



PROPOSAL FOR ARCHITECTURAL SERVICES

PROJECT: Shakopee Fire Station 1 – Dorm Remodel
CNH No.: 23029
CLIENT: City of Shakopee

June 22, 2023

Mr. William Reynolds
City Administrator
City of Shakopee
Shakopee City Hall
485 Gorman Street
Shakopee, MN 55379

DESCRIPTION

This project is for the remodeling of existing lower level spaces within the fire station based on the concept plans produced by CNH Architects dated 7/28/21 for the remodeling exclusive of the training addition. This work includes creating dorm rooms, updating locker areas, and providing additional separations to help separate contaminations from the hot zone apparatus bays and turnout gear areas from the rest of the building. This work includes architectural, mechanical, and electrical updates to the building. We understand that the project budget is set at \$1 million. Estimates will be provided to confirm scope to this budget.

GENERAL

We propose to perform our services in the following parts:

PART I - SCHEMATIC DESIGN

This phase has been mostly completed in the earlier study, but the following tasks will be included to update any goals that may have changed between the earlier work and

SERVICES PROVIDED

- Schematic floor plan – review current plan and make minor updates as needed
- Preliminary review of building codes
- Meetings with Client as required

PART II – DESIGN DEVELOPMENT

This portion of the work includes further development of the detailed elements of the remodeling design.

SERVICES PROVIDED

- Further development of floor plan
- Interior millwork and interior elevations
- Interior material selection
- Preliminary mechanical / electrical design
- DD cost estimate
- Meetings with Client as required

PART III - CONSTRUCTION DOCUMENTS

Our services for this part include providing a set of drawings and specifications for construction and review by city building officials.

SERVICES PROVIDED

- Overall and enlarged floor plans
- Building and wall sections, details
- Interior elevations
- Millwork and other interior details
- Room and door schedules
- Door, window and wall types
- Final review of building codes
- Project specifications
- Mechanical / electrical design including lighting, power, HVAC, fire suppression, and plumbing elements
- Meetings with Client as required

SERVICES NOT PROVIDED

- Structural engineering (none anticipated for this project)

PART IV – BIDDING

Our services for this part include support of the bidding process.

SERVICES PROVIDED

- Distribute bidding documents electronically including hosting project website
- Answer bidder questions
- Write addenda if required
- Review product substitution requests
- Review bid results with Client
- Write Contractor – Client contract

PART V - CONSTRUCTION ADMINISTRATION

Our services for this part include construction phase support, submittals, and site observation.

SERVICES PROVIDED

- Every other week site observation and client construction meetings
- Shop drawing review
- Monthly pay application review
- Preparation of construction administration documents as needed (Supplemental Information, Proposal Requests, and Change Orders)
- Answer contractor questions (Request for Information)
- Final punchlist review
- Review of project closeout documents
- One site review and one punchlist by Mechanical / Electrical Engineers

SERVICES NOT PROVIDED

- Special inspection
- Continuous or extensive site review, beyond amounts indicated above

FEE

We propose the services indicated above for a fixed fee of \$72,250, plus reimbursable expenses as indicated below. This proposal fee is valid for 90 days from the date of this document. This fee will be broken into the following part for billing.

Part I - Schematic Design	\$ 4,250
Part II - Design Development	\$17,000
Part III - Construction Document	\$29,750
Part IV – Bidding	\$ 4,250
Part V – Construction Administration	\$17,000

INFORMATION TO BE PROVIDED TO US

In a timely manner:

- Equipment information which will need to be incorporated into the design of the facility.

AGREEMENT

The fees are due within 30 days of monthly invoices. A finance charge of 1.5% per month will be charge to unpaid bills after 30 days. We understand that payment is not contingent on project financing, land closings, payment from others, governing ordinance approvals and/or any other contingency not incorporated into this agreement.

REIMBURSABLE EXPENSES

Reimbursable expenses include the following items and will be billed as they occur:

- Miscellaneous B&W and color printing at cost
- Miscellaneous postage and shipping at cost
- Mileage, at IRS designated rate

SCHEDULE

A project schedule has not been determined at this time. CNH Architects is available to proceed upon approval of this proposal. We would estimate that construction documents can be completed within 12 weeks of proceeding but will work with the City to determine an overall project schedule as we proceed.

We appreciate your using us for this work and look forward to working together on this project.

Sincerely,



Quinn S. Hutson, AIA, LEED AP
Principal / President
CNH Architects, Inc

ACCEPTED BY:

Signature: _____

Name: _____

Title: _____

Date: _____