



April 12, 2021

Mr. Erik Birkeland
Property & Facilities Management
City of Duluth
1532 West Michigan Street
Duluth, Minnesota 55806

Re: **Revised** Proposal for Architectural and Engineering Services
Spirit Mountain Chalet Predesign Report

Dear Mr. Birkeland:

In response to your request, we propose to provide Architectural and Engineering Services in connection with the Spirit Mountain Chalet Predesign Report, hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to execution of a mutually-agreeable contract consistent with those previously executed with the City of Duluth. Hereinafter, the City of Duluth is referred to as the Client.

I. PROJECT DESCRIPTION

The Client proposes to submit a Predesign Report to the State of Minnesota for a capital budget request for the renovation of the chalet located at Spirit Mountain. TKDA will provide services in accordance with requirements set forth in the State of Minnesota's Predesign Manual for Capital Budget Projects, Client's Scope of Work document, and the Spirit Mountain Task Force Report. TKDA will coordinate work with the Client's consultant, SE Group.

II. SERVICES TO BE PROVIDED BY TKDA

Based on TKDA's understanding of the Project, we propose to provide the following services:

A. PROJECT MANAGEMENT, MEETINGS, AND COORDINATION

1. Project management and administration of the TKDA team.
2. Kick-off meeting with Predesign Team.
3. One (1) design charrette focused on architectural program, building envelope, and site design and one (1) design charrette focused on space adjacencies, interior layouts, and mechanical and electrical system concepts.
4. Eight (8) virtual design meetings.
5. Close-out meeting with Predesign Team.
6. Coordination with Client, Spirit Mountain, and SE Group to prepare final Predesign Report.

B. DATA COLLECTION AND ANALYSIS

1. Retrieve existing building plans.
2. Photograph the existing building and associated site with 3D camera.
3. Analyze the Spirit Mountain Task Force Study.
4. Analyze chalet operations, budget, and functional layout.
5. Analyze building and site for accessibility and life safety code compliance.
6. Analyze the building's structural, mechanical, electrical, and food service systems.
7. Analyze the building's storm water run-off, utilities, and site circulation, including; vehicular and pedestrian circulation, deliveries, service vehicles, and parking.
8. Evaluate the condition, depth of cover, and sizing for existing water, sanitary, and electrical utilities servicing the campground. We will also review the dimensions and arrangement of existing camp sites to determine whether additional campsites can be developed within the current footprint of the campground to generate additional revenue for the facility. *(Item added at Client's request)*

9. Perform a utility locate and create a comprehensive map of known utilities in the area of the proposed chair lift relocation. The mapping will be developed from a combination of field survey, utility locate, and Client provided record drawings of previous utility construction projects. *(Item added at Client's request)*
10. Review proposed ski hill infrastructure and associated outdoor resort amenity improvements prepared by SE Group.

C. DESIGN NARRATIVES AND CONCEPT DESIGN

1. Prepare architectural design narrative, proposed program, bubble and adjacency diagrams, one (1) concept drawing set to include; plans and elevations, and eight (8) photo realistic renderings.
2. Prepare food service design narrative.
3. Prepare site design narrative and concept plan.
4. Prepare structural design narrative and concept plan.
5. Prepare mechanical design narrative, concept diagrams, and develop a set of Energy Use Intensity (EUI) targets to meet or exceed B3 and SB2030 requirements.
6. Prepare electrical design narrative.
7. Coordinate design narratives and concept design with Work proposed by SE Group.

D. PRELIMINARY COST ESTIMATING

1. Prepare an Architect's Opinion of Probable Cost based on current square foot cost data provided by RSMMeans and SE Group. The cost estimate will include building construction cost, professional design fees, commissioning fees, and sustainability specialty fees.

E. DELIVERABLES

1. Predesign Report for Minnesota capital budget request.

F. ASSUMPTIONS

1. Some design and engineering assumptions will be made in order to prepare conceptual cost estimates and develop energy code compliance reports. Future design phases will seek to confirm and further develop design. Deliverables presented in the Predesign Report are subject to changes and adjustment as the design evolves.

G. PROPOSED DESIGN TEAM LEADS

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|-------------------------------|---------------------------|
| 1. Project Manager: | Benjamin Olson, AIA |
| 2. Project Architect: | Gregory Cooper, AIA |
| 3. Landscape Architect: | Samantha McKinney, ASLA |
| 4. Interior Designer: | Michelle Gallagher, CID |
| 5. B3 Coordinator: | Ursula Larson, AIA |
| 6. Structural Engineer: | Craig Bursch, PE |
| 7. Mechanical Engineer: | Luke Zupan, PE |
| 8. Electrical Engineer: | Brian "Bud" Mickelson, PE |
| 9. Civil Engineer: | Jeff Goetzman, PE |
| 10. Commissioning Specialist: | Elizabeth Tomlinson, PE |
| 11. Food Service Consultant: | Rippe Associates, Inc. |

III. ADDITIONAL SERVICES

If authorized in writing by the Client, we will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Complete architectural design and facilities engineering services.
- B. Presentations to State legislators.
- C. Large format printing and mounting.



IV. CLIENT RESPONSIBILITIES

These responsibilities include, but are not limited to, the following:

- A. Designate one individual to act as a representative with respect to the work to be performed. Such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project.
- B. Provide TKDA with access to the site as required to perform services listed herein.
- C. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so that the Project schedule can be maintained.
- D. Full participation in scheduled meetings, design charrettes, and Predesign Report preparation, including but not limited to;
 1. Mission Statement.
 2. Operating Costs.
 3. Basis for Need.
 4. Comprehensive (Master) Plan.
 5. Project Impacts.
 6. Precedent Studies.
 7. Operation and Maintenance Requirements.

V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and to complete SECTION II services by June 15, 2021.

VI. COMPENSATION

Compensation to TKDA for services provided as described herein shall be in the Lump Sum amount of \$102,500. (*Revised for added Scope*)

The level of effort required to accomplish SECTION II services can be affected by factors beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, TKDA agrees we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Proposal. We agree that your issuance of a mutually agreeable contract in our previously negotiated format will be our notice to proceed. This Proposal will be open for acceptance for 30 days, unless the provisions herein are changed by us in writing prior to that time.

We appreciate the opportunity to serve you on your project.

Sincerely,



Benjamin Olson, AIA
Project Manager



DJ Heinle, AIA
Vice President of Architecture

BMO:DJH:slv:jks

Attachments:

Spirit Mountain Predesign Scope Of Work
Predesign Manual For Capital Budget Projects

