



REPORT/RECOMMENDATION

To: City Council	Agenda Item <u>Item No. IV. F.</u>
From: John Keprios, Director Parks & Recreation Department	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion <input type="checkbox"/> Information
Date: August 21, 2012	
Subject: SGN/Wendel Architect/Engineering Services for the Countryside Park Shelter Building	

ACTION REQUESTED:

Staff recommends approval of the proposal from SGN/Wendel Architects to provide architect and engineering services for the design and development of the Countryside Park shelter building project. The total proposed professional services fees are \$27,600.00 plus reimbursable expenses for actual printing and delivery costs.

INFORMATION/BACKGROUND:

SGN was the architect firm that designed Edina's four newest park shelter buildings and three comfort stations. SGN architects worked closely with staff, Park Board and residents to establish aesthetically pleasing, energy efficient and functional park shelter building designs that have been well received and heavily used by our residents. The plan is to use a similar process to design a replacement park shelter building at Countryside Park that meets the needs of our residents today and in the future.

Their scope of services includes meeting with residents, Park Board and City Council to create conceptual drawings. Services also include schematic design, design

development, construction documents, bidding and negotiation (value engineering if needed) and construction administration. SGN will work closely with HKGI in the site analysis process and coordination of overall park development and scheduling of park improvements.

ATTACHMENT:

- A. SGN/Wendel Architects Professional Services Proposal



July 31, 2012

Mr. John Keprios; Director
Edina Parks and Recreation Department
4801 West 50th Street
Edina, MN, 55424

Dear John:

SGN/Wendel Architects is pleased to submit the following proposal for Architecture /Engineering services for the proposed Countryside Park Shelter project. Based on our previous work for Edina Parks, we feel that we are well qualified to provide the services required for the project.

Our understanding of the project is that Edina Parks would like to replace the park shelter at Countryside Park with a new park shelter similar to the shelter designed by SGN at Weber Park. Based on that information, we would anticipate a 1-story wood-framed structure of approximately 1,600 – 2,000 square feet.

Per our discussion, the following work will be included in our scope of services:

A. Preliminary Planning Services

- Initial meeting with Park Department staff
- Program review
- Site analysis / study (coordination with Hoisington-Koegler)
- Conceptual drawings
- Meetings with staff, neighborhood group, Park Board and City Council

B. Basic Architectural and Engineering Design Services

- Schematic Design
- Design Development
- Construction Documents
- Bidding and Negotiation
- Construction Administration

Based on the above scope, we propose to provide Architectural/Engineering services for a **lump sum fixed fee of \$27,600.00.**

The proposed fee is based on the following assumptions:

- Architecture, Structural, Mechanical and Electrical Engineering are included. Civil Engineering and Landscape Architecture will be provided by separate contract.
- Meetings and submittals as required for zoning approval and building permits are included. Any fees required to secure these approvals are not included.
- Site survey and geotechnical report (soil borings) shall be provided by the Owner.
- It is anticipated that the project will be publicly bid for lump sum general construction.

Fee proposal is based on standard terms and conditions of the AIA A101 Agreement between Owner and Architect (2007), except as noted here.

C. Reimbursable Expenses

- **No charge** for mileage, lodging, meals, photocopying, fax and telephone.
- Costs for outside printing, express delivery/courier service and required agency review fees will be billed at actual invoiced cost (**no mark-up**).

If this is acceptable, please contact me and we will draft a contract for your review.

Sincerely,

SGN / WENDEL Architects



Jim Wilson, AIA, LEED AP
Associate