June 4, 2021

Nate Burkett, City Manager
City of West St. Paul
1616 Humboldt Avenue
West St. Paul, Minnesota 551189

Re: Renovations to City Hall
Commission No. 9999

Dear Nathan:

It was great meeting with you and Dennis to discuss renovations to the City Hall to provide additional office space, improvements to operations and provide a better customer experience. We are pleased to have the opportunity to submit a proposal to you for professional services required for planning and potentially implementation of these changes. Based on our discussion, we will develop solutions that address the following:

- Look at workflow of the main reception area to determine what changes are needed.
- Determine needed changes in the office areas for Administration, Public Works, Engineering and Community Development.
- Investigate and determine the capacity and load bearing of the existing structural system and determine if proposed solutions will require structural changes. Determine size and ability to add windows to the existing concrete panels.
- Review mechanical systems and electrical systems to support the new work. Make recommendations on needed modifications for the proposed solution.

We understand you would like the solution developed to a level of detail that would allow for a more accurate cost estimate. We recommend we complete Schematic Design for the project, this would allow us to develop the solutions and estimates and we would assist with presenting these solutions and budgets to the City Council for consideration.

We would propose a fixed fee of $22,500 for this first phase of work. This fee includes $3,500 for our structural engineer to investigate the existing structural system and advise as to changes that can be made to the facility. Once the final scope and budget is approved, we would establish a fee to complete the design and bidding documents and assist with bidding and construction.

Miscellaneous reimbursable expenses, such as mileage and incidental expenses would be in addition to this fixed fee, and are estimated to be approximately $500.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

John McNamara | AIA, LEED AP
Partner

City of West St. Paul

Nate Burkett Date
City Manger

cc: Melissa Stein, Wold

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