page turn review allows for the final incorporation of Owner comments in the drawing set prior to bidding.



Key Personnel



HCM Architects

Registration(s)

- Architect MN License #44878

Education

- Master of Architecture & Urban Design / Syracuse University
- Bachelor of Architecture / North Dakota State University
- Bachelor of Environmental Design / North Dakota State University



HCM Architects

Education

- Master of Architecture / North Dakota State University
- Bachelor of Architecture / North Dakota State University

Affiliation(s)

- Member, American Institute of Architects (AIA), AIA MN Chapter

Matt Lysne, AIA

Principal & Managing Partner

Matt has over 30 years of professional experience working in many facets of architecture—from assessments to programming and design, to construction administration. Matt's attention to detail and in-depth knowledge helps him lead teams through programming and detailed design with a focus on coordinating consultants and complex teams.

Relevant Experience: (* denotes open projects)

- *City of Minneapolis*
 - *East Side Maintenance Facility*
 - *1809 Washington Maintenance Facility Safety Upgrades*
 - *Public Works Hiawatha Campus Master Planning*
 - *South Side Service Center Maintenance Facility Safety Upgrades*
- *Anoka County Highway Dept. Facility & Master Planning Study | Andover, MN*
- *City of Providence, Rhode Island, Consolidated PW Facility | Providence, RI*
- *City of Fridley Municipal Center & Public Work Campus Study | Fridley, MN*
- **Duluth Consolidated Maintenance Facility Predesign | Duluth, MN*
- **Oakdale Public Works | Oakdale, MN*

Bailey Buschke

Architectural Staff

Since joining the HCM team, Bailey has become a key contributor through her strong drafting abilities and quick technical skills. She supports project managers by attending client and consultant meetings, translating direction into accurate BIM models and clear construction documents. Bailey is adept at rapidly developing drawings, technical details, and coordinated BIM models that advance the project efficiently. She also brings expertise in final visualization through photo imaging and quick AI real-time modeling, allowing design solutions to be communicated clearly and effectively. Her responsiveness, attention to detail, and proficiency with design technology make her a reliable resource to both the project team and client.

Relevant Experience: (* denotes open projects)

- **Duluth Consolidated Maintenance Facility Predesign | Duluth, MN*
- **Oakdale Public Works | Oakdale, MN*
- *Xcel Fargo Service Center Master Plan | Fargo, ND*
- *Webber Park Library Office Remodel | Minneapolis, MN*
- *City of Crystal, Crystal Cove Aquatic Center | Crystal, MN*
- *Washington County Law Enforcement Center Cafeteria Remodel | Stillwater, MN*
- *Grand Prairie Park and Field Support Buildings | Lakeville, MN*



Key Personnel



Élan Design Lab

Registration(s)

- Licensed Engineer MN

Education

- Bachelor of Science Civil Engineering / Michigan Technological College
- Associate of Applied Science Interior Design / Art Institute International

Marcelle J. Weslock, PE, LEED AP

Principal & Managing Partner

As President of Élan Design Lab, Marcie Weslock is responsible for every aspect of the firm's business plan, technical design standards, design direction, staffing, and mentor to the engineers on the team. She brings almost 28 years of civil engineering experience working with a broad range of clients and projects including clients with numerous buildings with multiple stakeholders. Her qualifications as a civil engineer and interior designer combined with her project management skills gives Marcie a unique skill set that provides an eye for detail that connects the interior and exterior environments while promoting communication between a multi-faceted team.

Relevant Experience:

- Hennepin County Sheriff's Office PSS Headquarters | Plymouth, MN
- Hennepin County Medical Examiner Facility | Minnetonka, MN
- MCF Moose Lake Truck Gate Upgrade | Moose Lake, MN
- Dollar General Distribution Centers | Multiple Locations, WI, NE, AR, GA, OR, PA, KY, & TX
- Dollar General Fleet Maintenance Facility & Fuel Island | Multiple Locations, WI, NE, AR, GA, OR, PA, Ky, & TX
- First Responder Safety Training Facility (CM) | Lakeville, MN



Élan Design Lab

Education

- Bachelor of Science Bioproducts & Biosystems / University of Minnesota

Affiliation(s)

- FE Environmental Exam (Engineer in Training)
- Design of Construcion SWPPP Certification

Kally Haluptzok

Senior Hydrologist

Kally specializes in finding creative solutions for stormwater management challenges often associated with site development / redevelopment including multiple projects designed to meet the restrictive Minnesota Buildings, Benchmarks, and Beyond (B3) requirements. With an innate ability to navigate multiple agency requirements she excels at understanding the project's overall goals and drilling down into the detailed design to find an inventive solution.

In addition to hydrologic modeling software such as HydroCAD, MIDS, SHSAM and P8, Kally is well versed in Civil 3D and utilizes the software program to aid in grading, drainage, and utility design. Kally has exceptional organizational skills that have proven invaluable to the project team whether it is documentation on the drawings, stormwater management reports, or construction observation.

Relevant Experience:

- *Barnett Kia | Gem Lake, MN*
- *MNARNG Readiness Center | New Ulm, MN*
- *Westonka Library Replacement | Mound, MN*
- *Dakota County Lebanon Hills Regional Park Maintenance Facility | Eagan, MN*
- *Rosecroft Apartments | Rosemount, MN*
- *MNARNG ACFT Field House | Arden Hills, MN*
- *MN DHS Miller Building Replacement | Anoka, MN*
- *Hennepin County Sheriff's Office Public Safety Service Headquarters Building | Plymouth, MN*





MBJ Engineering

Registration(s)

- Professional Engineer MN #47174

Education

- Bachelor of Civil Engineering / University of Minnesota

J.W. Murphy Curran, PE, SE

Principal-in-Charge

Murphy serves as Principal-in-Charge or Structural Engineer of Record with responsibilities of design direction and decision-making, structural team oversight, structural coordination with other disciplines, as well as budget and contract management. Murphy is experienced with all types of structural systems and materials and brings a highly creative approach to all his projects. With exceptional communication and organizational skills, he leads each project focusing on efficiency and constructibility while supporting the project's aesthetic elements. Murphy has a consistent role as a project principal with civic and operations facilities throughout Minnesota and beyond.

Relevant Experience:

- *City of Minneapolis East Side Maintenance, Storage, and Parking Facility | Minneapolis, MN*
- *City of Ramsey Public Works Facility | Ramsey, MN*
- *Hennepin County Medina Public Works Renovation, Medina, MN*
- *Lake Elmo City Center | Lake Elmo, MN*
- *Minnesota National Guard Field Maintenance Shop | New Ulm, MN*



MBJ Engineering

Registration(s)

- Professional Engineer MN #40856

Education

- Bachelor of Science Architectural Engineering / Milwaukee School of Engineering

Bob Chilson, PE

Project Manager

Throughout his over 28 years as a structural engineer, Bob has worked with a broad range of steel, masonry, concrete, and wood structural systems. As lead engineer, project manager, or structural engineer of record, Bob fills multiple roles at MBJ, with responsibilities that include design direction, structural team leadership, coordination across disciplines, client liaison, quality control, and process and standards development. Bob regularly leads municipal and operations center projects for MBJ as structural engineer of record.

Relevant Experience:

- *Lake Elmo City Center | Lake Elmo, MN*
- *Minnesota National Guard Field Maintenance Shop | New Ulm, MN*
- *MnDOT Clearwater Truck Station | Clearwater, MN*
- *MnDOT Jordan Truck Station | Jordan, MN*
- *Scott County Clearly Lake Regional Park Maintenance Building | Prior Lake, MN*



Braun Intertec

Registration(s)

- Professional Geologist MN #47350

Education

- Master of Science Hydrology / University of North Dakota

Mark Keefer, PG

Principal Geologist & Director

Mark is a licensed professional geologist who has been working in the environmental field since 2003, providing professional consulting services to private clients and state agencies. Mark's project experience includes large-scale project management; site characterization and corrective action; hydrogeologic investigations; Brownfield redevelopment; and remediation system design, implementation and maintenance. He has completed some of the largest brownfield redevelopment projects in the State of Minnesota including the Northern Stacks Development at a former super fund site, as well as performed environmental work at hundreds of other sites throughout the United States. Mark currently serves on the Minnesota Pollution Control Agency's (MPCA's) polyfluoroalkyl substances (PFAS) task force, helping to develop the MPCA's guidance on the investigation and remediation of PFAS impacts in Minnesota.

Relevant Experience:

- *Redevelopment of Former NIROP Superfund Site | Fridley, MN*
- *Brownfield Investigation and RAP Implementation | Fridley, MN*





Emanuelson-Podas

Registration(s)

- Professional Engineer MN #40918

Education

- Bachelor of Science Mechanical Engineering / South Dakota State University

Scott Vander Heiden, PE, LEED, AP BD+C

Mechanical Engineer & Managing Partner

Scott is a managing partner and registered mechanical engineer with 28 years of experience as a consulting engineer. He has extensive experience designing HVAC, plumbing, piping, fire protection, and building automation systems, as well as project management and construction administration expertise.

Relevant Experience:

- *Washington County Public Works Building | Stillwater, MN*
- *City of Minneapolis East Side Storage and Maintenance Facility | Minneapolis, MN*
- *Woodbury Public Works | Woodbury, MN*
- *Wright County Highway Maintenance Facility | Buffalo, MN*
- *Rosemount Public Works & Police | Rosemount, MN*
- *SMSC Public Works Maintenance Facility | Prior Lake, MN*
- *Oakdale Public Works | Oakdale, MN*



Emanuelson-Podas

Education

- College of Architecture / North Dakota State University

Brian Ringsven

Senior Mechanical Engineer & Associate

Brian Ringsven has been involved in the engineering field for more than 30 years. He has a diverse background which includes HVAC and plumbing design in the corporate and financial sectors, as well as with K-12 school facilities, churches, public works facilities, restaurants, tenant build-out projects, and sports/recreational facilities.

Relevant Experience:

- *Washington County North Public Works Building | Stillwater, MN*
- *City of Minneapolis East Side Storage and Maintenance Facility | Minneapolis, MN*
- *Woodbury Public Works | Woodbury, MN*
- *Wright County Highway Maintenance Facility | Buffalo, MN*
- *Oakdale Public Works | Oakdale, MN*



Emanuelson-Podas

Registration(s)

- Professional Engineer MN #64031

Education

- Bachelor of Science Mechanical Engineering / South Dakota School of Minds & Technology

Noah Oehlke, PE

Mechanical Engineer

Noah Oehlke is a mechanical engineer at Emanuelson-Podas with 5 years experience. He has experience in multiple industry sectors, including distribution warehouses, multifamily buildings, civic projects, and tenant improvement projects.

Relevant Experience:

- *Woodbury Public Works | Woodbury, MN*
- *MnDOT Clearwater Truck Station | Clearwater, MN*
- *MnDOT Jordan Truck Station | Jordan, MN*
- *Dakota County Maintenance Facility - Lebanon Hills | Eagan, MN*
- *Alexandria Light and Power | Alexandria, MN*
- *Chisago County Public Works Addition | Center City, MN*





Emanuelson-Podas

Education

- Electrical Construction Design & Management / Dunwoody Institute

Matt Beckett

Senior Electrical Designer & Associate

Matt has more than 23 years of experience designing electrical systems for the financial, education, fitness, civic, office, retail, and restaurant sectors. He is directly involved in all aspects of electrical design, including lighting, lighting control, power distribution, fire alarm, and telecommunications.

Relevant Experience:

- *Washington County North Public Works Building* | Stillwater, MN
- *City of Minneapolis East Side Storage and Maintenance Facility* | Minneapolis, MN
- *Woodbury Public Works* | Woodbury, MN
- *Wright County Highway Maintenance Facility* | Buffalo, MN
- *Rosemount Public Works & Police* | Rosemount, MN
- *SMSC Public Works Maintenance Facility* | Prior Lake, MN
- *Oakdale Public Works* | Oakdale, MN



Loucks

Education

- Electrical Construction Design & Management / Dunwoody Institute

John Krebs

Electrical Designer

John Krebs has been in the engineering industry for over 10 years and has extensive experience in electrical design with a deep background in construction. His experience extends across multiple project sectors, with particular depth in the civic / municipal sector, as well as in multifamily housing, education, and the large & small format retail.

Relevant Experience:

- *Washington County North Public Works Building* | Stillwater, MN
- *Washington County North Environmental Center* | Forest Lake, MN
- *City of Minneapolis East Side Storage and Maintenance Facility* | Minneapolis, MN
- *Woodbury Public Works* | Woodbury, MN
- *Wright County Highway Maintenance Facility* | Buffalo, MN
- *Oakdale Public Works* | Oakdale, MN



Larson Engineering

Registration(s)

- Professional Engineer MN #55404

Education

- Bachelor of Science Mechanical Engineering / South Dakota State University

Benjamin Bahr, PE, LEED, AP BD+C

Director of Sustainability & Mechanical Designer

Benjamin Bahr is a mechanical engineer with Emanuelson-Podas and has been in the AEC industry for over 10 years. Ben has an impressive mechanical expertise design background that extends across multiple industry sectors, including the housing, corporate, med-tech, education, healthcare, restaurant, retail, and service facility sectors.

Relevant Experience:

- *Higher Ground St. Paul (B3)* | St. Paul, MN
- *Newport R&E Center Building Addition (B3)* | Newport, MN
- *DEED Conway Center Park Renovation (B3)* | St. Paul, MN
- *City of Minneapolis East Side Storage and Maintenance Facility* | Minneapolis, MN
- *Lakewood Cemetery Welcome Center (Net Zero Design)* | Brooklyn Park, MN





Mend Collaborative

Registration(s)

- PLA License #59779

Education

- Bachelor of Environmental Design
- Master of Landscape Architecture

Sandy Meulners-Comstock, PLA

Founding Partner, Landscape Architect, Community Engagement Specialist

Sandy is passionate about applying her experience and skill toward projects that have positive and lasting impacts on communities and the environment. With part of her background coming from design/build, Sandy has a keen eye for details and how things come together, believing in applying sustainability-based practices to the built environment throughout all phases of construction.

Relevant Experience:

- *Folwell Park Implementation | Minneapolis, MN*
- *Minneapolis Farmer's Market | Minneapolis, MN*
- *Historic Water Tower Park | Elk River, MN*
- *Northside Greenway | Minneapolis, MN*
- *Quakertown Park | Denton, TX*
- *Firemen's Park and Chaska Curling Center | Chaska, MN*
- *Highland Bridge Mixed Use Development | St. Paul, MN*



Mend Collaborative

Education

- Bachelor of Environmental Design / University of Minnesota
- Master of Landscape Architecture / University of Minnesota

Olivia Halsne

Designer, Community Engagement Specialist

Olivia has a passion for projects that amplify community voices and their connections to place. She prioritizes getting to know new sites through community perspectives and voices, as well as on-site, tactile analysis such as photography, seasonal mapping, illustration, and sensory discovery. Curiosity and communication are the driving forces behind Olivia's design work, and she aims to keep her practice creative, engaging, and fun!

Relevant Experience:

- *Folwell Park Implementation | Minneapolis, MN*
- *Minneapolis Farmer's Market | Minneapolis, MN*
- *Historic Water Tower Park | Elk River, MN*
- *Northside Minneapolis Greenway | Minneapolis, MN*
- *FAIR Schoolyard | Crystal, MN*
- *River's Bend Park Improvements | Ramsey, MN*
- *Travis County Park System Plan | Travis County, TX*



Anoka County Highway Department, Andover, MN



Project Experience

HCM Architects has extensive experience with the programming, design, and construction administration of Public Works and civic projects, including maintenance facilities, municipal and county buildings, public safety facilities, and campus planning efforts. We have successfully partnered with Washington, Dakota, Anoka, Wright, McLeod, and Ramsey Counties, as well as the cities of Minneapolis, Woodbury, Andover, Oakdale, and Fridley, in addition to private clients such as Xcel Energy, Cummins Power Generation, Valspar, and Polaris. Our practice balances this 40% public and 60% private sector work, maintaining an average annual construction volume of over \$75 million.

Our design philosophy begins with a strong understanding of the site and the client's operational needs, engaging stakeholders early to identify priorities and create solutions that are functional, adaptable, and visually compelling. Each project responds directly to site characteristics, addresses budget realities, and incorporates sustainable design strategies. We emphasize minimizing environmental impact through life-cycle costing and cradle-to-grade analysis, ensuring projects move in a "green" direction while delivering long-term value. This holistic approach allows us to design facilities that reflect community identity, support long-term operations, and reduce overall project impact - all while providing environments that elevate the user experience.

Each building should have as little impact on the environment as possible. We have found that a design approach based on life-cycle costing and cradle-to-grave analysis will direct the project in the "green" direction. This approach helps the team (owners and architects) design a structure that will provide a superior environment and reduce the overall project impact on that same environment.

Public Works & Maintenance Facilities Project Experience

- 2025-Present: City of Duluth Public Works Maintenance Facility Predesign
- 2024-Present: Xcel Energy Dodge Center Service Center
- 2024-Present: Xcel Energy Onalaska Service Center
- 2023-Present: Providence, Rhode Island, Department of Public Works Facility Design
- 2023-2024: Wright Hennepin Electric Pole Yard Expansion
- 2023-2024: Anoka County Highway Department Coon Lake
- 2022-Present: Xcel Energy Chanhassen Service Center
- 2020-2024: City of Oakdale Public Works Full Design
- 2019-2020: City of Bloomington Public Works, Fleet Services Master Planning Study
- 2016-2021: City of Minneapolis East Side Storage and Maintenance Facility *
- 2021-222: Washington County Public Works South Shop Master Planning
- 2016-2020: City of Woodbury Public Works Master Planning & Design*
- 2019: Anoka County Public Works - Phase 2, Master Planning Study
- 2018-2019: Ramsey County Public Works Feasibility Study
- 2017: Hennepin County Medina Public Works Study
- 2013-2016: Wright County Highway Department Master Planning & Facility Design
- 2015-2016: City of Andover Municipal Campus and Public Works Facility Master Planning
- 2015: Chisago County Public Works, Cold Storage Seasonal Equipment Bldg.

* See attached project sheets



Experience in License/Passport Center and Dance Studio Design

HCM Architects has a extensive expertise working with local governments to design administrative buildings at both the city and county level. These vary in purpose from libraries to park trailhead buildings to police departments. We believe that this experience will translate successfully into designing the License/Passport Center as this type of building has very different needs than a public works facility with one of the hardest challenges being how to navigate the interplay between public and private spaces. HCM has experience creating spaces that both allow for transparency between the government and public while keeping confidential information secure. All of this is done while still designing a pleasant and inviting space.

We also believe that our experience in designing group spaces for both the public and private sectors will allow us to design an effective space for the dance studio. We have done both renovations and new building designs for breweries and restaurants as well as fitness facilities for law enforcement departments. The intersection between these unique building archetypes should make for an ideal framework for us to build upon for the dance studio design.

Experience with Construction Management

Additionally, HCM Architects has worked successfully with Construction Management (CM) Firms to deliver quality projects for public and private sector clients. We understand that our office and consultants need to work with the Owner and the Construction Management Team as an integrated Project Team to allow work to flow smoothly and efficiently with the ultimate goal of delivering a Project that exceeds the Owner’s expectations, is within budget, and on schedule.

A detailed listing of Public Works and Construction Manager led projects completed by HCM Architects within the last 10 years is noted below; during the past ten (10) years, we have been continuously working on a Public Works project in our office. This wealth of experience provides us the necessary know-how to provide The City of Roseville with the services required for this new Maintenance Operations Center.

(Note: A comprehensive list of Public Works project experience can be provided upon request.)



Year	Project	Construction Manager
2024 - Present	Xcel Energy Onalaska Service Center	Knutson Construction
2024 - Present	Xcel Energy Dodge Center Service Center	Market & Johnson
2023 - Present	City of Providence, RI Public Works Facility Design	Downes Construction
2023 - Present	City of Oakdale Public Works Facility	Kraus-Anderson
2022 - Present	Xcel Energy Chanhassen Service Center	Knutson Construction
2023-2024	Anoka County Highway Department Coon Lake	ICS
2021	Washington County Southern Environmental Center	Kraus-Anderson
2020	City of Minneapolis East Side Storage and Maintenance	Kraus-Anderson
2017	Anoka County Par Rice Creek Maintenance Facility	Kraus-Anderson
2017	Wright County Highway Department Facility	Kraus-Anderson
2017	City of Woodbury Public Works Facility	RJM
2015	Washington County Fuel Island Upgrades (5 Sites)	Kraus-Anderson



St. Croix County

Government Center Expansion & Renovations

Year Completed:

- 2025

Location:

- Hudson, WI

Client:

- St. Croix County

Square Footage / Cost:

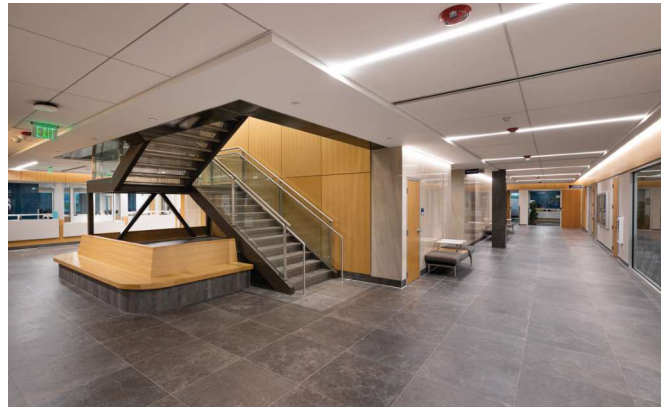
- 142,000 SF Addition +
- 166,000 SF Renovation
- 308,000 SF | \$68M

Project Contact:

- Kris Bos
Assistant Facilities Director
St. Croix County - Facilities
715-245-1749

HCM Architects completed a master planning study that focused on a phased approach for long-term growth (30 years). The project included needs analysis for multiple government divisions resulting in a full renovation and building expansion design that provides more space for current and new services at one centralized facility. The St. Croix County Sheriff and City of Hudson Police Department, for example, have been brought together into this facility; the design of their departments use a significant amount of shared spaces between the two agencies including state of the art evidence labs and training rooms.

The project construction included space for multiple government departments to be housed in one building as well as a secure parking structure for the law enforcement officers and judicial staff. The existing building was renovated to double the total number of court rooms and expand judicial office space while modernizing the finishes and technology within existing court rooms. This project called for a phased approach as the city required the building to be in operation as construction was underway. The expansions were constructed first then services were moved from the original building into the expansions and finally the original building was renovated to align with current county needs.



City of Woodbury

Front Lobby & City Hall Renovations

Year Completed:

- 2021

Location:

- Woodbury, MN

Client:

- City of Woodbury

Square Footage / Cost:

- 43,000 SF | \$2.3M

Project Contact:

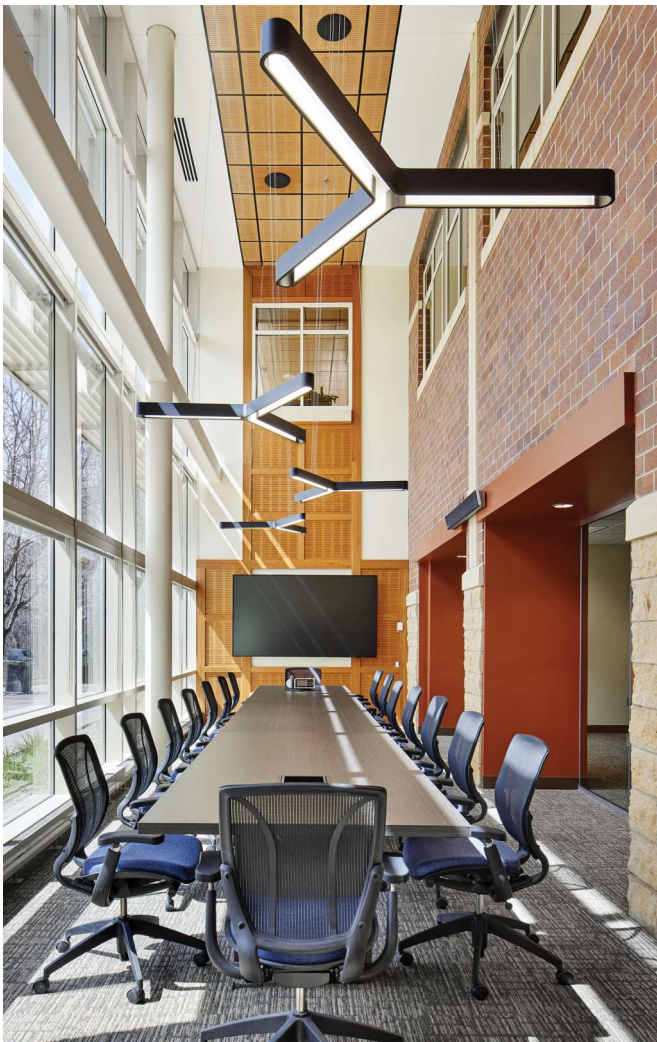
- Teresa Keller
Senior Engineering Project
Coordinator
651-714-3593

HCM Architects developed a City Hall master planning study and provided subsequent design services to address three primary concerns at the existing City Hall: security enhancement, customer service, and spatial efficiency.

The master plan, which proposed a reorganized lobby, front desk, and internal staff spaces, was prepared in the midst of the Covid-19 pandemic. The city received federal CARES Act funding to complete subsequent construction.

The project included a new, secure, centralized, service counter. Three secure access doors were added at the first and second floor lobby to control building circulation. Public conference rooms were relocated and accessed from the lobby only. This allowed for a flexible reorganization of staff-only spaces during the pandemic.

Project construction was delivered via construction manager services that implemented a method of pre-negotiated materials and labor through Sourcewell Cooperative Purchasing. This enabled the project to meet a very tight schedule.



East Side Maintenance Facility

- 2020



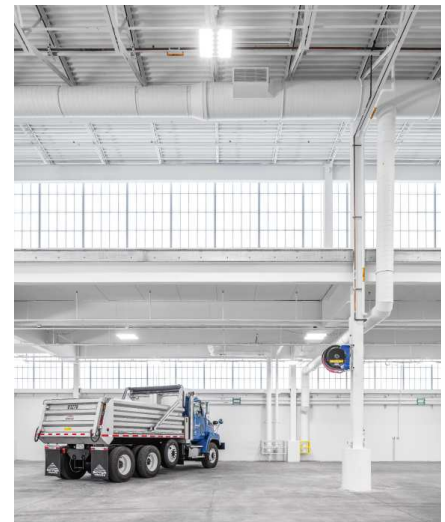
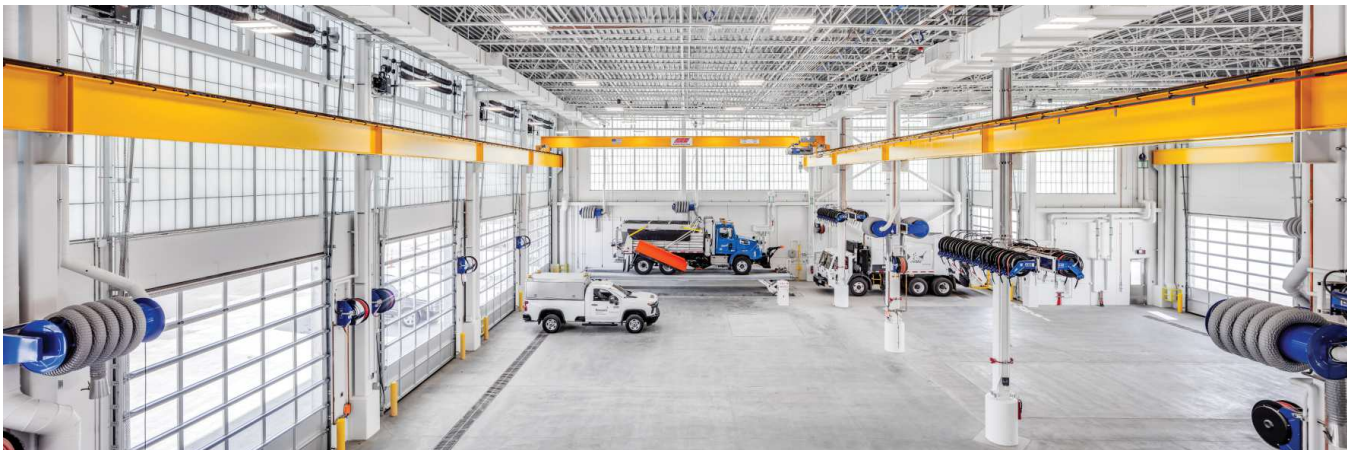
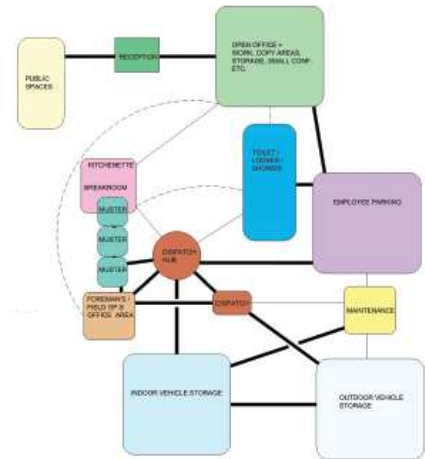
- Minneapolis, MN

- City of Minneapolis

- 205,000 SF / \$34M

- Chris Backes
Project Manager
City of Minneapolis Finance &
Property Services
612-673-3774

systems resulted in a highly efficient facility that has had a positive impact on the neighborhood and will serve the city for many years to come.



City of Oakdale

Public Works Master Planning & Project Design

Year Completed:

- 2023 - Current

Location:

- Oakdale, MN

Client:

- City of Oakdale

Square Footage / Cost:

- 72,500 SF / \$32M

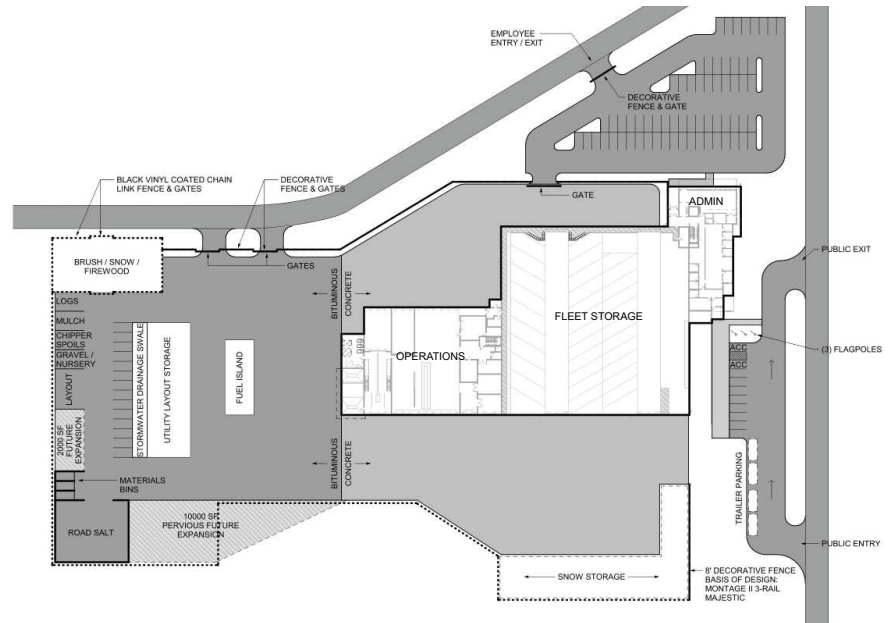
Project Contact:

- Christina Volkers
City Administrator
City of Oakdale
612-889-9655



HCM Architects provided needs assessment, program verification, site master planning, and schematic design services for the city's existing public works facilities. The facility program was used to guide planning at a new site which had been identified during a previous needs assessment. That assessment determined that the existing public works site would not allow for the necessary expansion over time. Thus, a key focus early on was to make sure that the new site would fit current and future needs.

The subsequent schematic design concept provides efficient site circulation while improving overall site safety. Separate entries and creative approaches to massing help increase security while improving the public service experience for over-the-counter interactions. The facility has been designed to maximize flexibility—both in day-to-day operations and long-term additions. Although certification was not pursued, the building was designed to meet LEED Silver standards of sustainability.



City of Monticello

DMV Relocation

Year Completed:

- 2021

Client:

- City of Monticello

Square Footage / Cost:

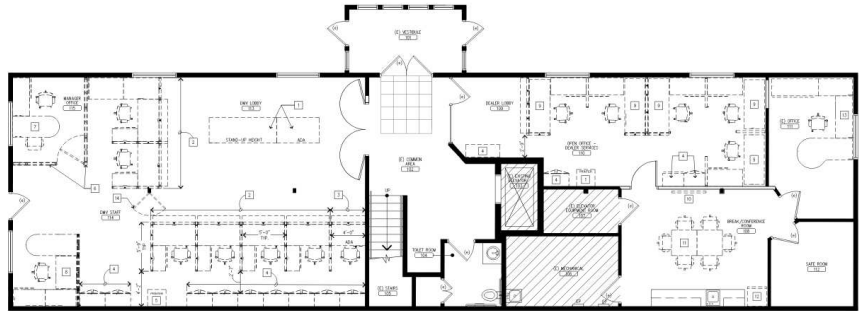
- 2,600 SF | \$315,000

Project Contact:

- Teresa Keller
Senior Engineering Project
Coordinator
651-714-3593



HCM collaborated with the City of Monticello to test fit & renovate a new office space for relocating the city's DMV Offices. Through coordination with the Owner's selected furniture vendor, HCM was able to design a more open plan with minimal hardwall construction to allow for future reconfigurations of service stations.



Xcel Energy

Multiple Service Centers

Year Completed:

- 2022 - Current

Location:

- Onalaska, WI
- Chanhassen, MN

Client:

- Xcel Energy

Square Footage / Cost:

- Onalaska - 165,000 SF /\$65M
- Chanhassen - 105,200 SF /\$55M



HCM has collaborated with Xcel Energy on a number of service centers over the past 3 years. HCM has provided services from site selection and master planning through construction administration. HCM has used successfully worked with a CMaR to deliver these Xcel Service Centers.



References

Chris Backes

Senior Project Manager
City of Minneapolis, MN
612-315-4860
Chris.Back@minneapolismn.gov

Christina Volkers

City Administrator
City of Oakdale, MN
651-730-2705
chris.volkers@oakdalemn.gov

Chad Wollak

Xcel Energy Director - Facilities
Minneapolis, MN
612-330-6673
chad.t.wollak@xcelenergy.com

Kris Bos

Assistant Facilities Director
St. Croix County
715-245-1749
kris.bos@sccwi.gov

Don Theisen

Owner's Rep
(Retired Director, Washington County PW)
651-315-4860
dontconsult@gmail.com

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Senior Engineering Project Coordinator
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651-714-3593
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Dustin Phillips

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Gerald Covell

Planning Design Construction Manager
Anoka County
763-323-5393
gerald.covell@co.anoka.mn.us



Xcel Energy Service Center, Onalaska WI | HCM Architects

Detailed Work Plan & Schedule

Project Understanding

The existing Roseville Maintenance Operations Center (MOC) was constructed in multiple stages, the original garage was built in 1960 and the newest addition completed in 2003, since then the needs of the city have outgrown the capacity of the existing facility. The City of Roseville completed a Maintenance Facility Needs Analysis in 2017 and a 2021 City Campus Master Plan to determine the requirements for a new MOC. These studies uncovered numerous challenges with the existing building which includes failing exterior envelope and limited space for both vehicles and staff. We understand that the city's goal is to upgrade and expand the existing MOC by demolishing the city-owned shops north of Woodhill Drive and building an extension of the MOC on this plot of land as well as building up the existing Operations Center site. This project is a multi-phase effort that will involve relocating the city-owned License & Passport Center and attached Dance Studio (LPCDS) and extending the current MOC to fully utilize both its current site as well as the site of the current city-owned shops.

It is also understood that the City is placing emphasis on the following project objectives and goals for the design process for the MOC and LPCDS.

- **Revisit the 2025 City Campus Master Plan.** HCM will review the 2025 master plan, specifically the space needs programming and layouts, documenting updates and making revisions based on new developments made in the last four years.
- **The existing Operations Center and shops are to remain operational through construction.** HCM will coordinate through the design and construction phases around the existing facility to limit disruptive impacts to typical operations. Following the completion of the new buildings in each phase, demolition of the existing buildings will occur.
- **The City intends to use MN B3 as an alternate option.** HCM and our Design Team have significant experience with MN B3 projects and will use these benchmarks to design as an alternate. However, if the City receives state funding, the design team will provide a full B3 design. See the fee sheet alternates section for additional information.
- **The City's anticipated construction budget for the MOC is \$48,000,000 and \$11,000,000 for the LPCDS.** HCM acknowledges the project construction budget and will work hand in hand with key stakeholders to prioritize needs, identify efficiencies, and offer smart alternates. Additionally, we will assist the Construction Manager in updating cost estimates at the completion of each major design package milestone to help stay on track and on budget.

Project Approach

Our firm's philosophy is intentionally simple: *provide creative ideas and exemplary service; treat people well and good things will happen.* We have great working relationships with numerous local public works departments and our strong knowledge of civic architecture along with prior work experience lays the groundwork for what is sure to be another successful project.

We believe the foundation of every successful project begins with a conversation. Regardless of size or complexity, we start by listening—closely. We ask thoughtful questions, dive deep into your goals, and work to truly understand your needs, constraints, and long-term vision. Our design process is collaborative, creative, and grounded in real-world understanding. We combine function and form, balancing innovation with practicality to deliver spaces that perform as beautifully as they look. HCM is committed to delivering a resilient, user-friendly, and environmentally responsible facility that aligns with the City's priorities.

To deliver on this commitment, we leverage industry-leading BIM tools such as Revit, ArcoI, CAD, ACC, and Navisworks, and require our consultants to do the same. This technology-forward approach enhances coordination across disciplines, streamlines collaboration with stakeholders, and improves accuracy from programming through construction. By integrating these tools with our collaborative design process, we create a transparent, efficient, and flexible workflow that supports the City of Roseville's project objectives and elevates the overall design and construction experience.



1A: Data Collection and Space Needs Programming

Note: Task 1A & 1B are to be concurrent

The primary focus of this phase is to assess the previous City Campus Master Plan, conduct site tours of surrounding Public Works facilities, license/passport center, and dance studios, and facilitate interviews with user groups to develop an updated Space Needs Program that reflects the current and future needs of the City.

Key Tasks:

- HCM to lead the initial kick-off meeting to establish overall project goals and objectives with City's PMT
- Introduce overall Project Team that will be involved continuously through the duration of the project
- Conduct a minimum of three (3) site tours of existing similar facilities
- Review project background information including but not limited to previous Space Needs and Master Planning efforts (2017-2025), site planning surveys, environmental site assessments, geotechnical evaluation materials, and City guidelines/standards
- Coordinate interviews and distribute questionnaires to Public Works: Maintenance and Engineering and Parks & Recreation: Maintenance and Seasonal Recreation Staff
- HCM and Elan will investigate all pertinent building codes, zoning requirements, safety regulations, environmental permitting and more to be considered for this project

Deliverables:

- Agendas and meeting minutes
- Office Area Space Needs Analysis
- Summary report of existing facility tour findings
- Geotechnical surveys and reports
- Phase 1 Environmental Assessment
- Initial cost estimate by CMar

1B: Concept Design

Note: Task 1A & 1B are to be concurrent

This next step of the design process evaluates the data and programming information collected during the first phase and formulate layout options for the overall County campus, including the Maintenance Operations Center, License/Passport Center and Dance Studio, and other ancillary site features.

Key Tasks:

- HCM to lead weekly design coordination meetings with the City's Project Manager and Design Team Consultants
- HCM to lead monthly design progress meetings with City Project Management Team
- Final layout of LPCDS including Veterans Park improvement opportunities and proposed lot line adjustments
- Revised concept layout of MOC south of Woodhill Drive
- Final layout of MOC yard north of Woodhill Drive
- Confirmed office/staff area needs for the MOC
- Determine feasible location of stormwater features
- Coordinate a conceptual phasing plan to ensure continuity of operations as well as a bid package schedule with the CMar
- Final Presentation of concept design to City Project Management Team
- (1) Cost estimate review meeting with CMar
- HCM and Mend to lead (2) neighborhood engagement events - see proposed project schedule for tentative date recommendations

Deliverables:

- Agendas and meeting minutes
- Concept Design package that includes: conceptual site plan, MOC yard, MOC & LPCDS building plans, and structural/MEP narratives
- Conceptual phasing plan and bid package schedule
- Survey Parcel Sketch with revised property lines
- Updated cost estimate by CMar



02

Schematic Design

The Schematic Design phase is essential for aligning the project's functional, operational, sustainable, and aesthetic goals into a cohesive vision. Building on the outcomes of the programming and concept phases, HCM and the design team will work closely with the City to finalize the Project's scale and relationships.

Key Tasks:

- HCM to lead weekly design coordination meetings with the City's Project Manager and Design Team
- HCM to lead monthly design progress meetings with City Project Management Team
- Initial iterations of exterior footprint(s) and building layouts
- Initial iterations of exterior building forms via 3D massing models, elevations, and site fly-throughs
- Elan to provide initial iterations of roadway/parking/yard layouts extending to existing roadways
- Initial stormwater management planning per Rice Creek Watershed District & City Requirements
- Braun Intertec to perform geotechnical evaluation
- Presentation of Schematic Design package to the County Project Management Team and City Council
- Assist the Construction Manager with updating the Project Budget for the Schematic Design package
- HCM & Mend Collaborative to lead (1) neighborhood engagement event - see proposed schedule for tentative date recommendations

Deliverables:

- Agendas and meeting minutes
- Schematic Design package to include: building floor plans with wall types, reflected ceiling plans, exterior elevations with materials, civil plans & yard layouts, landscape plans, structural plans, and 3D conceptual imagery
- Geotechnical report
- Tree inventory report
- Distribute package to Construction Manager for cost estimating

03

Design Development

Following the approval of the Final Schematic Design, the Design Development phase focuses on refining forms into a cohesive, buildable solution. During this phase, the design team will advance architectural, structural, civil, landscape, and MEP systems with increasing specificity, while continuing close collaboration with the City and user groups.

Key Tasks:

- HCM to lead weekly design coordination meetings with the City's Project Manager and Design Team
- HCM to lead monthly design progress meetings with the City's Project Management Team
- Refine the building plans and exterior forms, materials, and finishes
- Refine 3D modeling of building forms for imagery and design team coordination
- Emanuelson-Podas to define MEP systems design
- Selection of energy performance path for energy code compliance of buildings
- Attend a project introduction meeting with the City of Roseville Building Official and the City Planner to identify any potential issues and define the permitting review process/schedule
- Attend City of Roseville Development Review Committee meeting
- Presentation of Final Design Development package to City Council
- Assist the Construction Manager with updating the Project Budget for the Design Development package

Deliverables:

- Agendas and meeting minutes
- Design Development package (drawings & outline specifications) to include: building construction floor plans, exterior elevations, interior elevations, reflected ceiling plans, door & glazing types, civil plans & yard layouts, landscape plans, structural plans, MEP plans, and 3D conceptual imagery
- 3D image model of the entire facility depicting site and building design
- Water Supply Flow Test Report
- Distribute package to Construction Manager for updated cost estimating



04

Construction Documents

This final design phase focuses on attention to detail and clarity of production. Our team will fully develop the design into a comprehensive set of drawings and specifications that clearly define the scope and technical requirements of the project. Throughout this phase, our team will act as an extension of the City, representing your interests with the goal of delivering a clear and coordinated set of documents that supports a smooth transition into construction.

Key Tasks:

- *HCM to lead weekly design coordination meetings with the City's Project Manager and Design Team*
- *HCM to lead monthly design progress meetings with City Project Management Team*
- *Provide the City Project Management Team with 75% and 90% progress check sets for review*
- *HCM to lead 90% page turn meeting with the City Project Management Team*
- *Prepare final specifications, contract documents, and technical details*
- *Documentation of project alternates as needed for budget alignment*
- *Final coordination meeting with Authorities Having Jurisdiction*
- *Coordinate Construction Manager Work Scope definition review meeting*
- *Coordinate City of Roseville City Council plan review meeting*
- *Conduct door hardware reviews with the City Project Management Team representatives*

Deliverables:

- *100% Construction Documents package: final drawings and specifications*
- *Bid-ready documents (drawings, project manual, contracts)*
- *Distribute 75% and 90% progress sets to Construction Manager for scope budget checks*
- *City Council presentation on Final Design*

05

Bidding Assistance and Permitting Assistance

We will play an active role in supporting the City and Construction Manager through the bidding and permitting processes. We take this role seriously and work for consistency in our clarification of base bid drawings and specifications to enable strong and realistic submissions.

Key Tasks:

- *Participate in pre-bid meetings and bid opening meeting*
- *Respond to bidder questions, substitution requests, etc. and prepare addenda as needed*
- *Attend coordination meetings with City and Construction Manager to confirm submission requirements and responsibilities*

Deliverables:

- *Issue addenda and/or PR for change of work documentation*
- *Submit applications and documentation to AHJ as needed*
- *Prepare response documentation to plan reviews and permitting processes*



06

Construction Administration

HCM Architects works to design and complete projects that exhibit quality and aesthetic cohesion from beginning to end. Our consistent and continuous involvement through the duration of the construction administration phase is essential for confirming that the intent of the design work is fulfilled through the construction performance. This is an important commitment we make to our clients to ensure the building conforms and manifests the design as depicted in our documentation.

Key Tasks:

- Regularly visit the site at various phases of construction to observe progress
- Attend regular OAC meetings conducted by the Construction Manager
- Review and respond to submittals, shop drawings, and RFI's
- Issue ASI's and PR's as needed to document plan modifications
- Evaluate potential change orders and coordinate approval with City
- Review pay applications with Construction Manager on a monthly basis

Deliverables:

- Site reports, ASI's, RFI logs, submittal approvals
- Change order documentation
- Issue Certificates of Substantial / Final Completion

07

Project Close-Out

As the project comes to a close, HCM Architects remains intent on tracking any open, final items with the Construction Manager to ensure the turnover of the building is fluid and complete.

Key Tasks:

- Attend multiple site walk through Punch List meetings
- Review O&M manuals, warranties, and as-builts
- Design Team will conduct 11-month warranty inspection walk-through
- Provide AutoCAD and PDF format record drawings with field-verified markups

Deliverables:

- Punch lists (up to 2 thus)
- Project closeout package
- Warranty inspection report
- Record (CAD and PDF) drawing files

08

Neighborhood Engagement

HCM Architects appreciates the City's commitment to actively engage the community in the final design of the project, and plans to play an active role to gain feedback on the overall site design. Our engagement will be co-led with Mend Collaborative and we have outlined our proposed neighborhood engagement events during the following phases: Concept Design (2), Schematic Design (1), Design Development (1).

Key Tasks:

- Prepare meeting materials for the working group
- Lead engagement at three neighborhood meetings

Deliverables:

- Meeting presentation materials
- Meeting minutes and summaries



Proposed Schedule

	2025																		2026												2027												2028												2029								
City of Roseville MOC & LCDS Project Proposed Schedule	08.25.2025	09.01.2025	09.08.2025	09.15.2025	09.22.2025	09.29.2025	10.06.2025	10.13.2025	10.20.2025	10.27.2025	11.03.2025	11.10.2025	11.17.2025	11.24.2025	12.01.2025	12.08.2025	12.15.2025	12.22.2025	12.29.2025	01.05.2026	01.12.2026	01.19.2026	01.26.2026	02.02.2026	02.09.2026	02.16.2026	02.23.2026	03.02.2026	03.09.2026	03.16.2026	03.23.2026	03.30.2026	04.06.2026	04.13.2026	04.20.2026	04.27.2026	05.04.2026	05.11.2026	05.18.2026	05.25.2026	06.01.2026	06.08.2026	06.15.2026	06.22.2026	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January
	Consultant Selection					Programming/Concept Design							Schematic Design					Design Development					Construction Documents					Bidding			Construction																								Close Out								
Design Team Selection / Contracting																																																															
Neighborhood Engagement																																																															
Data Collection / Space Needs Program																																																															
Tree Survey																																																															
Geotechnical Borings																																																															
Site Survey																																																															
Geotechnical Report																																																															
Concept Design																																																															
Neighborhood Engagement																																																															
CMaR Cost Estimating																																																															
City Review																																																															
Schematic Design																																																															
Neighborhood Engagement																																																															
CMaR Cost Estimating																																																															
City Review																																																															
Design Development																																																															
Neighborhood Engagement																																																															
CMaR Cost Estimating																																																															
City Review																																																															
Construction Documents																																																															
75% CD Review																																																															
Construction Documents																																																															
90% CD Review																																																															
City Council Plan Review																																																															
Bidding & Permitting																																																															
Construction Administration																																																															
Project Close Out and Warranty																																																															

Consultant Fee Proposal

Our proposed professional fees are based on the breakdown of staff and hours. Our firm provides excellent value. **Based on our competitive rates and knowledgeable staff, you will receive more hours of our service for your fee.** Our fee is based on our experience, knowledge of the project, and effort in the construction administration phase to provide exceptional service and follow through. We do not simply apply a percentage to estimate our fees.

We propose to negotiate any addition or reduction in scope in good faith with our percentage of construction fee structure of 5% as a starting place for discussion. We will of course be an open book with the City of Roseville, providing you with whatever back up and breakdowns you may require.

HCM acknowledges receipt of four (4) addenda.

HCM Architects Total Team Fees:

Base Design Team Fee:	\$2,976,365.00
Reimbursables:	<u>\$16,000.00</u>
Total Fee Proposal:	\$2,992,365.00

Notes:

1. HCM is a CERT SBE and comprises approximately **50%** of our total design team fee.
2. Mend Collaborative (WBE) and Elan Design Lab (WBE) are both certified DBE's and combined comprise approximately **15%** of our total design team fee.
3. Reimbursable expenses such as required mileage, prints, copies, etc. are billed at 1.0 times the cost.

Exclusions

1. **Cost Estimating by Construction Manager**
2. **We have provided a cost estimate for (10) Geotechnical borings, but final quantity to be determined during design phases and is subject to change per project requirements**
3. **Furniture & Equipment Design, Selections, and Specifications. FFE shown in Design Documents will be for reference only.**
4. **Division 0 Specifications**

*Please note consultant exclusions are listed in the following Fee Proposal Worksheet.

Appendix A Acknowledgment

HCM Architects has reviewed and acknowledges Appendix A: AIA B133 - *Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor*. HCM Architects has no reservations at this time with this contract.



Fee Schedule

Project: City of Roseville MOC + LPCDS Proposal By: HCM Architects		Estimated Hours By Project Phase																		
Firm Name	Hourly Rate (\$)	Data Collection, Programming		Concept Design		Schematic Design		Design Development		Construction Documents		Bidding & Permitting Assistance		Construction Administration		Project Close-Out		Building Type Sub-Totals (Calculated)		Team Totals (Calculated)
		MOC	LPCDS	MOC	LPCDS	MOC	LPCDS	MOC	LPCDS	MOC	LPCDS	MOC	LPCDS	MOC	LPCDS	MOC	LPCDS	MOC	LPCDS	
HCM (Architect)*																				
Principal Architect	\$ 200.00	20	20	20	20	40	40	50	50	70	70	20	20	610	610	10	10	840	840	1,680
Project Manager	\$ 175.00	120	80	150	100	120	72	150	90	200	120	100	100	1,300	1,300	15	15	2,155	1,877	4,032
Architectural Staff	\$ 140.00	100	60	100	60	300	200	350	210	400	300	-	-	610	610	-	-	1,860	1,440	3,300
Total		\$ 39,000.00	\$ 26,400.00	\$ 44,250.00	\$ 29,900.00	\$ 71,000.00	\$ 48,600.00	\$ 85,250.00	\$ 55,150.00	\$ 105,000.00	\$ 77,000.00	\$ 21,500.00	\$ 21,500.00	\$ 434,900.00	\$ 434,900.00	\$ 4,625.00	\$ 4,625.00	\$ 805,525.00	\$ 698,075.00	\$ 1,503,600.00
McCain (Environmental Team)																				
Environmental Engineer	\$ 175.00	-	-	-	-	-	-	2	2	9	8	-	-	-	-	-	-	11	10	21.00
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00	\$ 350.00	\$ 1,575.00	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,925.00	\$ 1,750.00	\$ 3,675.00
Elan (Civil Engineer)*																				
Principal Engineer	\$ 190.00	12	8	40	10	40	10	90	40	90	40	20	20	160	80	24	16	476	224	700
Senior Engineer	\$ 150.00	6	6	20	16	40	16	160	70	230	90	4	4	60	24	16	12	536	238	774
Senior Hydrologist	\$ 140.00	12	12	40	32	40	32	80	50	50	30	8	8	40	20	6	6	276	190	466
Total		\$ 4,860.00	\$ 4,100.00	\$ 16,200.00	\$ 8,780.00	\$ 19,200.00	\$ 8,780.00	\$ 52,300.00	\$ 25,100.00	\$ 58,600.00	\$ 25,300.00	\$ 5,520.00	\$ 5,520.00	\$ 45,000.00	\$ 21,600.00	\$ 7,800.00	\$ 5,680.00	\$ 209,480.00	\$ 104,860.00	\$ 314,340.00
Braun (Geotechnical Consultant)																				
Total		\$ 2,350.00	\$ 2,350.00	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,850.00	\$ 9,850.00	\$ 19,700.00
Mend Co. (Landscape Architect)																				
Principal Landscape Architect	\$ 180.00	16	12	16	12	16	12	16	12	30	16	8	8	30	30	16	8	148	110	258
Landscape Designer	\$ 150.00	30	20	30	20	30	20	40	30	60	40	20	16	50	40	40	30	300	216	516
Total		\$ 7,380.00	\$ 5,160.00	\$ 7,380.00	\$ 5,160.00	\$ 7,380.00	\$ 5,160.00	\$ 8,880.00	\$ 6,660.00	\$ 14,400.00	\$ 8,880.00	\$ 4,440.00	\$ 3,840.00	\$ 12,900.00	\$ 11,400.00	\$ 8,880.00	\$ 5,940.00	\$ 71,640.00	\$ 52,200.00	\$ 123,840.00
MBJ (Structural Engineer)																				
Principal Engineer	\$ 280.00	-	-	4	2	10	4	24	8	30	10	2	1	15	6	2	1	87	32	119
SER/PM	\$ 220.00	-	-	10	4	44	16	90	34	100	36	3	2	70	20	4	2	321	114	435
Lead Engineer	\$ 165.00	-	-	36	12	104	36	225	80	270	100	8	3	155	48	10	3	808	282	1,090
Lead Modeler	\$ 145.00	-	-	-	-	-	-	150	50	170	60	6	3	80	30	8	3	414	146	560
Total		\$ -	\$ -	\$ 9,260.00	\$ 3,420.00	\$ 29,640.00	\$ 10,580.00	\$ 85,395.00	\$ 30,170.00	\$ 99,600.00	\$ 35,920.00	\$ 3,410.00	\$ 1,650.00	\$ 56,775.00	\$ 18,350.00	\$ 4,250.00	\$ 1,650.00	\$ 288,330.00	\$ 101,740.00	\$ 390,070.00
EP (Mechanical Engineer)*																				
Mechanical Engineer	\$ 170.00	6	4	13	9	40	12	170	50	258	76	3	1	75	26	-	-	565	178	743
Mechanical Engineering Staff	\$ 150.00	-	-	-	-	30	9	195	56	470	130	12	6	290	80	6	4	1,003	285	1,288
Total		\$ 1,020.00	\$ 680.00	\$ 2,210.00	\$ 1,530.00	\$ 11,300.00	\$ 3,390.00	\$ 58,150.00	\$ 16,900.00	\$ 114,360.00	\$ 32,420.00	\$ 2,310.00	\$ 1,070.00	\$ 56,250.00	\$ 16,420.00	\$ 900.00	\$ 600.00	\$ 246,500.00	\$ 73,010.00	\$ 319,510.00
Coastwise (Fire Protection)																				
Fire Protection Engineer	\$ 195.00	-	-	8	4	12	4	24	16	36	16	8	4	8	4	4	2	100	50	150
Total		\$ -	\$ -	\$ 1,560.00	\$ 780.00	\$ 2,340.00	\$ 780.00	\$ 4,680.00	\$ 3,120.00	\$ 7,020.00	\$ 3,120.00	\$ 1,560.00	\$ 780.00	\$ 1,560.00	\$ 780.00	\$ 780.00	\$ 390.00	\$ 19,500.00	\$ 9,750.00	\$ 29,250.00
EP (Electrical Engineer)*																				
Electrical Engineer	\$ 170.00	6	4	13	9	30	9	130	38	200	58	2	1	60	20	-	-	441	139	580
Electrical Engineering Staff	\$ 150.00	-	-	-	-	23	7	150	45	370	98	9	5	240	68	4	3	796	226	1,022
Total		\$ 1,020.00	\$ 680.00	\$ 2,210.00	\$ 1,530.00	\$ 8,550.00	\$ 2,580.00	\$ 44,600.00	\$ 13,210.00	\$ 89,500.00	\$ 24,560.00	\$ 1,690.00	\$ 920.00	\$ 46,200.00	\$ 13,600.00	\$ 600.00	\$ 450.00	\$ 194,370.00	\$ 57,530.00	\$ 251,900.00
EP (Low-Voltage)*																				
Low Voltage Engineer	\$ 170.00	-	-	-	-	8	5	22	12	32	20	2	1	10	5	1	1	75	44	119
Total		\$ -	\$ -	\$ -	\$ -	\$ 1,360.00	\$ 850.00	\$ 3,740.00	\$ 2,040.00	\$ 5,440.00	\$ 3,400.00	\$ 340.00	\$ 170.00	\$ 1,700.00	\$ 850.00	\$ 170.00	\$ 170.00	\$ 12,750.00	\$ 7,480.00	\$ 20,230.00
EP (Energy Modeling)*																				
Energy Modeling Engineer	\$ 210.00	-	-	-	-	20	12	20	11	16	10	4	2	-	-	-	-	60	35	95
Total		\$ -	\$ -	\$ -	\$ -	\$ 4,200.00	\$ 2,520.00	\$ 4,200.00	\$ 2,310.00	\$ 3,360.00	\$ 2,100.00	\$ 840.00	\$ 420.00	\$ -	\$ -	\$ -	\$ -	\$ 12,600.00	\$ 7,350.00	\$ 19,950.00
Sub-Total Hours by Phase		328	226	454	294	799	464	1,823	840	2,721	1,192	228	200	3,638	2,953	152	111	10,143	6,280	16,423
Project Total Fees by Phase		\$ 53,280.00	\$ 37,020.00	\$ 83,070.00	\$ 51,100.00	\$ 154,970.00	\$ 83,240.00	\$ 347,545.00	\$ 155,010.00	\$ 498,855.00	\$ 214,100.00	\$ 41,610.00	\$ 35,870.00	\$ 655,285.00	\$ 517,900.00	\$ 28,005.00	\$ 19,505.00	\$ 1,862,620.00	\$ 1,113,745.00	\$ 2,976,365.00
*Consultant Exclusions																				
Alternate: Design the facility to meet B3		\$ 110,000.00																		





Historic Fire Station #13—Home of HCM Architects

Our partnership stands on a foundation of common values,
friendship, and a singular vision on how we want to
practice architecture:

*Provide creative ideas and exemplary service; treat people
well and good things will happen.*





MAINTENANCE OPERATIONS CENTER AND LICENSE/ PASSPORT DANCE STUDIO

REQUEST FOR PROPOSALS | CITY OF ROSEVILLE, MN

AUGUST 27, 2025



PHOTO CREDIT: CITY OF ROSEVILLE FACEBOOK

ARCHITECTURE | INTERIOR DESIGN | URBAN DESIGN & LANDSCAPE ARCHITECTURE
ENGINEERING | CONSTRUCTION ADMINISTRATION | BRANDED ENVIRONMENTS | SUSTAINABLE DESIGN





August 27, 2025

Jesse Freihammer, Public Works Director
City of Roseville
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

RE: Architectural & Engineering Services for the Maintenance Operations Center and License/Passport Dance Studio

Dear Mr. Freihammer and Selection Committee:

On behalf of the BKV Group team, we appreciate this opportunity to submit our proposal to lead architectural and engineering services for the Maintenance Operations Center and License/Passport Dance Studio for the City of Roseville. Our prior experience in both the original master plan and the recent update provides our team with unparalleled understanding of the project and the City's goals.

BKV Group was founded in the heart of Minneapolis in 1978 under the principle that architects should put the best interests of the citizens above their own. Our core belief is that architecture has a profound responsibility to the community – regardless of the project type, our duty is to always enhance the economic, aesthetic, social, and environmental context of the communities we work in. Over forty-five years later, this vision has not changed. Today, we continue to provide our government clients with superior customer service by adopting the client's goals and values as our own, enabling transparent decision making, committing to responsible spending of public dollars, and being passionate about the success of the communities for whom we work.

PROPOSAL CONTENT

We have structured our proposal in the manner outlined and with the content requested for the convenience of the selection committee's review. Following this cover letter and the table of contents, our response to your Request for Proposal is organized as follows:

CONSULTANT BACKGROUND. What is it like to work with us? How will we help the City achieve their goals? This part process, part history in your project type, and part capacity and ability to deliver the project.

PROJECT MANAGER. The success of your project relates directly to the leadership of the team that you will entrust with the planning and design of the Maintenance Operations Center and License/Passport Dance Studio (MOC & LPCDS) facilities. Michael Healy is an excellent project manager that already has trust built with the City and who will collaborate with the City and direct and coordinate with the team to achieve your goals. He brings a level of attention to detail and personal investment in his projects that we believe is unparalleled.

KEY PERSONNEL. Our project team was formed based around the experience and expertise of the personnel we bring to the project. The City will have a strong team of seasoned professionals that knows how to work together and that will put your goals and objectives at the forefront.

PROJECT EXPERIENCE. We bring a track record of projects that are similar and relevant to the requirements of the MOC & LPCDS project for the City of Roseville. By pairing a locally committed holistic design team with recognized subject matter expertise, we are prepared to deliver superior results to the City.

DETAILED WORK PLAN AND SCHEDULE. Our work plan and schedule outlines how we envision that the project will progress from beginning to end.

CONSULTANT FEE PROPOSAL. We work to establish fees that are fair to our clients and our team. Providing the level of expertise and service that is expected by our clients is a critical part of project success.

TEAM MAKEUP & RESPONSIBILITIES

The central tenet behind our work and why we are passionate about projects that serve others directly aligns with the opportunities the MOC & LPCDS project will provide. Your project demands a team of professionals with unique skills and expertise to help you achieve your goals. Our team brings decades of public works project experience in the region, but also nationally. With our commitment to excellence in design, sustainability, and technical execution of projects we believe that, together with the City, we have an opportunity to provide new Maintenance Operations and License/Passport Center and Dance Studio that will the City's your needs for decades to come.

We bring a team designed to respond to the many facets of this project, and to provide the City of Roseville with an informed, feasible, and fiscally responsible project that will help you deliver the highest degree of service to the community. Our team is made up of the following firms:

BKV GROUP. We will provide design leadership, architecture, interior design, structural engineering, mechanical engineering, structural engineering, code and life safety analysis, and overall project management. Our team is led by national experts in local government projects. Our team has completed over 500 projects for local government in Minnesota and nationally. The mission and goals of the project will be supported by industry veterans with deep understanding of what the City is working to accomplish.

OERTEL ARCHITECTS. Oertel is known both regionally and nationally as a leader in the programming, planning, and design of public works and maintenance facility projects, completing over 200 to date. Oertel is a frequent project partner and we have again brought them to our team to bring unparalleled experience and leadership to the development of your project. Their experience is unmatched in the region.

MEND COLLABORATIVE. We have brought Mend to our team because they are a superior partner for landscape architecture, uniting design expertise with genuine community engagement to create spaces that reflect local values and strengthen connections between people and place.

STANTEC. Stantec has joined our team again and will provide Civil Engineering, and Water Resource Engineering for the project. They will also provide land surveying and tree survey. We believe having a frequent and trusted partner on the team to address the needs of site design and coordination with building design and systems is a critical part of the project.

TRUE NORTH CONSULTING GROUP. We partner with True North frequently to provide low-voltage, security, and audio-visual design services for our projects. Their experience and market knowledge is valued throughout the industry. They will work closely with the City, the City's vendors, and our team to ensure that the technical systems that support your operations will function on day one.

COASTWISE FIREGUARD. When a project requires full fire suppression system design, we turn to Coastwise. As a licensed Fire Protection Engineer, they will provide the necessary services to ensure a well-coordinated and bid-ready design with full integration into the facility with the other engineering systems.

BRAUN INTERTEC. Braun is a proven leader in environmental assessments and geotechnical engineering, delivering reliable, cost-effective solutions that reduce risk and ensure project success. Their technical expertise, regulatory knowledge, and client-focused approach make them the best choice for addressing complex site challenges.

We believe that we bring a strong team with history together, and unmatched qualifications in the area with regards to project-type knowledge, commitment to design and technical excellence, and superior project management and customer service.

PROPOSED SERVICES/SCOPE OF WORK

The scope of services in the City's RFP are clear and comprehensive. Our approach will be to deliver services in a high-quality and responsive manner to achieve the objectives of the Project. We will begin with a professionally delivered project kickoff meeting to commit those goals to a written project plan and engage stakeholders in further dialogue. Our due diligence period will commence thereafter to collect all necessary information about the site as final programming begins.

Completing the final programming portion of the project will build upon prior master plan work that we have completed with the City and will be rooted in standards in the industry but also in what makes the City of Roseville a unique community with unique needs. Our team has worked together on many public projects and understand current national standards and planning requirements associated with these operations. Developing a comprehensive final program that meets the needs of the user groups and the project budget will be a key first step in the project.

Design services will progress from concept and schematic design through construction documents as outlined in the RFP and will be responsive to the final program, the budget, and the nature of the existing site and facilities. Along the way we will continue to engage stakeholders to develop and communicate the design with the City as an active participant. We will also work alongside the City's consultants and vendors to support, testing and special inspections, cost estimating, FF&E, and audio-visual, low-voltage, and security. We will work closely with the City's selected construction manager so that the entire team can manage the development of the design in alignment with available funding. Jurisdictional review and approval will be completed as needed during the design phases, and ultimately the project will be readied for permit review and bidding through the construction manager.

Successful delivery of public works projects requires thoughtful neighborhood engagement. Open communication, timely updates, and opportunities for community input help neighbors understand the design direction, minimize disruption, build trust, and ensure stakeholders feel informed and respected throughout construction. By fostering collaboration and addressing concerns proactively, project teams can strengthen community relationships while advancing essential infrastructure improvements.

During the construction phases, we will support the City in close collaboration with the selected construction manager to ensure the project is constructed in accordance with the mission, goals, program, and design established for the project. We will continue to support the City through project close-out and occupancy.

Our team is confident that we are the best team to deliver this project because we exceed the competition in four essential ways:

A COLLABORATIVE STAKEHOLDER-FOCUSED PROCESS. Our approach to public projects is to actively engage leadership and staff as we finalize the project's program and concepts. We will explore every aspect of the design as it evolves, and the City will be intimately involved.

INNOVATIVE INDUSTRY-LEADING EXPERTISE. The BKV Group team includes focused expertise, which means our recommendations are informed by industry thought leadership and experience in your specific project type. The expertise we bring provides an awareness of evolutions and trends in operations and service delivery. We are dedicated to learning, research, and instruction that will allow our experts to help you implement cutting-edge facilities that are rooted in standards and that will help you provide superior service to the public.

RESPONSIVE PROJECT MANAGEMENT. Managing a multi-faceted project that addresses stakeholder engagement, final space program development, exploration of planning options, cost-informed and holistic design, and construction phase engagement requires focused project management. We will utilize BKV Group's vetted project management process to provide communication and accountability, timely responsiveness, and unified coordination of the entire project team.

CREATIVITY. Your new facilities not only need to reflect the values of the community but should also be an investment that the City, staff, and the public are proud of. BKV Group has a 45-year history of design excellence, winning both regional and national awards for the functionality and beauty of our projects. We think harder, earlier, to make sure we find the best solution for our clients.

IN CLOSING

We believe in a collaborative, friendly, and upbeat approach to our work and endeavor to create a positive impact. We look forward to sharing our passion with the City of Roseville, working towards a common goal of functional, durable, cost-effective, and efficient facilities that serve the community for decades to come. We are energized at the prospect of a collaboration between the BKV Group team and the City. At the heart of successful, robust planning and design efforts is a strong partnership. We look forward to "Enriching Lives and Strengthening Communities" – our mission across every project.

Sincerely,



Michael Healy, AIA
Project Manager, Partner
612.373.9514
mhealy@bkgvgroup.com



Paul Michell, AIA
Government Managing Partner, Minneapolis
816.405.7585 (cell)
pmichell@bkgvgroup.com



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Enriching Lives and Strengthening Communities

ADDRESS

Boarman Kroos Vogel Group, Inc.
dba BKV Group
222 North 2nd Street, Suite 101
Minneapolis, MN 55401

CONTACT

Michael Healy, AIA
Project Manager, Partner
612.373.9514
mhealy@bkvgroup.com

COMPANY HISTORY

BKV Group is a full-service architecture, engineering, interior design, landscape architecture and construction administration firm. Over the last 45+ years, BKV Group has grown from a sole proprietorship into a diverse partnership with offices in Minneapolis, Chicago, Washington DC, Dallas, Kansas City, Pittsburgh, and Orlando, serving clients locally and nationwide.

Jack Boarman established Boarman Architects in 1978 under the principle that architects should put the interests of society above their own. Our core belief is that architecture has a profound responsibility to the community – regardless of the project type, our duty is to always enhance the economic, aesthetic, social, and environmental context of the communities we work in.

In 1986 the company was renamed Boarman and Associates. In 1992 David Kroos, Peter Pfister and Jeff Rudin became partners to create Boarman, Kroos, Pfister, Rudin & Associates, the first of several iterations that eventually became BKV Group in 2001. The Chicago location launched in 2007, followed shortly by Washington, DC in 2010, Dallas in 2017, Pittsburgh in 2024, and Kansas City in 2025.

OUR NATIONAL REACH

Collectively, we represent a practice whose expertise is team-focused and offers a client-centered approach to creating architectural solutions. Through our full- service structure, we offer our clients a single source for all aspects of design and construction administration services.

BKV Group is one of the leading national firms providing architectural / engineering services with expertise in Governmental Facilities. As a full-service, multi-disciplinary firm of more than 175 professional staff, BKV Group has architects, landscape architects, interior designers, construction administrators, structural, mechanical/plumbing, and electrical engineers, certified code officials, and specification writers all in-house. We provide facility evaluations and space needs analysis, facility options, and full design services from schematic design through construction and close-out.

Collaborating regionally, BKV Group operates as a cohesive firm delivering a wide range of project types for a diverse set of national and local clients. We leverage industry-leading communication and technology tools with best-in-class design processes to seamlessly work across practice sites to meet our clients' needs, and continually expand our presence into existing and new markets.

PROJECT TYPES

- + MASTER PLANS
- + NEW CONSTRUCTION
- + RENOVATIONS
- + EXPANSIONS
- + ADAPTIVE REUSE
- + STUDIES & ASSESSMENTS

PROJECT SECTORS

- + GOVERNMENT
 - Public Works
 - City Halls / Government Centers
 - Community Centers
 - Parks & Recreation Facilities
 - Police Stations
 - Fire Stations
 - Public Safety Training Centers
 - E911 Dispatch / PSAP Centers
 - Emergency Operations Centers
 - Justice Centers
 - Correctional Facilities
- + LIBRARY
- + EDUCATION
- + WORKPLACE

APPROACH, METHODOLOGY, AND EXPERTISE

BKV Group has formed a tailored team that brings together deep local knowledge and nationally recognized public works expertise. For the City of Roseville, this team of seasoned professionals—supported by a strong bench of multidisciplinary staff—will deliver a solution that meets your operational, quality, budgetary, and scheduling expectations.

COLLABORATIVE, CLIENT-CENTERED PROCESS

We begin every project in partnership with the client. Our approach emphasizes listening first—clarifying objectives, priorities, and operational needs through early and ongoing engagement. Our process includes regular progress updates, clear meeting documentation, and continuous collaboration with City staff to ensure transparency and alignment throughout.

Our workshop model engages stakeholders in every decision, from space planning to material selection. Weekly coordination between project managers ensures that decisions are well-informed, responsive, and aligned with the City's goals.

FACILITY-SPECIFIC METHODOLOGY

We bring focused expertise in both public works and community facility planning and design. Our public works methodology begins with a detailed review of current operations and workflows, then considers future service levels, technology integration, fleet and equipment storage needs, and functional adjacencies. We will assess opportunities for operational consolidation and propose design strategies that improve efficiency and support long-term adaptability. With our partners at Oertel, recognized leaders in public works planning and design, we bring added depth in best practices, innovative approaches, and national and regional benchmarking to enrich design solutions tailored to your needs.

Designing for community and public-service spaces requires an understanding of key evolutions in service delivery, integration of technology, and creating welcoming environments where the community can gather. We will explore the needs of the City through the lens of our team's experience in creating community and cultural spaces, key trends in civic-focused facilities, and with a keen understanding of exactly what the City is trying to achieve.

DELIVERING INNOVATIVE, OPERATIONAL SOLUTIONS

We understand the pressures cities face when balancing capital improvements with fiscal responsibility and service expectations. Our team does not bring preconceived notions—we bring a proven ability to translate public sector needs into high-performing, durable, and cost-effective facilities.

Innovation, for us, means thoughtful application of both tested and emerging strategies. We scale innovation to each project's needs—ensuring designs that are efficient, flexible, and future-ready. Whether through material selection, phasing strategies for continuous operations, or enhanced service delivery through smart layout and systems integration, our solutions are shaped by deep operational understanding and client engagement.

TRUSTED RESULTS THROUGH EXPERIENCE

Having completed hundreds of civic and public works projects, our team speaks the language of local government and understand the technical, operational, and political dimensions of delivering successful facilities. Our team's experience equips us to deliver credible results that inspire stakeholder confidence and lead to smooth project execution—laying the groundwork for successful implementation today and long-term service to the City.

Finance&Commerce

ARCHITECT OF THE YEAR 2023

7

PRACTICE SITES

45+

YEARS OF OPERATION

175+

EMPLOYEES

48+

LICENSED ARCHITECTS

16+

LICENSED ENGINEERS

500+

LOCAL GOVERNMENT PROJECTS

60+

SUSTAINABLE PROJECTS

225+

AWARDS

BKV Group is a full-service design and consulting firm with more than 175 professionals specializing in Architecture, Interior Design, Urban Design & Landscape Architecture, Building Engineering, Construction Administration, Branded Environments, and Sustainable Design. As a multidisciplinary firm, we are structured around five core practice sectors: Government, Education, Hospitality, Housing, and Commercial. While our firm is engaged in numerous projects across these sectors nationwide, in response to this request, we are providing a representative list limited to the current projects being performed by the Government Practice in Minnesota. These are projects that our practice is working on with various team members engaged on in varying degrees. With most projects in construction, this team has the capacity to take on your Project. Additional details can be provided upon request.

WORK BY SECTOR

SECTOR	2025 YTD	ESTIMATED CONSTRUCTION VALUE
Public	34%	\$430,667 Million
Private	66%	\$836,000 Million

CURRENT WORK

PROJECT NAME	PHASE (% COMPLETE OF PHASE)	COMPLETION DATE	CONSTRUCTION MANAGER
Scott County Law Enforcement Center Jail Railing Remodel, MN	Construction Documents (90%)	August 2025	
Shoreview City Hall Remodel, MN	Construction Administration (63%)	October 2025	
Eden Prairie Police Department Renovation, MN	Construction Administration (54%)	January 2026	Kraus Anderson
Waterville New Fire Station, MN	Construction Administration (20%)	March 2026	Knutson
Fillmore County Jail, MN	Construction Administration (81%)	March 2026	Contegrity Group
Marshfield Police Department Renovation, WI	Schematic Design (40%)	March 2026	
Hubbard County Jail Expansion & Remodel, MN	Construction Administration (59%)	May 2026	ICS
Chanhassen Civic Campus: City Hall & Senior Center, MN	Construction Administration (70%)	June 2026	Kraus Anderson
Waite Park Public Safety Facility, MN	Construction Administration (20%)	August 2026	Bradbury Stamm
Lansing New Public Safety Facility, MI	Construction Administration (66%)	December 2026	Christman
Cook County Law Enforcement Center Addition & Renovation, MN	Construction Administration (1%)	January 2027	Johnson Wilson
Pennington County Jail Expansion & Remodeling, SD	Construction Administration (58%)	April 2027	Scull
Hennepin County Facility Renovations	Construction Documents (90%)	April 2027	
Vadnais Heights Fire Station Renovation, MN	Schematic Design (25%)	May 2027	Terra
Oakdale Police Department & City Hall Renovation & Expansion, MN	Schematic Design (25%)	August 2027	Kraus Anderson
Chanhassen Bluffs Community Center, MN	Schematic Design (25%)	May 2028	RJM

SELECTION OF BKV/OERTEL PROJECT EXPERIENCE WITHIN THE LAST 10 YEARS

COMPANIES	PROJECT NAME	COMPONENTS	YEAR COMPLETED	CONSTRUCTION MANAGER
▲	Grand Blanc Township New Department of Public Works, MI	Public Works	2026	
●	MnDOT Clearwater Truck Station	Public Works	2025	
●	Orono Public Works	Public Works	2024	
●	Detroit Public Works	Public Works	2024	
▲ ●	Rosemount Police Station & Public Works, MN	Public Works	2024	Kraus Anderson
▲	The Fred, IL	Dance Studio	2024	
▲	Bowline at Mississippi Crossing, MN	Dance Studio	2024	
▲	Maison Green, MN	Dance Studio	2024	
●	Becker County Public Works	Public Works	2023	McGough Construction
●	Hugo Public Works	Public Works	2022	
●	Minnesota Army National Guard Field Maintenance Facility at New Ulm	Public Works	2022	
▲	Wright County Government Center, MN	License/Passport Center	2022	Contegrity Group
●	Greenhaven Golf Course Maintenance Facility	Public Works	2021	
●	Ramsey Public Works	Public Works	2021	RJM
●	Andover Public Works	Public Works	2020	RJM
▲	Dakota County Public Works, Empire Campus, MN	Public Works	2020	
▲	Streamwood Village Hall & Public Works Renovation, IL	Public Works	2020	
▲	Aitkin County Government Center MN	License/Passport Center	2020	Contegrity Group
▲ ●	Fridley Civic Campus, MN	Public Works	2018	McGough Construction
▲	Pine County Public Works, MN	Public Works	2018	
▲	Albert Lea New Public Works Facility, MN	Public Works	2018	
●	Mounds View Public Works	Public Works	2018	
●	Waite Park Public Works	Public Works	2017	





LEGAL STATUS

S Corporation

YEAR INCORPORATED

1996 (29 years)

CONTACT NAME

Andrew Cooper, AIA, President

1795 St. Clair Avenue, Saint Paul, MN 55105

p: (651) 696-5186 x 313

e: acooper@oertelarchitects.com

DEDICATED EXPERTISE, PERSONAL APPROACH

Founded in 1996, Oertel Architects provides a full range of consulting services, including condition assessments, planning, architectural and interior design, and construction-related support. With nearly three decades of experience, we have collaborated with 69 cities, 18 counties, and numerous state agencies, earning a reputation for thoughtful design, problem-solving, and strong client relationships. While our portfolio is extensive, we have deliberately remained a small, nimble firm, allowing us to take a direct and personal approach to every project.

We are committed to solving design and construction challenges in a way that ensures each project achieves its full potential at the most efficient cost. Regardless of project size or complexity, we prioritize attention to detail, an understandable design process, and a hands-on approach. By engaging with user groups, closely examining building conditions, and working through design challenges collaboratively, we create practical and effective solutions tailored to our client's needs.

Our firm specializes in the planning and design of public works facilities - a primary focus for over 29 years. We have an in-depth understanding of the operational intricacies of these facilities, including equipment needs, workflow efficiencies, and seasonal demands. This expertise allows us to create spaces that enhance functionality and support staff needs throughout the year.

Beyond our in-house capabilities, we excel at managing large, multidisciplinary teams, ensuring seamless coordination between specialty consultants, contractors, and stakeholders. Our well-established industry relationships enable us to deliver comprehensive and innovative solutions that serve municipalities and public agencies effectively.

Oertel Architects is a firm that focuses on work with municipalities on their infrastructure maintenance facilities. Our project process involves listening and integrating facility users into the design process early and often to collaborate with design team members to identify design issues and design solutions. This integrative and collaborative approach, guided by our design experience and your staff's expertise in what Roseville requires, delivers a project that matches industry standards, best practices and emerging technologies with the fine-tuned responses that meet the City of Roseville's specific service needs.

Oertel Architects work entirely within the public realm. Our annual percentage of work in the public sector is well over 90%, with the vast majority of that work being working with Maintenance Operations facilities. Our current workload of design projects includes the following:

CURRENT WORK

PROJECT NAME	PHASE (% COMPLETE OF PHASE)	CONSTRUCTION MANAGER
Chaska Municipal Services Building, MN	Schematic Design (30%)	RJM
Lino Lakes Public Works, MN	Schematic Design (50%)	TBD
Robbinsdale Public Works, MN	Schematic Design (50%)	TBD
St. Cloud Metro Bus Western Transit Center, MN	Schematic Design (30%)	
Monticello Public Works, MN	Construction Documents (95%) - Bidding on Hold	RJM
Monticello Water Treatment Plant, MN	Schematic Design (30%)	Rice Lake
Carver Public Services Facility, MN	Concept Design (15%)	Terra
White Earth Nation Forestry and Wildland Fire Facility, MN	Construction Documents (95%)	White Earth Builders
Springfield Environmental Services Service Center, MO	Design Development (50%)	TBD

**FIRM NAME**

Mend Collaborative

YEAR ESTABLISHED

2022

WBE CERTIFIEDWomen-Owned Business and
Disadvantaged Business Enterprise**PRACTICE AREAS**Urban Planning
Urban Design
Landscape Architecture
Urban Ecology
Mobility
Parks and Open Space
Trails
Downtown Planning
Neighborhood Planning
Community Engagement**OFFICE**333 North Washington Avenue
Suite 404
Minneapolis, MN 55401**CONTACT**Sandy Meulners-Comstock, PLA
Founding Partner, Landscape
Architect, Community Engagement
Specialist
763.218.6999
sandy@mendcollaborative.com**FIRM NAME**

Stantec

YEAR ESTABLISHED

1954

PRACTICE AREASStormwater Management
Civil Engineering
Environmental Services
Wetland Delineation/Permitting
Traffic Engineering
Surveys/Geomatics
Entitlements/Permitting**OFFICE**733 South Marquette Avenue
Suite 1000
Minneapolis, MN 55402**CONTACT**Dan Lavender
Principal, Business Center Practice
Lead
763.252.6886
dan.lavender@stantec.com**FIRM NAME**

Coastwise Fireguard

YEAR ESTABLISHED

2001

PRACTICE AREASHazardous Material &
Commodity Analysis
High Piled Storage Analysis
Fire Protection Engineering Services
Pipe Sprinkler System Design
Deluge System Design
Foam/Water System Design
Dry Chemical System Design
Special Hazard System Design**OFFICE**3607 Lerville Way
Chaska, MN 55318**CONTACT**Linda French
Owner, Fire Protection Engineer
651.248.5148
linda@cw-fg.com**FIRM NAME**

True North Consulting Group

YEAR ESTABLISHED

1984

PRACTICE AREASAudio/Visual
Security
Data, Voice, and
Telecommunication Systems**OFFICE**140 3rd Street South
Stillwater, MN 55082**CONTACT**Jiggs Lee
Technology Consultant
651.705.1250
jiggs.lee@tncg.com**FIRM NAME**

Braun Intertec

YEAR ESTABLISHED

1957

PRACTICE AREASEnvironmental Engineering
Geotechnical Engineering
Building Science
Construction Materials
Materials Testing**OFFICE**11001 Hampshire Avenue South
Minneapolis, MN 55438**CONTACT**Brad McCarter
Director, Senior Engineer
612.708.2790
bmccarter@braunintertec.com



Michael Healy, AIA

Project Manager, Partner



Michael has focused his career serving municipal clients from the early stages of planning and programming all the way through construction. With his experience, Michael has a full understanding of the operational needs of public works facilities and their spatial requirements. Michael understands that each client's needs are unique and is committed to understanding their goals and providing solutions that are budget conscious, fulfill the specific operational needs, and provide added value to the users.

EDUCATION

University of Minnesota, Masters of Architecture

University of Minnesota, Bachelor of Sciences, Architecture, Minor, Construction Management

REGISTRATIONS

Licensed Architect: MN #55378
OSHA 10-Hour Certification

YEARS OF EXPERIENCE

16

PROFESSIONAL AFFILIATIONS

American Institute of Architects

RELEVANT EXPERIENCE

Corcoran City Facilities Space Needs Assessment Study, Corcoran, MN**

Red Wing Police Needs Assessment & Feasibility Study, Red Wing, MN

Red Wing Police & Public Works Master Plan, Red Wing, MN**

Rosemount Police Station & Public Works, Rosemount, MN**

Fridley Civic Campus, Fridley, MN**

Dakota County Empire Campus Public Works Addition and Renovation, Dakota County, MN

Ramsey Public Works Study, Ramsey, MN

City of Wyoming Public Works, Wyoming, MN

Credit River Civic Campus & Public Works Credit River, MN

Eden Prairie Maintenance Facility Study, Eden Prairie, MN

St. Paul Park Public Works Needs Assessment, St. Paul Park, MN

Roseville Civic Campus Master Plan, Roseville, MN**

Bloomington Police Department & Public Works Study, Bloomington, IL

Aitkin County Government Center, Aitkin, MN

Albert Lea City-Wide Facilities Assessment & Master Plan, Albert Lea, MN

Buffalo Municipal Facilities Assessment & Needs Analysis, Buffalo, MN**

Burnsville Space Needs Study, Burnsville, MN

Chanhassen Civic Campus, Chanhassen, MN

Cloquet Facilities Assessment and Master Plan, Cloquet, MN

Detroit Lakes Facilities Assessment & Space Needs Study, Detroit Lakes, MN

Dilworth Municipal Facilities Master Plan, Study & Pre-Design, Dilworth, MN

Eden Prairie Police Department Remodel, Eden Prairie MN

Edina Community Health & Safety Facility & Fire Station #2, Edina, MN

Excelsior City Hall Space Needs Study & Renovation, Excelsior, MN

Golden Valley Municipal Space Needs Study, Golden Valley, MN**

Hennepin County Southside Service Center, Minneapolis, MN

International Falls Municipal Facilities Needs Assessment, International Falls, MN

Leech Lake Justice Center and Tribal Police, Leech Lake Band of Ojibwe, Cass Lake, MN

Le Sueur County Justice Center, Le Center, MN

Maple Grove Government Center, Master Plan, Maple Grove, MN

Wayzata Facility Needs Assessment & Master Plan, Wayzata, MN

Waite Park Public Safety Facility, Waite Park, MN

** Experience with Oertel

PROJECT MANAGER CONTINUED

QUALITY CONTROL

BKV Group is dedicated to continuous improvement in architecture and engineering, delivering excellence in design, technical expertise, and client service. Project Manager Michael Healy leads our comprehensive Quality Assurance (QA) program, which spans the entire project lifecycle—from initial studies through construction—embedding quality into every phase rather than relying solely on milestone checkpoints.

QA at BKV means doing it right the first time. Every team member is accountable, following defined procedures and maintaining open communication to ensure objectives are clearly set and met. Assigning the right personnel to each task supports this commitment.

Complete, well-coordinated construction documents are key to project success and risk mitigation. We achieve this through careful planning, standardized documentation, and revision tracking. Our use of Building Information Modeling (BIM) ensures seamless collaboration and up-to-date information across disciplines. Regular coordination meetings keep teams aligned on design, budget, schedule, and permitting.

Accuracy and consistency are reinforced through multi-level reviews, including independent checks by experienced Construction Administration staff. We also provide third-party building envelope reviews to ensure long-term durability, especially vital for public projects where lasting value is essential.

For Construction Management projects, our enhanced Quality Control process integrates real-time feedback from construction professionals. This proactive approach improves decision-making, reduces risk, and optimizes outcomes by aligning quality, cost efficiency, and schedule management throughout design development.

AVAILABILITY AND CAPACITY

Michael Healy is available and has the capacity to serve the City of Roseville on this important project. BKV Group is committed to providing the City with the best management resources we can offer, and Michael is the right Project Manager for this project. Michael has several projects finishing construction in the immediate future. He has two other design phase projects that he is actively managing, with strong teams serving those clients day-to-day. Michael will be able to provide the necessary time and professional skill to the City of Roseville's project and is available to commence and deliver the project on the City's timeline.



KEY PERSONNEL



Paul Michell, AIA

Partner-in-Charge



Paul brings over 25 years in planning and delivering complex public facilities. He demonstrates an unparalleled level of commitment to high-quality design, a team-oriented approach, and influential leadership which contributes to functional, enduring, and purposeful facilities that enrich the community while meeting the client's operational, budgetary, and schedule goals. Paul is passionate about community and local government projects and understands the sensitive nature of local government decision making and delivering value for tax-dollars spent.

EDUCATION

University of Kansas, Bachelor of Architecture, School of Architecture & Urban Design

University of Missouri - Kansas City, School of Architecture & Environmental Design

Marquette University, College of Engineering, Emphasis in Electrical & Mechanical Engineering

REGISTRATIONS

Registered Architect: MN #61543, among many others
NCARB

YEARS OF EXPERIENCE

25+

PROFESSIONAL AFFILIATIONS

American Institute of Architects, Minnesota Government Affairs Committee Member, Minneapolis Advocacy Committee Member

IACP, International Association of Chiefs of Police Associate Membership

MCPA, Minnesota Chief of Police Association, Supporting Member

RELEVANT EXPERIENCE

Rosemount Police Station & Public Works, Rosemount, MN

Corcoran City Facilities Space Needs Assessment Study, Corcoran, MN**

Red Wing Police Needs Assessment & Public Works Study/Master Plan, Red Wing, MN**

St. Paul Park Public Works Needs Assessment, St. Paul Park, MN

International Falls Municipal Facilities Study, International Falls, MN

Roseville Civic Campus Master Plan, Roseville, MN**

Bloomington Police Department & Public Works Study, Bloomington, IL

Gardner Municipal Airport Terminal Replacement, Gardner, KS*

Shawnee Park Maintenance Facility Study, Shawnee, KS*

Wheeler Airport Maintenance Facility, Kansas City, MO*

State Data Center and Print Shop, Jefferson City, MO*

Credit River Civic Campus & Public Works Credit River, MN

Chanhassen Civic Campus, Chanhassen, MN

Eden Prairie Maintenance Facility Study, Eden Prairie, MN

Ramsey City Hall Security Study, Ramsey, MN

Shoreview City Hall Remodeling, Shoreview, MN

South St. Paul Facilities Master Plan & Needs Analysis, South St. Paul, MN**

St. Paul Operations & Training Facility Master Plan, St. Paul, MN

Wayzata City Hall Study, Wayzata, MN

City of Waite Park Public Safety Facility, Waite Park, MN

Oakdale Police Department & City Hall Renovation/Expansion, Oakdale, MN

Willmar City Hall/Community Center Site Design & Assessment, Willmar, MN

Winona Public Safety Facility Study, Winona, MN

Cook County Law Enforcement Center Addition & Reno, Cook County, MN

Hennepin County City Hall Correctional Renovations, Minneapolis, MN

Hennepin County Public Safety Facility Renovations, Minneapolis, MN

Hubbard County Jail Expansion, Park Rapids, MN

Scott County Law Enforcement Center Jail Railing Remodel, Scott County, MN

Hays Police Station & Court Renovation/Expansion, Hays, KS

Hays Public Safety Needs Assessment Study, Hays, KS

Lansing New Public Safety Center, Lansing, MI

Pennington County Jail Expansion & Remodeling, Pennington County, SD

Vassar Municipal Facilities Study, Vassar, MI

* Experience prior to BKV Group

** Experience with Oertel



Andrew Cooper, AIA

Maintenance Facility Architect Lead



Andrew Cooper, AIA, is President and Principal at Oertel Architects with 23 years of experience in all phases of architecture, from master planning and schematic design through construction administration. Andrew specializes in public, civic, municipal, and multifamily architecture, with a focus on creating functional, enduring designs that serve communities. He earned his Bachelor of Architecture from North Dakota State University.

EDUCATION

North Dakota State University,
Bachelor of Architecture

REGISTRATIONS

Registered Architect: MN #46485

YEARS OF EXPERIENCE

23

PROFESSIONAL AFFILIATIONS

American Institute of Architects

RELEVANT EXPERIENCE

Rosemount Public Works, Rosemount, MN*

Fridley Public Works Facility, Fridley, MN*

Roseville Municipal Facilities Master Plan,
Roseville, MN*

Golden Valley Municipal Facilities Master
Plan, Golden Valley, MN*

Buffalo Municipal Facilities Master Plan,
Buffalo, MN*

South St. Paul Municipal Facilities Master
Plan, South St. Paul, MN*

Red Wing Public Works Master Plan, Red
Wing, MN*

Corcoran Municipal Facilities Master Plan,
Corcoran, MN*

Andover Vehicle Maintenance Facility,
Andover, MN

Blaine Public Works Facility, Blaine, MN

Bloomington Salt/Sand Facility,
Bloomington, MN

Carver Citywide Facilities Master Planning,
Carver, MN

Carver Public Works Planning, Carver, MN

Chaska Public Works Facility, Chaska, MN

Corcoran Public Works Facility,
Corcoran, MN

Faribault Public Works Facility, Faribault, MN

Hennepin Co. Maintenance Facility
Expansion, Osseo, MN

Hilltop Public Works Facility, Hilltop, MN

Maple Grove Public Works Facility,
Maple Grove, MN

Minnetonka Salt/ Sand Building,
Minnetonka, MN

MnDOT Clearwater Truck Station,
Clearwater, MN

MnDOT Golden Valley Truck Station Campus
Master Plan, Golden Valley, MN

MnDOT Jordan Truck Station (specialty
consultant), Jordan, MN

MnDOT Maplewood Truck Station Building,
Maplewood, MN

Monticello Public Works Facility,
Monticello, MN

Mounds View Public Works Facility,
Mounds View, MN

National Guard Vehicle Maintenance Facility,
New Ulm, MN

Olmsted County Public Works Facility,
Blaine, MN

Plymouth Public Works Expansion,
Plymouth, MN

Public Works Mechanical & Electrical
Upgrades, Washington County

Ramsey Public Works Facility, Ramsey, MN

St. Paul Citywide Operations & Training
Master Plan, St. Paul, MN

Washington County Highway Department
Master Plan, Washington County, MN

White Earth Nation Fleet Storage Facility,
White Earth Nation, MN

Shawnee Parks Maintenance Facility
(specialty consultant), Shawnee, KS

* Experience with BKV Group



Bess McCollough, AIA, LEED AP

Senior Project Architect



Bess is a skilled Project Architect with extensive experience in planning, design, and construction documents. She excels in code analysis, specifications, and project coordination, navigating all aspects of execution with efficiency and care. A strategic leader, Bess prioritizes client goals, ensuring projects are delivered on time, on budget, and aligned with their vision.

EDUCATION

University of Minnesota,
Master of Architecture

REGISTRATIONS

Registered Architect:
MN #57588

RELEVANT EXPERIENCE

Hubbard County Jail Expansion, Park Rapids, MN
Maple Grove Government Center, Maple Grove, MN
Vadnais Heights New Fire Station,
Vadnais Heights, MN
Veterans Administration Office, St. Paul, MN

City of Waite Park Public Safety Facility,
Waite Park, MN
Waterville New Fire Station, Waterville, MN
Hennepin County Department of Community
Corrections and Rehabilitation, Minneapolis, MN*



Alex Sawka, PE

Senior of Mechanical Engineer



Alex Sawka, Director of Mechanical Engineering, designs efficient, reliable systems for civic facilities, including fire stations. He prioritizes energy efficiency, comfort, and maintainability while collaborating across disciplines to tailor solutions to each project's needs. Known for his technical precision and problem-solving skills, Alex delivers performance-driven designs that support each facility's mission and minimize costs.

EDUCATION

University of Minnesota,
Bachelor of Science,
Mechanical Engineering

REGISTRATIONS

Professional Engineer
MN #53200

RELEVANT EXPERIENCE

Fridley Civic Campus, Fridley, MN**
Aitkin County Government Center, Aitkin, MN
Hennepin County Conciliation Court Study &
Remodel, Minneapolis, MN
Chanhassen Civic Campus, Chanhassen, MN
Le Sueur County Justice Center, Le Center, MN

Pennington County Study and Justice Center,
Thief River Falls, MN
Wright County / FBI Joint Tactical Training Facility,
Buffalo, MN
Wright County Government Center and Justice
Center, Buffalo, MN



Chad Kurdi, PE

Senior Electrical Engineer



Chad brings 35 years of electrical industry experience as an engineer, electrician, trainer, and manager. He designs, drafts, specifies, and analyzes electrical systems for law enforcement, hospitals, data centers, sports arenas, and commercial buildings, applying his deep technical knowledge to deliver efficient, reliable solutions tailored to each project's unique needs and operational requirements.

EDUCATION

Bachelor of Electrical
Engineering, Birzeit
University
Master of Education,
University of Minnesota

REGISTRATIONS

Professional Engineer
MN #42678

RELEVANT EXPERIENCE

Fridley Civic Campus, Fridley, MN**
Dakota County Empire Campus Public Works
Addition and Renovation, Dakota County, MN
Albert Lea City-Wide Facilities Assessment &
Master Plan, Albert Lea, MN
Aitkin County Government Center, Aitkin, MN

Chanhassen Civic Campus, Chanhassen, MN
Excelsior City Hall Space Needs Study & Renovation,
Excelsior, MN
Shakopee New City Hall, Shakopee, MN
International Falls Municipal Facilities Study,
International Falls MN

** Experience with Oertel



Kyle Olson, PE, MLSE

Senior Structural Engineer



Kyle Olson is a skilled structural engineer with expertise in designing, evaluating, and retrofitting civic facilities. His versatile, solutions-focused approach spans government, education, housing, and energy projects. Kyle leads engineering studies, documentation, and bids, ensuring safe, efficient, resilient structures. A trusted advisor, he collaborates closely with clients and teams to deliver lasting, high-quality buildings.

EDUCATION

University of Minnesota,
Bachelor of Civil
Engineering

REGISTRATIONS

Professional Engineer:
MN #48667
NCEES

RELEVANT EXPERIENCE

Rosemount Police Station & Public Works,
Rosemount, MN**

Fridley Civic Campus, Fridley, MN**

Dakota County Empire Campus Public Works
Addition and Renovation, Dakota County, MN

South St. Paul Facilities Master Plan/Needs Analysis,
South St. Paul, MN**

Chanhassen Civic Campus, Chanhassen, MN

Wright County Government Center and Justice
Center, Buffalo, MN



Larry Farris, CBO

Codes Expert



Larry, a Certified Building Official, Inspector, and Code Specialist, brings deep expertise in commercial and residential construction. With certifications in plumbing and mechanical inspection, he ensures BKV Group projects meet national and state codes. His thorough knowledge and focus on quality assurance and control guide design and construction, ensuring compliance, safety, and excellence in every project phase.

EDUCATION

Butte College,
CA, Certificate of
Completion, Building
Inspection Technology

REGISTRATIONS

Certified Building
Official, MN:
#B0002653

RELEVANT EXPERIENCE

Rosemount Police Station & Public Works,
Rosemount, MN**

Fridley Civic Campus, Fridley, MN**

Grand Blanc New Department of Public Works &
Fire Station, Grand Blanc, MI

Edina Community Health & Safety Facility / Fire
Station #2, Edina, MN

Waite Park Public Safety Facility, Waite Park, MN

Chanhassen Civic Campus, Chanhassen, MN

Filmore County Jail Addition, Preston, MN

Goshen New South Fire Station, Goshen, IN



Sandy Meulners-Comstock, PLA

Landscape Architect, Neighborhood Engagement



Sandy, a licensed Landscape Architect in Minnesota, Texas, Colorado, and North Dakota, brings broad experience from design/build to large- and site-scale planning. She emphasizes sustainable practices, detail-driven design, and community involvement to deliver lasting, positive impacts. Sandy holds a Bachelor of Environmental Design and a Master of Landscape Architecture from the University of Minnesota.

EDUCATION

University of Minnesota,
Master of Landscape
Architecture

REGISTRATIONS

PLA: MN #59779

RELEVANT EXPERIENCE

Folwell Park Implementation, Minneapolis, MN

Minneapolis Farmer's Market, Minneapolis, MN

Historic Water Tower Park, Elk River, MN

Northside Greenway, Minneapolis, MN

FAIR Schoolyard, Crystal, MN

Firemen's Park and Chaska Curling Center,
Chaska, MN*

Veterans East Apartments, Minneapolis, MN*

Highland Bridge Mixed Use Development (Ford
Development Site), St. Paul, MN*

* Experience at a prior firm

** Experience with Oertel



Olivia Halsne

Landscape Architect, Neighborhood Engagement



Olivia is an associate landscape designer dedicated to strengthening community connections to place. Influenced by her Wisconsin roots in the Driftless Region, she approaches each project through community engagement and detailed site analysis. Her design process emphasizes curiosity, creativity, and communication, resulting in thoughtful, meaningful, and lasting landscape solutions.

EDUCATION

University of Minnesota,
Master of Landscape
Architecture

University of
Minnesota, Bachelor of
Environmental Design

RELEVANT EXPERIENCE

Folwell Park Implementation, Minneapolis, MN

Minneapolis Farmer's Market, Minneapolis, MN

Historic Water Tower Park, Elk River, MN

Northside Greenway, Minneapolis, MN

FAIR Schoolyard, Crystal, MN

River's Bend Park Improvements, Ramsey, MN

Travis County Park System Plan, Travis County, MN

Artspace Northrup King Building, Minneapolis, MN

Heartland Trail, Upper, MN



Dan Lavender, PE

Senior Civil Engineer



Dan leads planning, civil engineering, and landscape architecture teams across the north central U.S., bringing 20 years of experience as a civil engineer and project manager. His expertise spans private and municipal site development, utilities, roadways, greenways, industrial facilities, and municipal capital improvement programs, delivering thoughtful, effective designs that support communities and infrastructure needs.

EDUCATION

Clemson University,
Environmental
Engineering, Civil
Engineering, Minor

REGISTRATIONS

Professional Engineer:
MN #57418

RELEVANT EXPERIENCE

Rosemount Public Works and Police Station
Campus, Rosemount, MN*

Wright County Government Center, Buffalo, MN*

Edina Fire Station #2, Edina, MN*

Public Safety Building Expansion and Fire Station
#3, Elk River, MN

Snelling Yards Development, Minneapolis, MN

Malcolm Yards, Phase Development,
Minneapolis, MN

Greystone Construction Headquarters,
Shakopee, MN

Brookings County Detention Center, Brookings, SD



Todd Shoemaker, PE, CFM

Water Resource Engineer



Todd has over 20 years of experience in water resources and environmental engineering. His water resources expertise includes watershed and stormwater management, hydrologic/hydraulic and water quality computer modeling, ravine and stream bank stabilization, floodplain management and regulation, and wetland restoration and permitting.

EDUCATION

University of Wisconsin,
Master of Science, Civil
and Environmental

Engineering
University of Wisconsin,
Bachelor of Science, Civil
Engineering

RELEVANT EXPERIENCE

Dakota County SWMM, MN

Ryan Lake Subwatershed Study, MN

Robert Trail Watershed (Northwest Area)

Stormwater Model & Plan, MN

Highland Ravine Stabilization, MN

Spring Lake Park Reserve Trail & Ravine
Stabilization, MN

Minnehaha Creek Gorge Stabilization, MN

Watershed District Permitting & Regulation, Twin
Cities, MN

* Experience with BKV Group



Jason Anderson, CTS

Senior Technology Consultant

TRUE**NORTH**▲

Jason Anderson, Senior Technology Consultant at True North Consulting Group, began his career with Elert & Associates in 2012. He specializes in technology systems design, AV multimedia, cabling infrastructure, and fiber optics. An AVIXA member and Legrand AV Consultant Council member, Jason's expertise and dedication make him a trusted leader in delivering innovative technology solutions.

EDUCATION

Carleton College,
Northfield, MN, Bachelor
of Arts, Physics

REGISTRATIONS

InfoComm Design
InfoComm Essentials of
AV Technology

RELEVANT EXPERIENCE

Rosemount Police Station & Public Works,
Rosemount, MN*

Fridley Municipal Complex, Fridley, MN*

Aitkin County Government Center, Aitkin MN*

Chanhassen Civic Campus, Chanhassen, MN*

Eden Prairie Police Department Remodel, Eden
Prairie MN*

Waite Park Public Safety Facility, Waite Park, MN*

Rochester North Police Station & Service Center,
Rochester, MN*



Linda French, PE

Fire Protection Engineer



Licensed as a Fire Protection Professional Engineer, and licensed as a Fire Protection Design Contractor in the State of Minnesota as well as 14 other states, Linda French has the technical background and resources needed to provide our clients with the best fire protection design, engineering and risk assessment services available that she has assembled over her 23 years of experience in the fire protection industry.

EDUCATION

Worcester Polytechnic
Institute, Master of Fire
Protection Engineering

REGISTRATIONS

Fire Protection Engineer
#42319
Fire Protection Design
Contractor #D130

RELEVANT EXPERIENCE

VA South Wing Expansion, St. Cloud, MN

The Interchange Project, Minneapolis, MN

US Bank Stadium, Minneapolis MN

Target Center Renovation Project, Minneapolis, MN

Readiness Center, Arden Hills, MN

ANG Armory, Brooklyn Park, MN

East Side Storage & Maintenance Facility,
Minneapolis, MN



Matthew P. Ruble, PE

Vice President, Principal Engineer



With over 30 years of experience, he oversees geotechnical engineering, drilling, pavement consulting, laboratory, and construction services. He manages multidisciplinary projects across public and private sectors, collaborating with clients to leverage Braun Intertec's full service offerings for successful outcomes.

EDUCATION

University of Minnesota,
Bachelor of Civil
Engineering

REGISTRATIONS

Professional Engineer:
MN #40935

RELEVANT EXPERIENCE

Chaska Civic Campus Expansion, Chaska, MN

Chanhassen Civic Campus Reconstruction,
Chanhassen, MN

City of Bloomington Health and Wellness Center,
Bloomington, MN

Guthrie Theater and Parking Ramp,
Minneapolis, MN

MacPhail Center for the Arts, Minneapolis, MN

Mill City Museum and Office Complex,
Minneapolis, MN

YWCA East Lake Street, Minneapolis, MN

* Experience with BKV Group

PROJECT EXPERIENCE



ROSEMOUNT POLICE STATION & PUBLIC WORKS

Rosemount, Minnesota

BKV Group, along with Oertel Architects, led the design of a new state-of-the-art Public Works facility (Oertel) for the City of Rosemount, MN, as part of a combined 160,000 GSF development shared with the city's police department (BKV Group). Located on a 20-acre site, the facility enhances civic identity, centralizes operations, and provides secure, sustainable, and community-focused spaces for long-term growth. Our team worked with each department to confirm their operational space needs and develop an accurate space program for their current and long-term needs. The new facility will centralize public works operations, providing space for public works offices and staff support space as well as vehicle storage, vehicle maintenance, and wash bay areas. Additionally, a fuel island, material storage bins, and salt shed are planned on the site. The police station will include officer work areas, indoor squad garage, law enforcement training features including an indoor 5-lane gun range, temporary holding spaces, evidence processing and storage, and shared classroom spaces. Construction is planned to start in 2023.

CLIENT	SIZE
City of Rosemount, MN	160,000 SF total project

CM	COST
Kraus-Anderson	\$44.3M

COMPLETED
2024



FRIDLEY CIVIC CAMPUS

Fridley, Minnesota

The Fridley Civic Campus, designed by BKV Group with Oertel Architects, unites City Hall, Public Safety, and Public Works around a central plaza and water feature. The new City of Fridley Public Works facility was an integral part of a larger municipal improvement and redevelopment project known as the City of Fridley Civic Campus.

Planning the new City of Fridley Public Works facility presented several challenges. The unique location challenged the design team to balance staff access vs. public access and public works operations. Construction was phased to maintain the existing public works facility operations during the construction of the new facility on the same site.

The public works facility included staff office and support space along with conditioned vehicle storage, cold storage, salt storage, a fueling facility, and fleet maintenance space.

CLIENT	SIZE
City of Fridley, MN	184,300 SF total project

CM	COST
McGough Construction	\$44.5M

COMPLETED
2018



WAITE PARK PUBLIC WORKS

Waite Park, Minnesota

The City of Waite Park hired Oertel Architects to provide masterplanning, programming, and design options for their new Public Works facility. The City's existing Public Works facility could not meet the growing demands of the City Public Works department, and will be re-used for another purpose. The maintenance facility includes a large multi-purpose/training room (which will be used by the general public at times), office and support areas, vehicle & equipment storage, cold storage, vehicle staging areas, multiple shops, and automated wash bay, welding and fabrication areas, vehicle and equipment maintenance bays, parts and tool storage. Exterior work includes parking and materials handling/staging areas, a covered materials storage area, landscaping, a storm water retention pond, and secured access areas.

CLIENT	SIZE
City of Waite Park, MN	65,535 SF

CM	COST
N/A	\$8.5M

COMPLETED
2017



ANDOVER PUBLIC WORKS

Andover, Minnesota

The City of Andover Public Works Facility was designed as a two-phase project to meet operational needs and funding availability. Phase I delivered maintenance, storage, fueling, and site improvements, while Phase II will add heated storage and expanded administrative spaces.

CLIENT	SIZE
City of Andover, MN	37,600 SF

CM	COST
RJM	\$9.46M

COMPLETED
2021



RAMSEY PUBLIC WORKS

Ramsey, Minnesota

The City of Ramsey replaced its long-standing temporary trailer with a 92,800 SF public works facility featuring vehicle storage, offices, and maintenance space. Designed within strict budget parameters, the project balanced function, cost, and future needs despite pandemic-era challenges.

CLIENT

City of Ramsey, MN

SIZE

92,800 SF

CM

RJM

COST

\$16.32M

COMPLETED

2021



CHANHASSEN BLUFFS COMMUNITY CENTER

Chanhassen, Minnesota

The City of Chanhassen has engaged BKV Group to lead and advance planning and design for the Chanhassen Bluffs Recreation Center. The project is envisioned as a new regional recreation destination for all ages. The facility may include amenities like an indoor walking track, two sheets of ice, a field house with turf and gym space available year-round, an indoor playground, a community room, dance studio and a privately operated restaurant. The facility is located at the southeast corner of the new Avienda development, at the intersection of Highway 212 and Powers Boulevard. The BKV Group team helped develop the conceptual design and the marketing materials to help the City inform the public on the further development and features for this exciting project. After the sales tax ballot measure passed, BKV Group was awarded the full project. The project is currently in design and is anticipated to be complete by May 2028.

CLIENT

Chanhassen, MN

SIZE

300,000 SF

CM

RJM

COST

\$80M

COMPLETED

Currently in Design

REFERENCES

CITY OF ROSEMOUNT, MN

Nick Egger, PE
Public Works Director
651.322.2015
nick.egger@ci.rosemount.mn.us

Mikael Dahlstrom
Police Chief
651.423.4491
mikael.dahlstrom@rosemountmn.gov



ROSEMOUNT POLICE STATION & PUBLIC WORKS

CITY OF FRIDLEY, MN

Jim Kosluchar
Public Works Director
763.572.3550
jim.kosluchar@fridleymn.gov

Walter T. Wysopal
City Manager
763.572.3506
Wally.Wysopay@fridleymn.gov



FRIDLEY CIVIC CAMPUS

CITY OF WAITE PARK, MN

Bill Schluez
Public Works Director
320.252.6822
bill.schluez@ci.waitepark.mn.us

** BKV Group and Oertel have worked with Waite Park on different projects. BKV Group is currently working on the City's public safety and city hall facility.*



WAITE PARK PUBLIC WORKS

CITY OF ANDOVER, MN

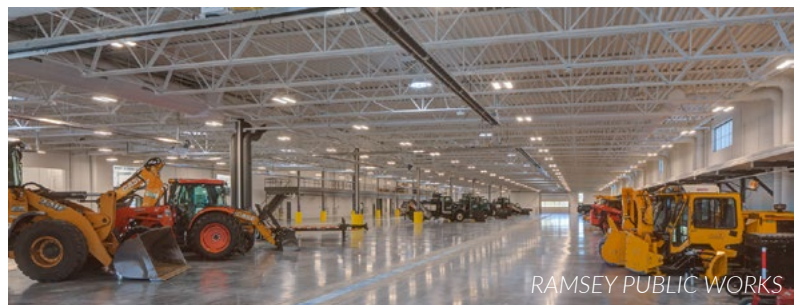
David Berkowitz
Director of Public Works
763.767.5133
d.berkowitz@andovermn.gov



ANDOVER PUBLIC WORKS

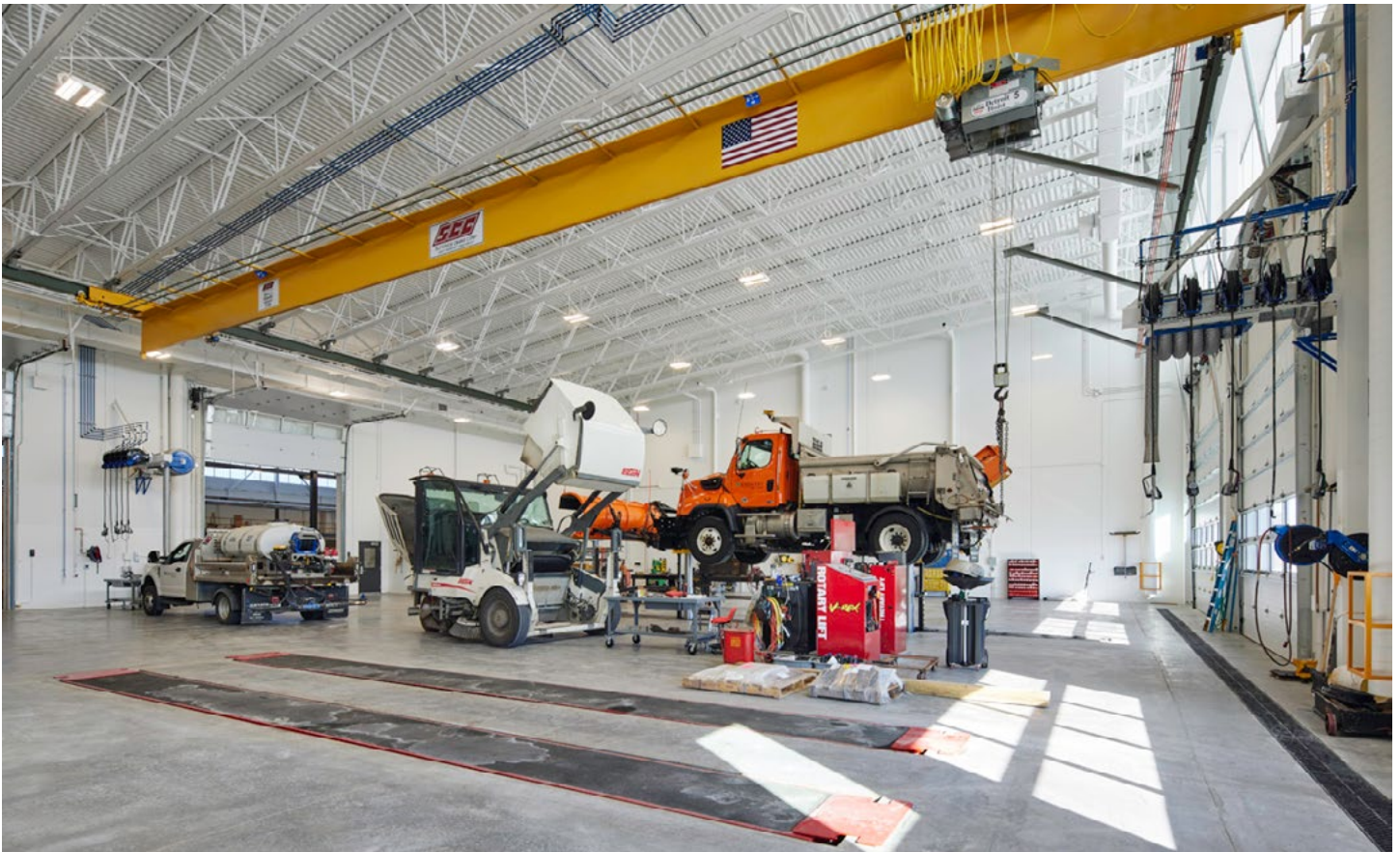
CITY OF RAMSEY, MN

Shane Turner
Streets Superintendent
763.433.9884
sturner@ci.ramsey.mn.us



RAMSEY PUBLIC WORKS

DETAILED WORK PLAN & SCHEDULE



PROJECT COMMUNICATIONS

The success of this project will be built on a collaborative, consensus-driven design and construction process that produces a clear schedule and work plan shaped by all stakeholders. The BKV Group team will work closely with the City of Roseville at project outset to define critical milestones and decision points, ensuring all goals are clearly integrated into the project timeline. In addition to regular design workshops and construction reviews, we will support City and community updates as needed and maintain momentum through weekly check-ins. All meetings will be documented to capture input and direction. Our approach will be led by Michael Healy, our senior project manager. As a leader within the BKV Group practice, Michael will bring a facility specific focus and personal commitment to the management and delivery of the project.

PROJECT UNDERSTANDING

The City of Roseville has established a clear vision to modernize and expand its civic campus by delivering a new License & Passport Center with Dance Studio (LPCDS) and a remodeled, expanded Maintenance Operations Center (MOC). The City's commitment to phased construction, fiscal stewardship, sustainability, and community engagement will guide this effort. Our team understands the complexity of designing two distinct facilities across multiple phases of construction, while ensuring uninterrupted City operations, minimizing neighborhood impacts, and delivering long-term value for the community. This project is more than a set of new buildings; it is an opportunity to create an efficient, sustainable, and community-centered civic environment.

We recognize the City's goals: delivering a two-story LPCDS that enhances public services and cultural vitality; creating a modernized MOC that supports critical public works operations; phasing construction to maintain continuity of services; and advancing sustainability standards, including potential B3 compliance. In addition, the City's choice to utilize a Construction Manager at Risk (CMAR) delivery model reinforces the need for proactive collaboration, cost control, and flexibility throughout design and construction.

OUR APPROACH

Our approach is structured to align directly with the City's required phases while introducing innovative practices that ensure efficiency, transparency, and design excellence.

DATA COLLECTION & PROGRAMMING

We will begin with comprehensive data gathering, reviewing prior studies, performing site analyses, and engaging with City staff to refine program requirements and right-size the project. Our team will integrate geotechnical, environmental, and survey information into our overall workflow and to inform subsequent design efforts. Tours of peer facilities will inform best practices and provide the City with a range of options grounded in real-world performance. Project requirements will be updated based on stakeholder engagement and feedback as well as from the results of facility tours.

We propose a workshop approach to ensure the appropriate level of stakeholder engagement throughout the design phases, fostering collaboration and buy-in while addressing key concerns and aspirations for the new facility. Workshops for this initial phase of work include key engagements with the City for kickoff and program verification with all staff divisions. Our workshop process continues throughout the design phase to collect all needed information and to allow the City and user groups to have a full understanding of the project as the design develops.

CONCEPT DESIGN (15%)

Building on Option C from the 2025 Civic Campus Update we worked with the City on, we will prepare flexible concept alternatives for the LPCDS and MOC, exploring and addressing service delivery, community space needs, operational workflows, site logistics, phasing, sustainability strategies, and Veteran's Park integration. Early 3D site modeling will allow stakeholders to visualize site circulation, stormwater features, and continuity of operations. In partnership with the CMAR, we will develop a phasing plan, ensure constructibility, and prepare a preliminary bid packaging strategy to reduce costs and accelerate delivery.

SCHEMATIC DESIGN (30%)

During schematic design, we will refine building massing, layouts, and systems in direct collaboration with City staff. Iterative 3D modeling and virtual reality walkthroughs will be used to evaluate options in real time, strengthening decision-making and enhancing communication with stakeholders. Integration of building systems and operational systems and equipment will be defined for early design and cost estimate accuracy. Sustainability strategies, including energy efficiency measures and material performance studies, will be embedded at this stage to ensure alignment with the City's goals.

Deliverables will include adequate documentation to convey the facility's design for site, floor plans, building exterior, and major materials and systems. All deliverables will be coordinated with the construction manager to ensure adequate information is provided to support their cost estimating processes for an accurate and thorough reflection of project costs.

DESIGN DEVELOPMENT (60%)

Our design development phase will solidify architectural, structural, and engineering systems solutions while integrating resilience and long-term operational efficiency. We will coordinate early with Authorities Having Jurisdiction to anticipate and mitigate permitting challenges. Key elements such as materials, technology, stormwater management, water supply/fire protection, and sustainable assemblies will be detailed with an eye toward constructibility and life-cycle value.

Deliverables will include the key components of the contract documents: site and floor plans, reflected ceiling plans, building sections, elevations, interior finishes, key details, and a conceptual furniture plan. We'll also provide a draft project manual outlining preliminary material and assembly selections, as well as cutsheets and product data for proposed equipment and finishes.

CONSTRUCTION DOCUMENTS (100%)

We will prepare a comprehensive, coordinated document set that is accurate, buildable, and efficient for bidding. Leveraging Building Information Modeling (BIM), we will integrate disciplines into a federated model, reducing clashes, improving accuracy, and providing the CMAR with design data that supports reliable cost estimates.

Project management efforts during CDs focus on full integration across disciplines—architectural, interior, structural, mechanical, plumbing, electrical, technology/security, civil, and landscape. To maintain quality, we conduct page-turn meetings and implement rigorous internal reviews. BKV Group's in-house quality assurance team provides third-party reviews during both the Design Development and Construction Document phases, ensuring a complete, coordinated, and buildable set of documents. Additionally, all

projects are reviewed by an independent exterior envelope consultant to further strengthen quality and performance assurance.

BIDDING & PERMITTING ASSISTANCE

Our team will support the City and the Construction Manager through the bidding process, preparing addenda, responding to bidder questions, and providing clarity that promotes competitive pricing. We will also prepare and submit materials for regulatory approvals, working closely with agencies such as RCWD, MPCA, and the Metropolitan Council to expedite permitting.

NEIGHBORHOOD ENGAGEMENT

Recognizing the importance of community trust, our engagement strategy goes beyond traditional meetings. In addition to leading three formal neighborhood sessions, we will use accessible visualization tools to communicate design decisions and gather feedback. This ensures residents, the VFW, and park users feel heard and see their input reflected in design refinements. Our role will be to translate community priorities into design solutions that will reduce impacts, strengthen site buffering, and enhance the civic campus, all while maintaining operational efficiency and respecting the budget. Additional information is included as part of this section.

CONSTRUCTION ADMINISTRATION & CLOSE-OUT

We will remain an active partner through construction, participating in regular site meetings, reviewing submittals, responding to RFIs, and providing supplemental instructions as needed. Our fluency in collaborative platforms such as Procore will streamline communication with the City and CMAR. At close-out, we will lead punch list reviews, deliver accurate as-builts, and conduct the 11-month warranty walkthrough to ensure performance and satisfaction.

COMMUNITY MATTERS

The neighborhood engagement strategy for the Civic Campus project is designed to ensure inclusivity, transparency, and meaningful participation throughout the design process. Central to this approach is the formation of a Civic Campus Final Design Stakeholder Group, composed of volunteers with an emphasis on hearing the voices of those most directly impacted by the project. Operating at the “involve” and “collaborate” levels of the IAP2 Spectrum, this group will provide critical input at key stages of design.

To guide this effort, our team will develop a comprehensive engagement plan that identifies stakeholders, establishes timelines, and defines desired outcomes. A dedicated project website will serve as the primary communication hub, offering project updates, resources, and interactive tools for community feedback. This platform will enable residents to review concept plans and share input that informs design decisions.

Engagement will occur through structured touchpoints, including three stakeholder group meetings and three neighborhood workshops aligned with major design milestones: concept design, design development, and finalization prior to construction documentation. These sessions will gather input on site layout, design refinements, and detailed plans, ensuring that community perspectives shape the project’s evolution.

Finally, an Engagement Summary Report will consolidate feedback and document consensus, providing a transparent record of the community-driven process. This approach underscores the project’s commitment to accessibility, equity, and collaboration, ensuring that the Civic Campus reflects the priorities and aspirations of the community it serves.



INNOVATION & VALUE

Our approach blends proven processes with forward-thinking solutions that bring added value to Roseville:

- **TECHNOLOGY INTEGRATION:** BIM, 3D visualization, and virtual reality will enhance decision-making and reduce risk.
- **PHASED DELIVERY:** Early coordination with the CMAR will minimize disruption to ongoing operations and optimize cost control.
- **SUSTAINABILITY BY DESIGN:** From high-performance envelopes to renewable-ready infrastructure, we will design for long-term efficiency, resilience, and alignment with B3 or equivalent standards if desired by the City.
- **COMMUNITY-CENTERED ENGAGEMENT:** Innovative communication tools and transparent processes will foster trust and ensure the civic campus reflects the community's values.



DELIVERABLES & OUTCOMES

Through this structured yet flexible approach, the City of Roseville will receive:

- An LPCDS that provides modern, accessible public services and cultural amenities.
- A **modernized, efficient MOC** that supports essential City operations and enhances long-term service delivery.
- **Phased accurate construction plans** that minimize operational disruptions and maintain fiscal responsibility.
- **Engaged community stakeholders** who see their priorities reflected in the final design.
- **High-quality, resilient, sustainable facilities** designed to serve Roseville for decades.

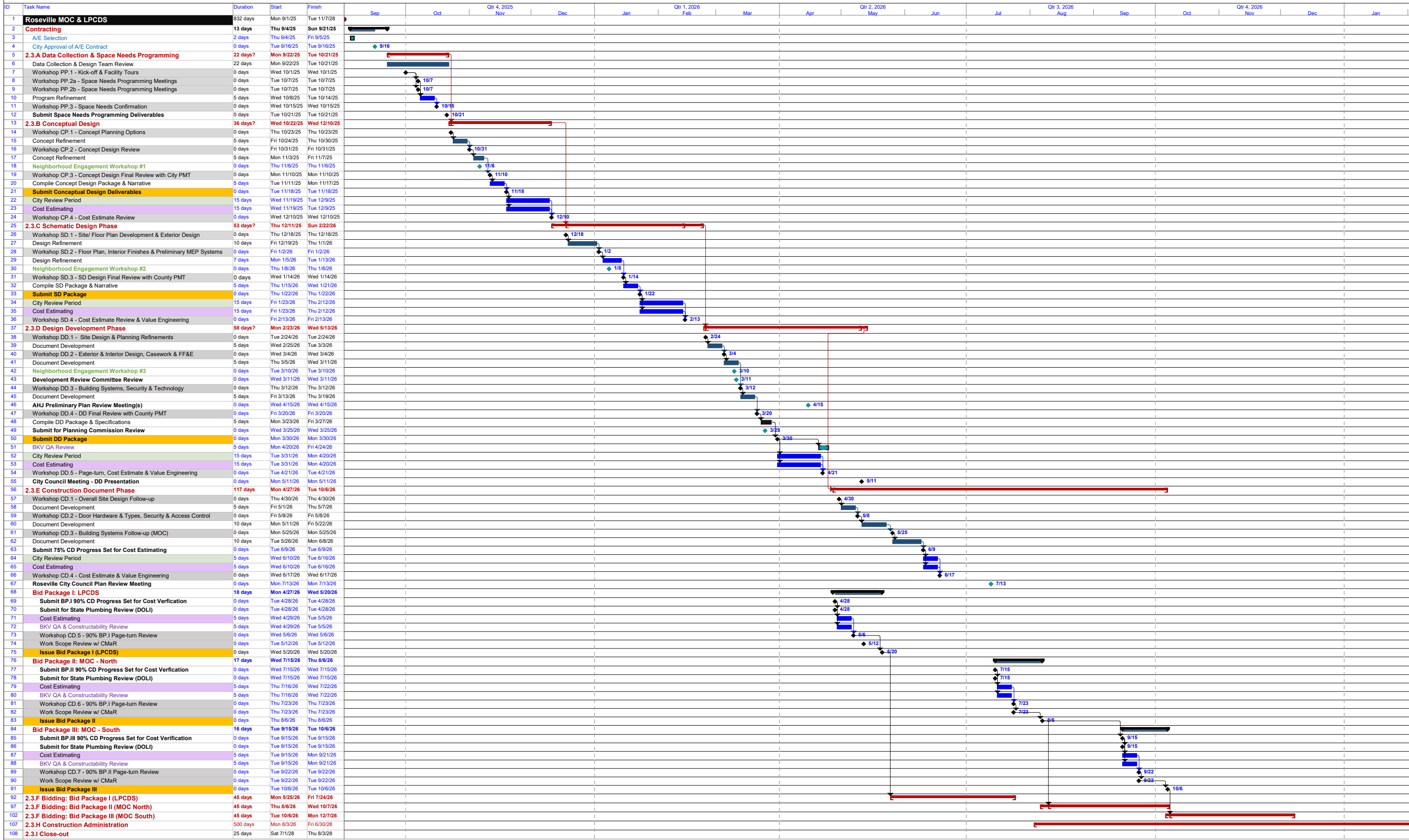
Our practical yet innovative methodology ensures that the City's investment translates into facilities that are efficient, long-lasting, and meaningful to the community.

SCHEDULE

At project outset, we will meet with your core team to understand schedule goals, key stakeholder sessions, governing body meetings, and staff availability. This will inform a final detailed Gantt schedule outlining meetings, presentations, and milestones. Drawing on our experience with similar projects, we aim to minimize demands on your time while ensuring meaningful stakeholder engagement. Regular touchpoints and sufficient time for review, cost estimate development, and feedback will be built into each design phase.

The preliminary schedule that has been prepared represents taking the entire project through Design Development before April 2026. The design team's focus then turns to the Construction Documents phase and preparing bid packages as outlined in the RFP and the draft B133 Agreement. The License/Passport Center and Dance Studio deliverables (Bid Package #1) will be issued by the end of May 2026 to allow work to commence while the remaining bid packages for the Maintenance and Operations Center are prepared, bid, and permitted well in advance of those phases of work starting. We believe that there may be schedule efficiencies possible during construction with the project finishing by Fall of 2028, potentially reducing construction costs. The final schedule will be developed in collaboration with the City and the Construction Manager and will include review and estimating periods to support a quality project that will be delivered on time and within budget.

Our proposed preliminary schedule is included on the next page.



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CONSULTANT FEE PROPOSAL

The BKV Group team's compensation goals are to establish fees that are fair and reasonable for the required services. Our priority is to achieve our client's goals while assuring that both our client and our firm are treated fairly for the services and expertise best suited for the project. To meet this goal, we strive to establish a well-defined project understanding and scope of services. While we will meet with the City's core team to review and verify the scope of services needed, we believe that the initial scope presented in the RFP to be thorough and appropriate for the Project's needs.

Based on our detailed project knowledge, and the scope of services identified in the RFP, we would not anticipate the need to request additional services during design phase services unless there is a significant alteration in project scope or schedule. Our approach to fee structuring is to provide a complete and comprehensive total fee that accommodates the natural evolutions and refinements of a project throughout design, and in construction, to have a fee that accommodates production of content to support change orders initiated from the need for contract document clarification or coordination. If change orders are initiated by the owner that require additional resources (staff, engineering, research, design) to expand or significantly alter the approach in the documents already produced, our team would prepare a proposed scope of services and fee for review and approval by the City prior to proceeding.

We would urge the selection committee to select your team based on experience and qualifications. Our fee analysis is based on the project scope as we understand it from the RFP as well as our experience with the level of service our team provides, and the time involved in these types of projects. However, our first task in working with the City will be to meet to make sure our assumptions for the project, meetings, and scope align with the City's expectations and goals. The objective is to find a balance of fee and scope that best supports the project, the project teams, and the City's fiscal objectives.





Project: Maintenance Operations Center / LPCDS

Proposal By: BKV Group

			2.3.A Data Collection	2.3.B Concept Design	2.3.C Schematic Design	2.3.D Design Development	2.3.E Construction Documents	2.3.F Bidding & Permitting Assistance	2.3.G Neighborhood Engagement	2.3.H Construction Administration	2.3.I Project Close-out	Sub-total Hours per Role
Design Team Role	Firm Name	Hourly Rate (\$)										
Prime Consultant												
Partner-in-Charge	BKV Group	\$282	32	36	60	60	40	8	12	20	0	268
Project Manager	BKV Group	\$239	74	74	136	150	240	48	36	456	36	1,250
Architectural Staff *	BKV Group	\$180	110	200	475	780	1,150	90	36	875	36	3,752
Interior Designer	BKV Group	\$257	12	12	40	50	60	6	0	18	4	202
Interior Design Staff *	BKV Group	\$168	52	40	160	200	228	26	0	68	16	790
Structural Engineer	BKV Group	\$270	0	6	12	82	105	8	0	48	6	267
Structural Engineering Staff *	BKV Group	\$170	0	16	32	246	316	24	0	144	16	794
Mechanical Engineer	BKV Group	\$270	0	8	25	76	104	14	0	40	6	273
Mechanical Engineering Staff *	BKV Group	\$172	0	24	74	230	310	40	0	122	16	816
Electrical Engineer	BKV Group	\$285	0	4	8	70	80	12	0	32	4	210
Electrical Engineering Staff *	BKV Group	\$147	0	12	24	208	244	32	0	94	12	626
Specification Writer *	BKV Group	\$194	0	0	16	118	118	9	0	9	6	276
Code & Life Safety Expert	BKV Group	\$260	2	4	8	12	18	2	0	14	0	60
Construction Administration *	BKV Group	\$189	0	0	0	0	30	30	0	994	0	1,054
Subconsultants												
Maintenance Facility Architect	Oertel	\$215	32	74	354	348	174	15	12	90	2	1,101
Maint. Facility Architectural Staff *	Oertel	\$150	12	56	894	1,340	979	11	20	350	12	3,674
Community Engagement *	Mend	\$165	0	0	0	0	0	0	110	0	0	110
Landscape Architecture *	Mend	\$165	46	46	56	80	140	50	0	150	80	648
Civil Engineer	Stantec	\$214	8	8	10	250	320	16	0	80	10	702
Water Resource Engineer	Stantec	\$176	0	4	8	42	40	6	0	0	4	104
Civil Engineering Staff *	Stantec	\$176	0	0	12	530	554	18	0	120	6	1,240
Land Surveying *	Stantec	\$190	100	0	0	0	0	0	0	0	0	100
Tree Inventory *	Stantec	\$176	18	0	0	0	0	0	0	0	0	18
Environmental Assessment *	Braun	\$150	34	0	0	0	0	0	0	0	0	34
Geotechnical Engineering *	Braun	\$195	136	0	0	0	0	0	0	0	0	136
Fire Protection Engineer	Coastwise	\$195	0	12	16	40	52	12	0	12	6	150
Low Voltage Engineer *	True North	\$142	26	36	59	230	316	69	0	194	58	988
* Denotes blended rate/hours.	Sub-total Hours by Phase		694	672	2,479	5,142	5,618	546	226	3,930	336	Total Hours 19,643

Project Phase	Fees Per Phase		Total Fees
	LPCDS	MOC	
2.3.A Data Collection, Programming	\$17,500	\$41,400	\$58,900
2.3.B Concept Design	\$22,640	\$62,750	\$85,390
2.3.C Schematic Design	\$74,000	\$163,000	\$237,000
2.3.D Design Development	\$131,900	\$307,250	\$439,150
2.3.E Construction Documents	\$159,500	\$422,650	\$582,150
2.3.F Bidding & Permitting Assistance	\$20,900	\$51,500	\$72,400
2.3.G Neighborhood Engagement	\$5,500	\$13,500	\$19,000
2.3.H Construction Administration	\$158,900	\$426,900	\$585,800
2.3.I Project Close-out	\$7,950	\$18,950	\$26,900
Subtotal: Consultant Fees	\$248,210	\$1,242,500	\$1,490,710
Subtotal: Estimated Reimbursables ¹	\$14,820	\$34,380	\$49,200
Total Fees & Expenses	\$861,820	\$2,784,780	\$3,646,600

Consultant Exclusions	Cost (\$)
Sustainable Design, such as B3, no formal cert ²	\$26,970

- Expenses are estimated based on past project history and typically equate to approximately 2% of compensation. Expenses are limited to those categories in §11.8 of the B133.
- Sustainable design services are estimated. Cost savings may be possible with refinement of scope and strategies.

APPENDIX A - CITY'S STANDARD TERMS & CONDITIONS

BKV GROUP HAS READ AND AGREE TO THE CITY'S TERMS AND CONDITIONS. IF AWARDED, WE HAVE NO EXCEPTIONS MOVING FORWARD.

AIA® Document B133® – 2019

Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition

AGREEMENT made as of the _____ day of _____ in the year
2025
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address, and other information)

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
651-792-7000

and the Architect:
(Name, legal status, address, and other information)

for the following Project:
(Name, location, and detailed description)

Maintenance Operations Center and the License/Passport Center & Dance Studio

The Construction Manager (if known):
(Name, legal status, address, and other information)

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A201–2017™, General Conditions of the Contract for Construction; A133–2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price; and A134–2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

AIA Document A201™–2017 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Design of a two-story License Passport Center and Dance Studio on city property at Veterans Park as indicated in Options C.1 or C.2 in the Civic Campus Master Plan Update completed in 2025. The shared parking lot with the VFW would be reconstructed to accommodate additional parking.

A new Maintenance Operations Center would be constructed in two parts. The main facility south of Woodhill would consist of re-using part of the existing facility and expanding the facility into the existing maintenance yard as indicated in Options C.1 or C.2 in the Civic Campus Master Plan Update completed in 2025. The main garage would be remodeled and reused as part of the construction. Additionally, the Lexington Shoppes building north of Woodhill Drive would be demolished and a new maintenance yard with one storage building, storage bins and fuel system would be constructed.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Provide total and, if known, a line item breakdown.)

-Projected Construction Budget for MOC: \$48,000,000 (Sales Tax Funded)
Projected Construction Budget for LPCDS: \$11,000,000 (Locally Funded)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Final Design – July 2026

.2 Construction commencement date:

October 2026

.3 Substantial Completion date or dates:

Total project completion December 2029

.4 Other milestone dates:

§ 1.1.5 The Owner intends to retain a Construction Manager pursuant to the following agreement:

(Indicate agreement type.)

[☒] AIA Document A133–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, as modified.

[☐] AIA Document A134–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, or phased construction are set forth below:

(List number and type of bid/procurement packages.)

Three bid packages

#1 -LPCDS

#2 – MOC North of Woodhill

#3 – MOC South of Woodhill

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

§ 1.1.7.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234-2019 is incorporated into this

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Agreement, the Owner and Architect shall incorporate the completed E234–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.4:
(List name, address, and other contact information.)

[Jesse Freihammer, Public Works Director](#)
[City of Roseville](#)
[2660 Civic Center Drive](#)
[Roseville, MN 55113](#)
[651-792-7041](#)
[Jesse.Freihammer@cityofroseville.com](#)

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

§ 1.1.10 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Construction Manager:

(The Construction Manager is identified on the cover page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention. If the Architect is to assist the Owner in selecting the Construction Manager, complete Section 4.1.1.1)

~~.2 Land Surveyor:~~

~~.3 Geotechnical Engineer:~~

~~.4 Civil Engineer:~~

.5—2 Other consultants and contractors:
(List any other consultants and contractors retained by the Owner.)

--

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:
(List name, address, and other contact information.)

§ 1.1.12 The Architect shall retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:
(List name, legal status, address, and other contact information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural Engineer:

.2 Mechanical Engineer:

.3 Electrical Engineer:

.4 Civil Engineer:

<< >>
<< >>
<< >>
<< >>
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<< >>

.5 Landscape Architecture:



.6.2 Land Surveyor:



.3.7 Geotechnical Engineer:



.8 Other Architectural:



§ 1.1.12.2 Consultants retained under Supplemental Services:



§ 1.1.13 Other Initial Information on which the Agreement is based:



§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall ~~agree upon~~develop written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

~~§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk~~

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~~and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.~~

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by experienced and reputable architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in the agreement identified in Section 1.1.5. The Architect shall not be responsible for actions taken by the Construction Manager.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and written consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 **Insurance.** The Architect shall ~~maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9, furnish proof of insurance acceptable to Owner and maintain coverage for the applicable claims period confirming that it has procured the foregoing required insurance coverages prior to execution of this Agreement. Such proof shall also confirm that the insurer has agreed that it will not cancel the insurance without giving the Owner thirty (30) days advance written notice of its intent to cancel. The Architect shall require of its consultants proof of insurance meeting the foregoing requirements as a condition precedent to their engagement to perform services on the Project.~~

§ 2.6.1 Commercial General Liability with policy limits of not less than Two Million (\$ 2,000,000) for each occurrence and Four Million (\$ 4,000,000) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.6.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.6.1 and 2.6.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.6.4 Workers' Compensation at statutory limits.

§ 2.6.5 Employers' Liability with policy limits not less than ~~(\$) each accident, (\$) each employee, and (\$) policy limit, statutory requirements.~~

§ 2.6.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than Two Million (\$ 2,000,000) per claim and Four Million (\$ 4,000,000) in the aggregate.

§ 2.6.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess

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or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.6.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.6.

§ 2.6.9 The Architect's policies shall be primary insurance to any other valid and collectible insurance available to the Owner with respect to any claim arising out of the Architect's performance under this Contract. The Architect is responsible for payment of Contract related insurance premiums and deductibles. All policies listed above, except professional liability, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis. The Architect shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better and authorized to do business in the State of Minnesota.

§ 2.6.10 If the Architect fails to provide the specified insurance, then the Architect will defend, indemnify, and hold harmless the Owner and the Owner's officials, agents and employees from any loss, claim, liability, and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. This indemnity applies only to the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of the Architect, its subcontractors, agents, employees or delegates.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall be entitled to reasonably rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit, for the Construction Manager's review and the Owner's approval, a schedule for the performance of the Architect's services. The schedule shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the Construction Manager's review, for the performance of the Construction Manager's Preconstruction Phase services, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services. The Architect shall review and approve, or take other appropriate action upon, the portion of the Project schedule relating to the performance of the Architect's services.

§ 3.1.5 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming work, made or given without the Architect's written approval.

§ 3.1.6 The Architect shall, in coordination with the Construction Manager, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to assure that applicable design requirements imposed by those authorities and entities are incorporated in the Work.

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§ 3.1.7 The Architect shall assist the Owner and Construction Manager in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.8 Prior to the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, or the Owner's approval of the Construction Manager's Control Estimate, as applicable, the Architect shall consider the Construction Manager's requests for substitutions and, upon written request of the Construction Manager, provide clarification or interpretations pertaining to the Drawings, Specifications, and other documents submitted by the Architect. The Architect and Construction Manager shall include the Owner in communications related to substitution requests, clarifications, and interpretations.

§ 3.1.9 The Architect shall assist the Owner in the evaluation of the qualifications of entities providing bids or proposals.

§ 3.2 Review of the Construction Manager's Guaranteed Maximum Price Proposal or Control Estimate

§ 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare, for review by the Owner and Architect, and for the Owner's acceptance or approval, a Guaranteed Maximum Price proposal or Control Estimate. The Architect shall assist the Owner in reviewing the Construction Manager's proposal or estimate. The Architect's review is not for the purpose of discovering errors, omissions, or inconsistencies; for the assumption of any responsibility for the Construction Manager's proposed means, methods, sequences, techniques, or procedures; or for the verification of any estimates of cost or estimated cost proposals. In the event that the Architect discovers any inconsistencies or inaccuracies in the information presented, the Architect shall promptly notify the Owner and Construction Manager.

§ 3.2.2 Upon authorization by the Owner, and subject to Section 4.2.1.14, the Architect shall update the Drawings, Specifications, and other documents to incorporate the agreed upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment or Control Estimate.

§ 3.3 Schematic Design Phase Services

§ 3.3.1 The Architect shall review the program, and other information furnished by the Owner and Construction Manager, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.3.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner in writing of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.3.3 The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project and confirm the same in writing with the Owner.

§ 3.3.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.3.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for Construction Manager's review and the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.3.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.

§ 3.3.5.2 The Architect shall consider with the Owner and the Construction Manager the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.3.6 The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Schematic Design Documents.

§ 3.3.7 Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

§ 3.3.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, subject to written disclaimer or qualification from the Owner as to accuracy, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

§ 3.4 Design Development Phase Services

§ 3.4.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Construction Manager's review and the Owner's approval. The Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.4.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Design Development Documents.

§ 3.4.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

§ 3.5 Construction Documents Phase Services

§ 3.5.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Construction Manager's review and the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Construction Manager will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.5.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.5.3 During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner and Construction Manager in the development and preparation of (1) the Conditions of the Contract for Construction (General, Supplementary and other Conditions); ~~and~~ (2) a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include sample forms; and (3) review of the scopes of Work prepared by the

Construction Manager to provide comments on potential omissions or overlap.

§ 3.5.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Construction Documents.

§ 3.5.5 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7, and request the Owner's approval of the Construction Documents.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Construction Manager as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Construction Manager modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

§ 3.6.1.2 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Owner's approval of the Construction Manager's Control Estimate, or by a written agreement between the Owner and Construction Manager which sets forth a description of the Work to be performed by the Construction Manager prior to such acceptance or approval. Subject to Section 4.2, and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.1.3 The Architect shall advise and consult with the Owner and Construction Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, ~~nor shall~~ Subject to the requirements of Sections 2.2 and 3.6.2.1, the Architect shall not be responsible for the Construction Manager's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Construction Manager or of any other persons or entities performing portions of the Work.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner and Construction Manager reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Construction Manager, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Construction Manager, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Construction Manager. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Construction Manager, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Construction Manager designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims ~~between the Owner and by~~ the Construction Manager as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Construction Manager

§ 3.6.3.1 The Architect shall review and certify the amounts due the Construction Manager and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Construction Manager's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Construction Manager is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Construction Manager's right to payment, or (4) ascertained how or for what purpose the Construction Manager has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Construction Manager's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Construction Manager's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Construction Manager's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Construction Manager to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Construction Manager's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications

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in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Construction Manager in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Construction Manager; and
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to (1) check conformance of the Work with the requirements of the Contract Documents and (2) verify the accuracy and completeness of the list submitted by the Construction Manager of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Construction Manager, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Construction Manager: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Construction Manager under the Contract Documents.

§ 3.6.6.5 ~~Upon request of the Owner, and prior~~Prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Assistance with Selection of Construction Manager	Owner
§ 4.1.1.2 Programming	
§ 4.1.1.3 Multiple Preliminary Designs	
§ 4.1.1.4 Measured drawings	
§ 4.1.1.5 Existing facilities surveys	
§ 4.1.1.6 Site evaluation and planning	
§ 4.1.1.7 Building Information Model management responsibilities	
§ 4.1.1.8 Development of Building Information Models for post construction use	
§ 4.1.1.9 Civil engineering	Architect's Basic Services
§ 4.1.1.10 Landscape design	Architect's Basic Services
§ 4.1.1.11 Architectural interior design	
§ 4.1.1.12 Value analysis	
§ 4.1.1.13 Cost estimating	Owner
§ 4.1.1.14 On-site project representation	
§ 4.1.1.15 Conformed documents for construction	
§ 4.1.1.16 As-designed record drawings	
§ 4.1.1.17 As-constructed record drawings	
§ 4.1.1.18 Post-occupancy evaluation	
§ 4.1.1.19 Facility support services	
§ 4.1.1.20 Tenant-related services	
§ 4.1.1.21 Architect's coordination of the Owner's consultants	
§ 4.1.1.22 Telecommunications/data design	
§ 4.1.1.23 Security evaluation and planning	
§ 4.1.1.24 Commissioning	
§ 4.1.1.25 Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.26 Historic preservation	
§ 4.1.1.27 Furniture, furnishings, and equipment design	
§ 4.1.1.28 Other services provided by specialty Consultants	
§ 4.1.1.29 Other Supplemental Services	

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the

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exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or bid packages in addition to those listed in Section 1.1.6;
- .2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work, Guaranteed Maximum Price proposal, or Control Estimate exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes, or equipment;
- .3 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- ~~.4 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;~~
- ~~.5~~ ~~4~~ Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- ~~.6~~ ~~5~~ Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner- authorized recipients;
- ~~.7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner or Construction Manager;~~
- ~~.8~~ ~~6~~ Preparation for, and attendance at, ~~a more than four (4)~~ public presentations, meetings or hearings;
- ~~.9~~ ~~7~~ Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- ~~.10~~ ~~8~~ Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- ~~.11~~ ~~9~~ Assistance to the Initial Decision Maker, if other than the Architect;
- ~~.12~~ ~~10~~ Services necessitated by replacement of the Construction Manager or conversion of the Construction Manager as constructor project delivery method to an alternative project delivery method;
- ~~.13~~ ~~11~~ Services necessitated by the Owner's delay in engaging the Construction Manager.;
- ~~.14 Making revisions to the Drawings, Specifications, and other documents resulting from agreed upon assumptions and clarifications included in the Guaranteed Maximum Price Amendment or Control Estimate; and~~
- ~~.15 Making revisions to the Drawings, Specifications, and other documents resulting from substitutions included in the Guaranteed Maximum Price Amendment or Control Estimate.~~

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner in writing with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt

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written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice:

- .1 Reviewing a Construction Manager's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Construction Manager's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Construction Manager from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Construction Manager-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of the Construction Manager's proposals and supporting data, or the preparation or revision of Instruments of Service, except that the Architect's Basic Services shall include preparing Change Orders or Constructive Change Directives when the need therefor arises from the Architect's error or omission;
- .4 Evaluating ~~an extensive number of~~ more than five (5) Claims as the Initial Decision Maker; or
- .5 Evaluating substitutions proposed by the Owner or Construction Manager and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Construction Manager
- .2 Weekly (1) visits to the site by the Architect during construction
- .3 Four (4) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Four (4) inspections for any portion of the Work to determine final completion

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within thirty-six (36) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties, and responsibilities as described in the agreement selected in Section 1.1.5.

§ 5.3 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect and Construction Manager. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Construction Manager to remove and replace previously installed Work. If the Owner selects

accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall identify a representative authorized to act on the Owner's behalf only with respect to ~~the Project, specific matters delegated to the representative in writing by the Owner's Council. In no event shall the Owner's representative have authority to agree to any adjustments in the Contract Sum or Contract Time, unless expressly authorized to do so in writing by the Owner's Council.~~ The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.5 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark. Owner shall provide utility location information in its possession but makes no representation as to the accuracy of utility location information unless operated by Owner, and the Architect shall be responsible to confirm the accuracy of utility locations.

§ 5.6 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.7 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 5.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.10 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.12 The Owner shall provide prompt written notice to the Architect and Construction Manager if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.13 The Owner shall include the Architect in all communications with the Construction Manager that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Construction Manager otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.14 ~~The Owner shall coordinate the Architect's duties and responsibilities set forth in the Agreement between the Owner and the Construction Manager with the Architect's services set forth in this Agreement.~~ The Owner shall provide the Architect a copy of the executed agreement between the Owner and Construction Manager, including the General Conditions of the

Contract for Construction.

§ 5.15 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Construction Manager to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.16 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Construction Manager's general conditions costs, overhead, and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the compensation of the Construction Manager for Preconstruction Phase services; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in the Initial Information, and shall be adjusted throughout the Project as required under Sections 5.3 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates, or due to market conditions the Architect could not reasonably anticipate. The Architect may review the Construction Manager's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If ~~the Architect is providing cost estimating services as a Supplemental Service, and~~ a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work together to reconcile the cost estimates.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the Construction Manager's estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5;
- .3 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.3, the Architect, without additional compensation, shall incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by the Construction Manager's subsequent cost estimates, the Guaranteed Maximum Price proposal, or Control Estimate that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of

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materials, finishes or equipment.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due, pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Construction Manager, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. ~~If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate. In the event of termination, the Owner's non-exclusive license to use the Instruments of Service shall be governed by Section 9.9.~~

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, ~~including the cost of defense~~, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, ~~but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.~~

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the Construction Manager, contractors, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its

employees and its consultants in the performance of professional services under this Agreement. ~~The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner under this Section 8.1.3 shall be limited to the available proceeds of the insurance coverage required by this Agreement.~~

~~§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.~~

§ 8.2 Mediation

~~§ 8.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution. Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation. Mediation is not a condition precedent to commencing litigation, but if litigation is commenced, the parties agree to mediate before any dispositive motions or trial.~~

~~§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

~~§ 8.2.3~~ § 8.2.3 The parties shall share the mediator's fee ~~and any filing fees~~ equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction in Ramsey County, Minnesota

☐ Other: (Specify)

~~If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.~~

§ 8.3 Arbitration

~~§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.~~

~~§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in~~

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no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

~~§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.4 Consolidation or Joinder~~

~~§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 ~~Except for amounts that are the subject of a good faith dispute, if~~ If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums ~~due that are not the subject of a good faith dispute~~ prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this

Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and reasonable, substantiated costs attributable to termination, ~~including the costs attributable to the Architect's termination of consultant agreements.~~

~~§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:~~

~~(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)~~

~~.1 Termination Fee:~~

~~_____~~

~~.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:~~

~~_____~~

~~§ 9.8-7~~ Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

~~§ 9.8-8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7. In the event of Termination, and upon payment to the Architect of all sums due that are not the subject of a good faith dispute, the Owner and its designated agents and consultants, shall have a non-exclusive license to use the Architect's, and its consultant's, Instruments of Service, documents, data, and records relating to the Project, in the condition they were in on the date of Termination, for the limited purpose of completing, operating, and maintaining the Project. The Architect's contracts with its consultants shall incorporate provisions whereby its consultants agree to be bound by the terms of this section. Upon request, the Architect and its consultants shall promptly furnish the Owner with legible copies of their Instruments of Service, documents, data, and records relating to the Project, and the Owner shall reimburse the Architect and its consultants for their reasonable copying and clerical expenses therefor.~~

ARTICLE 10 MISCELLANEOUS PROVISIONS

~~§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.~~

~~§ 10.2~~ Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction, as modified, except as modified in this Agreement. The term “Contractor” as used in A201–2017 shall mean the Construction Manager.

~~§ 10.3~~ The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

~~§ 10.4~~ If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

~~§ 10.5~~ Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third

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party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 ~~If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement. All data applicable to this Agreement, including data regarded as trade secret by Architect, shall be governed by the Minnesota Government Data Practices Act ("MGDPA"), Minnesota Statutes, Chapter 13.~~

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, ~~including but not limited to the MGDPA, or when required by an~~ arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 Record Keeping—Availability and Retention

Pursuant to Minnesota Statutes, Section 16C.05, subd. 5, Architect agrees that the books, records, documents and accounting procedures and practices of Architect, that are relevant to the Contract or transaction, are subject to examination by the Owner and the state auditor for a minimum of six (6) years. Architect shall maintain such records for a minimum of six (6) years after final payment.

§ 10.11 Data Practices

Pursuant to Minnesota Statutes, Section 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by Architect in performing this contract is subject to the requirements of the Minnesota Government Data Practices Act ("MGDPA"), Minnesota Statutes Chapter 13, and Architect must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes, Section 13.08 apply to Architect. Architect does not have a duty to provide access to public data to the public if the public data are available from the Owner, except as required by the terms of this contract.

§ 10.12 Non-Discrimination

Pursuant to Minnesota Statutes, Section 181.59, the Architect will take affirmative action to ensure that applicants are selected, and that employees are treated during employment, without regard to their race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability or age. The Architect agrees to be bound by the provisions of Minnesota Statutes, Section 181.59, that prohibits certain discriminatory practices and the terms of said section are incorporated into this contract.

§ 10.13 Prompt Payment of Local Government Bills, Minn. Stat. § 471.425

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All payments to the Architect shall be governed by the Prompt Payment of Local Government Bills, Minnesota Statutes, Section 471.425 ("Prompt Payment Act"), provided however that the interest rate for payment due but unpaid shall be four percent (4%) per annum.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

- .2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .3 Other
(Describe the method of compensation)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus () percent () %, or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	() percent () %
Design Development Phase	() percent () %
Construction Documents Phase	() percent () %
Construction Phase	() percent () %
Total Basic Compensation	one hundred percent (100.00 %)

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The Owner acknowledges that with an accelerated Project delivery, multiple bid package process, or Construction Manager as constructor project delivery method, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category

Rate (\$0.00)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance in writing by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses ~~the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus _____ percent (_____ %) of the expenses incurred~~ the Architect shall be reimbursed for actual expenses incurred without any mark-up.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.6 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.6, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty-five (35) days after the invoice in accordance with the Prompt Payment Act date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

4.00 % per annum

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, ~~or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding. The Owner's right, if any, to offset sums due the Architect shall be governed by applicable law, including but not limited to the Prompt Payment Act.~~

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times. The Architect shall keep and maintain accurate documentation of all claimed reimbursable expenses in such a form that they may be independently audited.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B133™–2019, Standard Form Agreement Between Owner and Architect, Construction Manager as Constructor Edition, as modified
- .2 Building Information Modeling Exhibit, if completed:

- .3 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

[] AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as
Constructor Edition dated as indicated below.
(Insert the date of the E234-2019 incorporated into this agreement.)

[] Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and
scopes of services identified as exhibits in Section 4.1.2.)

.4 Other documents:
(List other documents, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Dan Roe, Mayor

(Printed name and title)

ARCHITECT (Signature)

(Printed name, title, and license number, if required)

OWNER (Signature)

(Printed name and title) Pat Trudgeon, City
Manager



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P 202.595.3173

Maintenance Operations Center
City of Roseville

2025-2027 2026-2028



7/22/2025	Maintenance Operations Center											Maintenance Operations Center
Description	Original Concept 2022 Study	MOC	Original VFW/License/Dance	Concept A VFW/License/Dance	Concept B VFW/License/Dance	Concept B.1 VFW/License/Dance	Concept B.2 VFW/License/Dance	Concept B.3 VFW/License/Dance	Concept C MOC	Concept C License/Dance	Current Overall Budget	
Update Date	10/05/18	05/04/21	05/04/21	05/04/21	05/04/21	05/04/21	05/04/21	05/04/21	06.06.25	06.06.25		7/22/2025
PROJECT REVENUE / FUNDING		X		X							DO NOT MODIFY	Mark w/ "X" to specify which update carries forward
Referendum/Bonding											\$0.00	Hard plug revenue sources and amount
Local Option Sales Tax											\$0.00	Hard plug revenue sources and amount
IRA Funding											\$0.00	Hard plug revenue sources and amount
CIP											\$0.00	Hard plug revenue sources and amount
Rebates (Tax/Energy etc.)											\$0.00	Hard plug revenue sources and amount
Other Funding Sources											\$0.00	Hard plug revenue sources and amount
TOTAL PROJECT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Project Revenue Proportions	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!			#DIV/0!	Estimate Update / Current Overall Budget
PROJECT AREA BREAKDOWN												
Public Works Facility	122,000	122,000							128,895		122,000	
License Center/Dance Studio	19,600		19,600	18,977	18,755	17,517	17,149	17,149	0	19,600	18,977	
VFW	10,500		10,500	10,461	10,620	10,620	12,680	10,461	0	0	10,461	
Retail/Commercial Space			0	0	0	10,347	13,165	16,215	0	0	0	
Renovation GSF											0	
Total GSF	152,100	122,000	30,100	29,438	29,375	38,484	42,994	43,825	128,895	19,600	151,438	Formula
Site Area (Acres)	12	12									12	
CONSTRUCTION COSTS												
Site	\$7,077,322	\$5,241,083	\$2,800,000	\$3,550,000	\$2,800,000	\$2,800,000	\$2,800,000	\$2,800,000	\$ 4,698,200	\$ 2,529,800	\$8,791,082.83	Concept
Salt/Sand/Brine Building	\$1,701,385	\$1,962,455							\$1,600,000		\$1,962,455.00	Concept
Fuel Island	In Site	\$900,000							\$900,000		\$900,000.00	Concept
Exterior Covered Storage	\$518,400	\$627,264							\$627,264		\$627,264.00	Concept
Main Operations Facility	\$27,203,386	\$30,284,500							\$25,804,220		\$30,284,500.00	Concept
North Support Site Storage Building									\$3,800,000			
License Center/Dance Studio	\$5,157,541		\$6,240,625	\$6,578,560	\$5,352,748	\$3,786,049	\$3,666,785	\$3,666,785		\$6,240,625	\$6,578,560.00	Concept
VFW	\$3,500,375		\$4,235,454	\$3,044,151	\$2,761,200	\$2,761,200	\$2,713,520	\$3,044,151			\$3,044,151.00	Concept
Retail/Commercial Space						\$2,328,075	\$2,962,125	\$3,648,375			\$0.00	Concept
Value Management											\$0.00	N/A
Design Contingency	\$3,612,672	\$3,121,224	\$1,062,086	\$1,053,817	\$1,091,395	\$1,167,532	\$1,214,243	\$1,315,931	\$3,742,968	\$701,634	\$4,175,041.03	8% Concept A, 10% Concept B & C
Escalation to 2027 Midpoint (4%/year)	\$14,310,326	\$3,370,922	\$1,147,053	\$1,138,122	\$960,427	\$1,027,429	\$1,068,534	\$1,158,019	\$3,293,812	\$757,765	\$4,509,044.31	Originally 7%/year- updated to current market
Total Bid Day	\$63,081,407	\$45,507,448	\$15,485,219	\$15,364,650	\$12,965,770	\$13,870,285	\$14,425,207	\$15,633,261	\$44,466,465	\$10,229,824	\$60,872,098.16	
Contingency												
Remaining Contingency	\$2,438,555	\$2,275,372	\$774,261	\$768,233	\$648,288	\$693,514	\$721,260	\$781,663	\$2,667,988	\$511,491	\$3,043,604.91	Contingency Budget / Remaining w/ Formula
Pending Changer Orders											\$0.00	PCO Log Totals
Executed Change Orders											\$0.00	Executed Change Orders
General Conditions		\$720,000		\$420,000	\$420,000	\$420,000	\$420,000	\$420,000	\$720,000	\$420,000	\$1,140,000.00	
CONSTRUCTION COSTS SUB TOTAL	\$65,519,962	\$48,502,820	\$16,259,479	\$16,552,883	\$14,034,058	\$14,983,799	\$15,566,467	\$16,834,925	\$47,854,452	\$11,161,315	\$65,055,703.07	
Construction Cost / GSF	\$430.77	\$397.56	\$540.18	\$562.30	\$477.76	\$389.35	\$362.06	\$384.14	\$371.27	\$569.45	\$959.86	Construction Costs Sub Total / Total GSF
Percent Construction Cost	79%	80%	77%	77%	77%	77%	77%	77%	79%	77%	157%	Construction Costs Sub Total / Total Project Cost
SOFT COSTS	\$17,877,494.00	\$12,125,705	\$4,877,844	\$4,965,865	\$4,210,217	\$4,495,140	\$4,669,940	\$5,050,477	\$12,920,702	\$3,348,394	\$17,091,569.90	
Design Fees and Reimbursable												
Construction Management Fee												
Permits, Plan Reviews & Fees												
Utilities - Connections												
Pre-Construction Surveys & Studies												
Testing & Inspections												
Bidding, Legal, Finance & Misc.												
City Purchase Orders												
FF&E Expenses												
SOFT COSTS SUB-TOTAL	\$17,877,494	\$12,125,705	\$4,877,844	\$4,965,865	\$4,210,217	\$4,495,140	\$4,669,940	\$5,050,477	\$12,920,702	\$3,348,394	\$17,091,569.90	
Soft Costs / SF	\$117.54	\$99.39	\$162.05	\$168.69	\$143.33	\$116.81	\$108.62	\$115.24			\$268.08	
Percent Soft Costs	21%	20%	23%	23%	23%	23%	23%	23%			43%	
TOTAL PROJECT COSTS	\$83,397,456	\$60,628,526	\$21,137,323	\$21,518,747	\$18,244,276	\$19,478,939	\$20,236,407	\$21,885,402	\$60,775,155	\$14,509,709	\$82,147,272.97	Constr. Cost + Soft Costs
Project Cost / GSF	\$548.31	\$496.96	\$702.24	\$730.99	\$621.08	\$506.16	\$470.68	\$499.38			\$1,227.94	Total Project Cost / Total GSF
VARIANCE (OVER) / UNDER	(\$83,397,456.00)	(\$60,628,525.57)	(\$21,137,323.31)	(\$21,518,747.40)	(\$18,244,275.54)	(\$19,478,938.90)	(\$20,236,407.34)	(\$21,885,401.90)			(\$82,147,272.97)	Total Project Revenue / Total Project Costs
Low Range	75057710.4	54565673.01	19023590.98	19366872.66	16419847.99	17531045.01	18212766.6	19696861.71	54697639.17	13058738.44		
Mid Range	83397456	60628525.57	21137323.31	21518747.4	18244275.54	19478938.9	20236407.34	21885401.9	60775154.63	14509709.38		
High Range	91737201.6	66691378.13	23251055.65	23670622.14	20068703.1	21426832.8	22260048.07	24073942.09	66852670.1	15960680.32		

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/15/2025

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approve 2026 Insurance Benefit Renewals and City Cafeteria Contributions

Background

A cafeteria plan is a type of employee benefit plan offered pursuant to Section 125 of the Internal Revenue Code. The Internal Revenue Code sets forth the requirements and tax treatment of cafeteria plans. A cafeteria plan allows employees to choose between different types of benefits. Employees may choose benefits such as health insurance, group-term life insurance, voluntary "supplemental" insurance and flexible spending accounts through the plan.

The City of Roseville has a cafeteria benefits plan that meets the requirements of Section 125 of the Code. One of the main purposes of a cafeteria plan are the tax savings advantages for both the employer and the employee. Employees' pretax contributions are not subject to federal, state or social security taxes. As an employer, the City saves on the employer portion of FICA, FUTA and worker's compensation insurance premiums.

City Cafeteria Contributions

Historically, as other municipalities have done, the city has paid 100% of the premium for medical insurance for a single plan. This does not mean that a single employee has free coverage. Employees are still responsible for fulfilling their deductible as well as their out-of-pocket costs. Since 2010, the city has utilized a benefit contribution incentive that has worked well and provides the full cafeteria dollar amount only to those benefit-eligible employees who participate in a confidential health risk assessment, a preventative care physical and blood pressure check. If an employee does not participate in these wellness requirements, they receive \$40 less per month in their cafeteria amount. This will be the first year in which some, but not all, single plans are covered at 100% due to the increase in premium rates.

The city received a 14.95% increase in premiums for the 2026 plan year. Our broker, NFP, was able to negotiate on our behalf and reduce the increase slightly to reflect an average 13.66% increase across our current plans. Staff worked with the city's employee benefits committee, which has representatives from various departments. This committee reviewed claims information and medical plan performance.

The City Manager has included sufficient funds in his recommended operating budget to cover an average of a 5% increase in the cafeteria contributions. For 2026, this means the remainder of the increase is covered by employees. In some instances, this results in several hundred dollar increases per month depending on which plan is chosen.

Given the steep increase in premiums, as well as the additional cost to employees for Minnesota's required Paid Family and Medical Leave (PFML), staff is recommending that the city offer two additional plans for employees to choose from. These plans, called Accountable Care Organizations (ACOs), have a smaller network and therefore a lower premium. These plans offer both a high deductible option coupled with a Health Savings Account (HSA) as well as a lower deductible plan coupled with a Health Reimbursement Account (HRA). These additional options provide employees a less expensive option

41 with some trade-offs.

42
43 The following monthly cafeteria contribution rates are recommended for 2026 for full-time employees.
44 Rates are prorated for those employees working less than full-time. Employees who do not complete the
45 city's annual wellness requirements receive \$40 less per month.

46

Tier	HRA Passport Plan		HSA Passport Plan		HRA - ACO Plan (NEW)	HSA - ACO Plan (NEW)
	2025	2026	2025	2026	2026	2026
Single	\$845.82	\$930.11	\$822.74	\$849.72	\$860.44	\$753.76
Single +1	\$1091.00	\$1145.55	\$1179.64	\$1280.62	\$1280.62	\$1193.75
Family	\$1490.35	\$1655.43	\$1536.60	\$1655.43	\$1595.00	\$1534.50
Opt Out	\$510	\$510	\$510	\$510	\$510	\$510

47
48 **Dental Insurance**

49 The city is self-insured for dental insurance. The dental claims paid were running in-line with premiums.
50 Thus, there will be no increase in premium costs for staff in 2026.

51
52 **Policy Objectives**

53 Approving the 2026 cafeteria contribution rates supports the City's strategic plan goal of attracting and
54 retaining a diverse and innovative workforce. By maintaining competitive and equitable benefit options,
55 the City demonstrates its commitment to being an employer of choice, aligning compensation and
56 benefits with the mission, vision, and values of the strategic plan while ensuring employees feel valued
57 and supported.

58
59 **Equity Impact Summary**

60 By maintaining a range of plan options with tiered coverage levels, the City helps ensure that employees
61 can select benefits that best meet their household needs. Supporting affordable, comprehensive benefits
62 contributes to workforce stability and inclusivity, reinforcing the City's commitment to equity in attracting
63 and retaining a diverse employee base.

64
65 **Budget Implications**

66 The proposed cafeteria plan amounts presented above is within the 5% budget increase that has been
67 included in the 2026 City Manager recommended budget.

68
69 **Staff Recommendations**

70 Approve the 2026 city employer cafeteria contributions as described in this report.

71
72 **Requested Council Action**

73 Approve the 2026 city employer cafeteria contributions as described in this report.

74
75
76
Prepared by:
Attachments:

Rebecca Olson, Assistant City Manager

None

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/15/2025

Item No.: 10.b.

Department Approval



City Manager Approval



Item Description: Approve Final Payment for 2024 Sanitary Sewer Main Lining 24-06

Background

On April 8, 2024, the City Council awarded the 2024 Sanitary Sewer Lining to Hydro-Klean, LLC. Work completed under the contract totaled \$940,851.61. The work was successfully completed, and the project is ready to be closed out.

The project is part of the City's sewer lining program, begun in 2006 to rehabilitate the sewer mains and extend the life of our sanitary sewers by 50 years or more. Lining technology essentially installs a new resin pipe inside the original clay tile sewer main without digging up city streets, which results in minimal disruption to residents during construction. The liner pipe is inserted into the main through existing manholes and cured-in-place with a heat process. Each segment is typically completed in one working day. Service line connections are reopened using a robotic cutter and remote cameras. During the process, existing flows are bypassed using pumps. This technology also prevents infiltration of groundwater into the main system and can be credited toward a Metropolitan Council Environmental Services inflow/infiltration surcharge.

City policy requires that the following items be completed to finalize a construction contract:

- A resolution by the City Council accepting the contract and beginning the one-year warranty as of January 17, 2025, when the work was substantially complete (Attachment 1).
- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications (Attachment 2).

Policy Objectives

It is City policy to keep utility infrastructure in good operating condition, utilizing current construction technologies that keep service disruption during construction to a minimum.

Equity Impact Summary

There are no equity impacts associated with this Council item.

Budget Implications

The final contract amount, \$939,851.61, is \$83,397.71 (9.7%) more than the awarded amount of \$856,453.86. The higher amount is due to the addition of several lining areas that were added to correct significant issues found within the sanitary sewer system after the project was bid.

This project was performed in cooperation with the City of Falcon Heights to include their sewer lining. The City of Falcon Heights will reimburse the City of Roseville in accordance with their cooperative agreement.

The 2024 Sanitary Sewer CIP budget of \$600,000 was identified for Roseville funding. The project came in slightly above budget with a final cost of \$607,631.29 for the Roseville Sanitary Sewer fund. The remaining costs for the project will be invoiced to Falcon Heights. The funding breakdown for the project is listed below:

FUNDING SOURCE	BUDGETED	BID	FINAL TOTAL
Roseville Sanitary Sewer Utility Fund	\$600,000.00	\$589,198.16	\$607,631.29
Falcon Heights	\$250,000.00	\$267,255.70	\$333,220.32
Project Total	\$850,000.00	\$856,453.86	\$940,851.61

Staff Recommendations

The work completed was in accordance with project plans and specifications. Staff recommends the City Council approve a resolution accepting the work completed as the 2024 Sanitary Sewer Lining Project and authorizing final payment of \$1,000 to Hydro-Klean, LLC, upon receipt of lien waivers and warranty bond.

Requested Council Action

Motion to adopt the resolution accepting the work completed as 2024 Sanitary Sewer Lining 24-06, authorizing final payment of \$1,000.00.

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Resolution
2. Certification from City Engineer

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 15th day of September, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 15th day of September, 2025.

Patrick Trudgeon, City Manager

(SEAL)



September 10, 2025

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: 2024 Sanitary Sewer Main Lining Project
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the 2024 Sanitary Sewer Main Lining Project 24-06. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$856,453.90
Actual amount due (based on actual quantities)	\$940,851.61
Previous payments	939,851.61
Balance Due	\$1,000.00

The construction costs for this project have been funded as follows:

Fund	Construction Contract Final
Roseville Sanitary Fund	\$607,631.29
Falcon Heights Funds	333,220.32
Totals	\$940,851.61

Please let me know if you have any questions, concerns, or you would like more information.

Sincerely,

Jennifer Lowry, MN PE
City Engineer/Asst. Public Works Director
651-792-7042 Jennifer.Lowry@cityofroseville.com

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/15/2025

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve Animal Service Contract with The Companion Animal Center

Background

The Roseville Police Department is requesting Council approval of a contract with The Companion Animal Center to provide animal impound and support services to the department.

Since early 2024, the Animal Humane Society has been providing these services to Roseville, along with more than 20 other metro law enforcement agencies. On September 2, 2025, Roseville and all other contracting agencies were notified that the Animal Humane Society will discontinue impound services for law enforcement agencies effective December 31, 2025.

This challenge is not new. Over the last decade, a number of animal care providers have chosen to discontinue support for local law enforcement due to the demands and volume of impound cases. In fact, several years ago, West Metro agencies established their own dedicated impound facility in response to the lack of available service providers.

Upon learning of the cancellation, RPD immediately began exploring alternatives. However, options are extremely limited given the small number of organizations willing and able to provide this type of support. After review, RPD identified The Companion Animal Center in Oakdale as one of the few viable providers based on cost, location, logistics, and availability. Several East Metro agencies—including Maplewood, North Saint Paul, and Moundsview—currently contract with Companion Animal Center, and feedback from those departments has been consistently positive regarding the quality and value of services received.

Under the proposed agreement, Companion Animal Center would provide impound boarding services for Roseville. In addition, RPD recommends including a Reserve Animal Control Services component. These reserve services would supplement RPD's primary response capacity and provide critical expertise in cases involving dangerous or aggressive dogs, hard-to-capture animals, and concerns of neglect or animal welfare. In past years, RPD occasionally relied on St. Paul Animal Control for this type of support; however, they no longer contract with outside agencies.

While staff explored other providers, viable options in the immediate metro are extremely limited, and competition for services has intensified as agencies across the region seek replacements for the Humane Society. Providers located outside the metro would create significant burdens for RPD staff and for residents attempting to reclaim pets due to extended travel times. Given these constraints, Companion Animal Center represents the most practical and effective option for Roseville.

The contract has been reviewed and approved by the City Attorney.

Policy Objectives

One of Roseville's community aspirations is to be a city where all people feel safe and secure, and where mutual trust and respect are fostered between the community and emergency responders. Ensuring humane, reliable, and accessible animal impound services is part of meeting that goal, as these services directly affect both residents and the wellbeing of animals in our community.

Selecting a provider that reflects the City's values and provides a high level of service is essential. Companion Animal Center currently serves 45 municipalities across Anoka, Ramsey, and Washington Counties in Minnesota, as well as St. Croix and Pierce Counties in Wisconsin, and is preparing to expand services to additional cities seeking replacements for the Animal Humane Society. The organization is also in the process of constructing a new facility in Oakdale scheduled to open in October 2025, further enhancing its service capacity.

In addition to providing impound services, Companion Animal Center partners with local 501(c)(3) rescue organizations to place unclaimed or surrendered animals into foster care with the goal of securing permanent adoptive homes. This approach helps ensure that animals are treated humanely and that residents who encounter lost or abandoned pets know there is a compassionate process in place.

Staff contacted several law enforcement agencies currently contracting with Companion Animal Center and consistently heard positive feedback on both the value, quality and reliability of services. Based on this input and the alignment with Roseville's aspirations and service needs, staff believe Companion Animal Center represents the most appropriate and effective provider.

Equity Impact Summary

In evaluating replacement providers, the Roseville Police Department considered the equity impacts of cost, accessibility, and service availability.

One key factor was ensuring that impound fees would not create a significant burden for residents reclaiming lost or found pets. The impound and associated fees charged by Companion Animal Center are consistent with those charged by the Animal Humane Society. When financial hardship is a barrier, RPD works with pet owners to connect them with nonprofits or explore alternative arrangements to help offset costs.

Another consideration was location. Some potential providers are located more than 30–45 miles away, which could present a significant hardship—particularly for residents with limited transportation access. Companion Animal Center's Oakdale location is within the immediate metro area, ensuring easier access for residents and reducing the risk that transportation challenges would prevent reunification with a pet.

In addition, RPD considered the broader community impact. Ensuring that animal control services remain accessible and affordable helps prevent situations where unclaimed or abandoned animals disproportionately affect residents in lower-income or historically underserved neighborhoods. By contracting with Companion Animal Center, RPD can continue to provide humane and equitable animal services across the community while reducing barriers that could otherwise fall unevenly on residents with fewer resources.

Budget Implications

The proposed fee structure with Companion Animal Center is comparable to the current contract with the Animal Humane Society. Whenever possible, RPD seeks to recover fees from animal owners. However, in recent years, many impounded animals have been abandoned or unclaimed, making it difficult to pass along the costs to the pet owners.

One key difference in the proposed agreement is a monthly retainer fee--\$300/month for impound boarding services and \$150/month for Reserve Animal Control services. Despite these retainer fees, RPD believes the currently requested 2026 Animal Control budget will be sufficient to cover anticipated costs and retainer fees. It should be noted that animal control budgeting is inherently unpredictable; circumstances such as a large-scale abandonment case could create substantial unplanned costs. In such cases, RPD will continue efforts to pursue restitution where possible.

Staff Recommendations

Staff recommends Council approval of The Companion Animal Center impound and animal support services agreement and authorization of the Mayor and City Manager to execute the agreement on behalf of the City.

Requested Council Action

Motion to approve the Companion Animal Center Animal Impound and Support Services Agreement and authorize the City of Roseville Mayor and City Manager to execute the agreement.

Prepared by: Erika Scheider, Chief of Police

Attachments: 1. Roseville_2026_MN_CACC_Agreement

Agreement for Services
Companion Animal Control LLC & Companion Animal Care LLC
DBA Companion Animal Care & Control at
The Companion Animal Center 1480 Helmo Ave North Oakdale, MN 55128
And
The City of Roseville 2660 Civic Center Drive Roseville, MN 55113

Scope of Services – IMPOUND BOARDING ONLY

Under this agreement, Companion Animal Care & Control (CACC):

1. Animal Intake & Housing

- a) Provides housing for stray or abandoned animals delivered by law enforcement officers.
- b) May accept animals dropped off by citizens, provided CACC verifies the animal was found within the jurisdiction and space permits.
- c) Provides housing and care compliant with licensing by the Minnesota Board of Animal Health.
- d) Maintains animals for the required MN holding period by intake type, or until owner reclaim.

2. Disposition & Live Outcomes

- a) Retains sole authority for disposition of animals not reclaimed after the holding period.
- b) Evaluates all animals during the holding period for appropriate live outcomes, including private adoption, rescue transfer, or other placement, while prioritizing public safety.
- c) Provides humane euthanasia when deemed necessary, performed by a licensed veterinarian.
- d) May place animals in foster homes during the hold period to ensure welfare when medically or behaviorally appropriate.
- e) May accept owner-surrendered animals (not stray/at-large) at no cost to the municipality.

3. Ownership & Release

- a) May require proof of ownership and compliance with applicable laws prior to release of any animal.
- b) Impound, boarding and care fees are the responsibility of the owner; failure to comply results in abandonment. CACC retains sole discretion to return animals directly to owners or caretakers, including the ability to waive fees.
- c) Is not responsible for collecting municipal fees from owners.

4. Health, Safety & Medical Care

- a) Provides rabies quarantine and diagnostic services for dogs, cats, or ferrets that have bitten a person, as required by Minnesota law.
- b) May relinquish severely injured animals to a veterinary clinic or approved 501(c)(3) rescue when immediate care is required. In such cases, expenses are the responsibility of the owner if located; recovery of expenses and return of the animal is managed by the treating clinic or rescue. CACC is not responsible for outcomes, including euthanasia.
- c) CACC is not responsible for sick or injured animals outside hours of operation at the Companion Animal Center, law enforcement must medically be stabilized by seeking care at a veterinary clinic before such an animal can be impounded.

5. Operational & Policy Framework

- a) Requires LEOs to contact CACC for guidance prior to impounding seized animals that are not stray or abandoned; housing for these cases (hoarding, seizures, etc.) is not guaranteed.
- b) Will not accept un-handleable feral cats, except for bite quarantines or injured animals with prior approval.
- c) Shall not be mandated to provide services that contradict CACC's mission or philosophy of animal welfare.
- d) Makes CACC policies available to the municipality upon request.
- e) Posts all stray/at-large animals impounded on www.companionanimalcontro.com.

Fee Schedule – IMPOUND BOARDING ONLY

Monthly Retainer Pricing by Human Population

Human Population	Retainer
A: <1,000	\$25
B: 1,001–2,000	\$50
C: 2,001–3,000	\$100
D: 3,001–5,000	\$150
E: 5,001–10,000	\$200
F: 10,001–20,000	\$250
G: 20,001–50,000	\$300
H: 50,001+	\$400

Per Animal Fee Schedule:

- Standard stray/seized/abandoned animal (not reclaimed): \$200 per dog or cat
- Other small domestic animals (rabbits, guinea pigs, birds, etc.): \$50 each
- Reclaimed animals: no housing fee charged to the municipality (owner pays directly)
- Litters of puppies or kittens under 8 weeks: count as one animal fee, not per individual
- DOA (deceased on arrival): \$75
- Medical stabilization or euthanasia (when necessary): up to \$150
- Rabies/bite quarantine (10-day, unclaimed stray): \$50 per day, billed to the municipality
- Rabies/bite quarantine (if owner known at intake): owner pays full fee upfront; municipality not charged unless owner is unable to pay and quarantine is required. If owner does not pay, animal is relinquished.

Scope of Services – RESERVE ANIMAL CONTROL

The purpose of the Reserve Animal Control agreement is to provide **occasional, as-needed support to law enforcement and municipal officials**, most often in situations involving dangerous dogs, hard-to-capture animals, or concerns related to animal neglect and welfare. This service is designed to **supplement, not replace, a jurisdiction's primary law enforcement response**. As this service is also in addition to the impound service, the fees listed below are in addition to the impound fees.

Under this agreement, Companion Animal Care & Control (CACC):

1. Call Response & Animal Handling

- a) Responds **only when requested** by law enforcement or municipal officials to transport dogs and cats for impoundment at the Companion Animal Center when public safety is at risk.
- b) Refers stray pickup calls received directly from the public back to the municipality for standard response and transport.

- c) Provides capture and transport of contained dogs and cats, and evaluates requests for other animal species on a case-by-case basis in coordination with law enforcement.
- d) Ends call response if the rightful owner is identified or a response is cancelled, with service fees still applicable. CACC is not responsible for collecting ownership information provided by a finder.

2. Operations & Availability

- a) Supplies all necessary equipment to perform contracted services.
- b) Remains available for call response at all times, however generally responding only to urgent or high-priority cases.

3. Records & Municipal Support

- a) Maintains accurate records of its activities and makes them available to the municipality upon request.
- b) Assists municipalities in interpreting and refining animal ordinances or procedures to promote humane treatment and public safety.

Fee Schedule – RESERVE ANIMAL CONTROL

Monthly Retainer Pricing by Human Population

Population	Retainer
A: <1,000	\$25
B: 1,001–2,000	\$40
C: 2,001–3,000	\$50
D: 3,001–5,000	\$75
E: 5,001–20,000	\$100
F: 20,001–50,000	\$125
G: 50,001–50,000	\$150
H: 50,001+	\$200

Call Response/Dispatch Service Fees

- Daytime call response (7:00 a.m. – 7:00 p.m.): \$100 per call
- Overnight call response (7:00 p.m. – 7:00 a.m.): \$175 per call
- Mileage: Round-trip mileage at IRS business rate
- Multiple-animal fee: \$35 per additional animal when two or more animals are involved in the same call (litters under 3 months count as one animal)
- Enforcement duties: \$45 per hour for enforcement-related work, including but not limited to:
 - Court hearings and testimony
 - Animal welfare checks
 - Kennel inspections
 - Bite and dangerous dog investigations
 - Seizure of animals
 - Cruelty/neglect case processing
 - Other enforcement activities as required
- Holiday response surcharge: \$80 per call

Scope of Services – FULL-SERVICE ANIMAL CONTROL

The purpose of the Full-Service Animal Control agreement is to **relieve law enforcement of the day-to-day responsibility of stray animal pickup** and to provide direct enforcement of animal-related laws. CACC collaborates closely with law enforcement on investigations involving **animal cruelty, neglect, abandonment, outdoor housing, and related issues**. Provides extensive support and **handling of potentially dangerous & dangerous dog cases**, alleviating officers from these cases beyond their initial response and incident report. This approach allows officers to focus on public safety while ensuring animals are managed professionally, humanely, and in compliance with municipal ordinances and state statutes. As this service is also in addition to the impound service, the fees listed below are in addition to the impound fees.

Under this agreement, Companion Animal Care & Control (CACC):

1. Call Response & Animal Handling

- a) Responds directly to requests from law enforcement, municipal officials, and members of the public to investigate and address animal-related complaints.
- b) Provides capture, collection, and transport of stray or contained dogs and cats, and evaluates response needs for other animal species on a case-by-case basis in coordination with law enforcement.

2. Operations & Enforcement

- a) Supplies all equipment necessary to carry out contracted services.
- b) Works alongside municipal law enforcement to enforce ordinances, issue citations, and ensure compliance with animal-related laws.
- c) Maintains 24/7 availability for call response, including nights and holidays.

3. Records & Municipal Support

- a) Documents all activities with accurate records and makes them available to the municipality upon request.
- b) Assists municipalities in the preparation and interpretation of animal ordinances and procedures to promote humane treatment and public safety.

4. Management of Potentially Dangerous & Dangerous Dogs (PDD/DD)

CACC provides centralized administration, enforcement, and compliance management of Minnesota's Potentially Dangerous Dog (PDD) and Dangerous Dog (DD) statutes, as codified under Minn. Stat. §§ 347.50–347.565. These services are available to jurisdictions with a Full-Service Animal Control agreement and include, but are not limited to:

- a) Officer Support & Consultation – Real-time consultation during bite investigations, including statutory interpretation and investigative guidance.
- b) Incident Report Review & Classification – Review of all bite reports to determine classification: No Action, PDD, or DD.
- c) Review of Bite Procedures & Quarantine Forms – Evaluation of current forms and protocols for alignment with statutory requirements.
- d) Ordinance & Statutory Compliance Review – Cross-referencing ordinances with state law to ensure compliance.
- e) Property History & Case Review – Review of historical incidents and enforcement actions tied to owners or addresses.
- f) Owner Notification & Documentation – Drafting and mailing of legally compliant declaration letters, including rights, responsibilities, and appeal procedures.
- g) Digital Compliance Management – Airtable-based system for submission and monitoring of required owner documentation (e.g., rabies vaccination, microchip, insurance, muzzle, secure enclosure).
- h) Declaration Records Management – Centralized tracking of declarations, renewals, expirations, and appeals; preparation for integration with statewide registry requirements.
- i) Public Education & Resource Distribution – Providing owner education regarding responsibilities, aggression prevention, and resources for bite victims.
- j) Public Safety Mapping – Development of an interactive online mapping tool displaying generalized locations and compliance status of declared dogs.
- k) Hearing Officer & Due Process Support – Serving as a neutral hearing officer for appeals to ensure fairness and due process.
- l) Annual Reporting – Providing annual reports by jurisdiction, including declarations, compliance rates, and policy recommendations.

- m) Legislative Monitoring & Readiness – Ongoing monitoring of state legislation with guidance on implementation requirements.

Fee Schedule– FULL-SERVICE ANIMAL CONTROL

Monthly Retainer Pricing by Human Population

Population	Retainer
A: <1,000	\$25
B: 1,001–2,000	\$50
C: 2,001–3,000	\$100
D: 3,001–5,000	\$150
E: 5,001–10,000	\$200
F: 10,001–20,000	\$300
G: 20,001–50,000	\$350
H: >50,001	\$400

Call Response/Dispatch Service Fees

- Daytime call response (7:00 a.m. – 7:00 p.m.): \$100 per call
- Overnight call response (7:00 p.m. – 7:00 a.m.): \$175 per call
- Mileage: Round-trip mileage billed in accordance with the current IRS business rate
- Multiple-animal fee: \$35 per additional animal when two or more animals are involved in the same call (litters under 3 months count as one animal)
- Enforcement duties: \$45 per hour for enforcement-related work, including but not limited to:
 - Court hearings and testimony
 - Animal welfare checks
 - Kennel inspections
 - Bite and dangerous dog investigations
 - Seizure of animals
 - Cruelty/neglect case processing
 - Other enforcement activities as required
- Holiday response surcharge: \$80 per call

Potentially Dangerous & Dangerous Dog Declarations:

- **Per-Case Owner Fees** – Charged directly to owners of declared dogs.
 - No Declaration Issued: \$0 (case review and officer support covered by retainer)
 - Potentially Dangerous Dog Declaration: \$150 per dog
 - Dangerous Dog Declaration: \$500 per dog

Municipality Agrees To *(applies to all service options)*

1. Law Enforcement & Animal Intake

- a) Ensure law enforcement officers (LEOs) follow Companion Animal Care’s established drop-off procedures, including animal housing and paperwork requirements
- b) Allow Companion Animal Care to provide training for LEOs on drop-off procedures and paperwork

2. Billing & Payments

- a) Accept invoices sent via email during the first week of each month
- b) Submit payment within 30 days of invoice date
- c) Raise any billing disputes within 10 days of receipt
- d) Recognize that invoices will include: case number, date, time, call location, animal details, mileage, fee details, animal outcome (if hold completed), and relevant case notes

3. Ordinance & Statutory Compliance

- a) Adhere to all applicable state laws and local ordinances relating to animals
- b) Ensure municipal ordinances are not contradictory to this agreement or to Minnesota Statutes
- c) Align municipal holding periods with the minimum holding periods required by Minnesota State Statutes

4. Community & Governance

- a) Remain available to community members to address concerns related to the actions of law enforcement officers or municipal policies, procedures, and requirements
- b) Provide Companion Animal Control with timely notice if any animal-related topic is added to a City Council Meeting agenda

5. Public Communication

- a) Post the Companion Animal Control website link and phone number on the municipality's website

6. Documentation & Records

Provide Companion Animal Control with the following documentation, if applicable based on municipal ordinances:

- a) List of existing animal licenses
- b) List of existing kennel permits

Insurance Requirements

Companion Animal Care LLC & Companion Animal Control LLC shall procure and maintain, at its expense, general liability insurance coverage in the amounts listed below and shall provide to Municipality a Certificate of Insurance as evidence that the coverages are in full force and effect.:

- a) General Aggregate: \$2,000,000
- b) Products and Completed Operations \$2,000,000
- c) Each Occurrence: \$1,000,000
- d) Personal and Advertising Injury: \$1,000,000
- e) Damage to Premises: \$100,000

Indemnification

- a) To the fullest extent permitted by law, Companion Animal Care agrees to defend and indemnify Municipality, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Companion Animal Care, Companion Animal Care's sub, Companion Animal Control(s), or anyone directly or indirectly employed or hired by Companion Animal Care, or anyone for whose acts Companion Animal Care may be liable. Companion Animal Care agrees this indemnity obligation shall survive the completion or termination of this agreement.
- b) To the fullest extent permitted by law, Companion Animal Control agrees to defend and indemnify Municipality, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Companion Animal Control, Companion Animal Control's sub, Companion Animal Control(s), or anyone directly or indirectly employed or hired by Companion Animal Control, or anyone for whose acts Companion Animal Control may be liable. Companion Animal Control agrees this indemnity obligation shall survive the completion or termination of this agreement.
- c) To the fullest extent permitted by law, Municipality agrees to defend and indemnify Companion Animal Control, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Municipality, or anyone directly or indirectly employed or hired by Municipality, or anyone for whose acts Municipality may be liable. Municipality agrees this indemnity obligation shall survive the completion or termination of this agreement. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

Term

- a) This Contract shall become effective upon its execution by both parties and continue annually, subject to termination upon 30-day advance written notification of termination by either party. Fees

will be evaluated by Companion Animal Control on an annual basis for cost-of-living adjustments up to 10%, any adjustments will be communicated in writing to Municipality. No amendment or modification of this agreement shall be effective unless made in writing and signed by both parties. All provisions of this contract relating to insurance, indemnity and compliance with the State Data Practices act shall survive termination to the full extent needed for the protection of the Municipality, Companion Animal Control and Companion Animal Care.

- b) If requested by either party at any time a contractual review shall be completed for the purpose of determining the effectiveness of the program, review costs and to implement improvement measures.

Miscellaneous.

- a) Data Practices Act Compliance. Companion Animal Care and Companion Animal Control acknowledge that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the “Act”), and that with regard to such data Companion Animal Care and Companion Animal Control must comply with the Act as if it were a government entity.
- b) Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Companion Animal Care’s and Companion Animal Control’s books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement. Auditor access shall not waive any privilege or disclose business practices or performance, and information produced shall be treated as required by Minn. Stat. Ch. 13. The preparation, assembly, and delivery of records in response to an audit request shall be completed by Companion Animal Care & Control at its standard hourly rate identified in this Agreement. To the extent permitted by law, the entity requesting the examination shall be responsible for payment of such costs unless otherwise required by law.

Service Selection

The Municipality hereby selects the following level of contract services with Companion Animal Care & Control (CACC). **Please check one option:**

☐ **Impound Boarding Only**

This agreement is made pursuant to the authority granted to municipalities under Minn. Stat. § 412.221, subd. 21 (municipal power to regulate animals and establish pounds), Minn. Stat. § 35.71 (authority to establish and regulate animal pounds)

☐ **Reserve Animal Control + Impound Boarding**

This agreement is made pursuant to the authority granted to municipalities under Minn. Stat. § 412.221, subd. 21 (municipal power to regulate animals and establish pounds), Minn. Stat. § 35.71 (authority to establish and regulate animal pounds). By this agreement, the Municipality also designates Companion Animal Care & Control (CACC) as its Animal Control Authority for the purposes of Minn. Stat. §§ 347.50–347.565 and other applicable Minnesota Statutes, with all powers and duties therein.

☐ **Full-Service Animal Control + Impound Boarding**

This agreement is made pursuant to the authority granted to municipalities under Minn. Stat. § 412.221, subd. 21 (municipal power to regulate animals and establish pounds), Minn. Stat. § 35.71 (authority to establish and regulate animal pounds). By this agreement, the Municipality also designates Companion Animal Care & Control (CACC) as its Animal Control Authority for the purposes of Minn. Stat. §§ 347.50–347.565 and other applicable Minnesota Statutes, with all powers and duties therein.

This agreement is entered into on the _____ day of _____, 202__ by

Brittany Harmon, Owner & Operator

Daniel Roe, City of Roseville Mayor

Patrick Trudgeon, City of Roseville Manager

FUTURE MEETING AGENDA HIGHLIGHTS

September 15, 2025

September 22, 2025 – City Council Meeting

- Hold Public Hearing for Liquor License for Burger Dive at Rosedale
- Approve Preliminary Tax Levy and Budget
- Consider Approval of Minor Plat at 2035 Twin Lakes Parkway
- Consider Approval of Abatement at 2941 Victoria
- Consider Approval of Abatement at 1765 Chatsworth
- Consider Approval of Abatement at 2811 Rice Street

October 13, 2025 – City Council Meeting

- Select Construction Manager at Risk for Civic Campus Project
- Receive Street Light Policy Update
- Approve Architect Professional Services Agreement for Civic Campus Project

October Meetings

- October 20
- October 27

November Meetings

- November 10
- November 24

December Meetings

- December 1
- December 8

			<u>Future Agenda Review - Longer Term Initiatives</u>				8/20/2025
			(items that likely require council discussion/action)				
<u>Item</u>			<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>		
Discuss penalties for license holders of mulitple businesses			Council	3rd/4th Quarter 2025	Liquor/Tobacco License Presumptive Penalties		
Roseville Fire role in medical transport			Staff	TBD	Ongoing discussions with Allina, etc.		
Review need of pet licenses			Council	TBD	Staff review amount of licenses issued and report back		
City Speed Limit Review on Local Streets			Strahan/Council	TBD	PWET will continue to work on issue and report back		
Sister City Relationship with Indigenous Tribal Nation			Strahan	TBD			