



December 7, 2023

Mr. Robert Hurd  
Construction Project Coordinator  
City of Duluth  
Property and Facilities Management  
1532 West Michigan Street  
Duluth, MN 55806

Re: Proposal for Architectural and/or Engineering Services  
Wade Stadium Facility Improvements

Dear Mr. Hurd:

In response to your request, we propose to provide Architectural and/or Engineering Services in connection with Wade Stadium Facility Improvements at 101 North 35th Avenue West, Duluth, MN 55807, hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to execution of a mutually agreeable contract. Hereinafter, City of Duluth Property and Facilities Management is referred to as the City.

## **I. PROJECT DESCRIPTION**

We understand the City has requested TKDA to assist with miscellaneous improvements to existing Wade Stadium. These areas of improvements shall include the following:

- Isolated brick replacement and tuckpointing around the stadium where stormwater infiltration is evident. Utilize existing brick salvaged from previous projects.
- Masonry repair at the four (4) brick piers above the main entrance, near top of the grandstand and press box where brick and mortar cracking are evident.
- Investigate and address brick separation from concrete roof support pier, located on the interior face of the wall at the top of the grandstand, east of the press box.
- Investigate and address the source of water infiltration occurring in the east concessions and locker room to mitigate the water running down the interior face of brick.
- Rework twenty (20) grandstand masonry openings to provide proper cast sills with drip edges, as well as repair/replacement of steel lintels and repair of brick joints at those openings.
- At twelve (12) existing masonry openings east of the main entry, remove sheet metal and wood-framed infill to allow for brick infill matching the detailing from the work of previous projects.
- Remove four (4) existing plywood infill panels from masonry openings near the press box and infill with brick matching the detailing from the work of previous projects.
- Investigate and remove four (4) concrete entry stoops, and a portion of the concrete plaza near the trench drain, and install frost protected concrete stoops.
- Removal and replacement of four (4) sets of hollow metal paired entry doors and hardware with brick repair at the door jambs.
- Remove and replace grandstand roof membrane, fascia and gutters. Explore options to cover gutters for prevention of baseballs entering the gutter system.
- Remove and replace existing paver ballast and EPDM roofing from the entry roof. New roof to be fully adhered EPDM roofing system. Underside of existing concrete roof structure over entry doors shall be scraped clean and repainted.
- Provide miscellaneous patching and/or repair of surface-applied concrete coating throughout the grandstand where delamination or spalling is evident and stormwater infiltration is suspected.
- Repair floor topping at the end of the pedestrian tunnel(s) to the grandstand.
- Removal and replacement of sealant at brick control joints throughout the grandstand area.

## **II. SERVICES TO BE PROVIDED BY TKDA**

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

### **A. DESIGN PHASE**

1. Provide project management and administration of the TKDA team.
2. Field investigation of the Project described in Section I.
3. Prepare 60% design documents for City review with opinion of probable construction cost.
4. Conduct one (1) in-person meeting with City to coordinate and report on design progress.
5. Prepare drawings and technical specifications for final review with opinion of probable construction cost.
6. Conduct one (1) final design review meeting with the City.
7. Finalize design drawings and technical specifications for bidding.

### **B. BIDDING PHASE**

1. Provide project management and administration of the TKDA team.
2. Review bidder questions and issue required addendums.
3. Participate in bid opening.

### **C. CONSTRUCTION ADMINISTRATION SERVICES**

1. Project management of the TKDA design team and coordination with the Contractor.
2. Review shop drawings and other required Contractor submittals. TKDA's review shall only indicate whether the submittal generally conform to the design concept of the Project and complies with the information given in the construction contract documents. This task assumes that, at most, TKDA will review each required submittal only twice, with additional reviews compensated as Additional Services.
3. Work through RFIs with Contractor.
4. Participate in up to four (4) meetings with City and Contractor during construction led by Contractor.
5. Provide up to six (6) on-site observations during construction.
6. At or around substantial completion of construction, TKDA will review the construction contractor's initial list of items to be completed or corrected ("punch list") and perform a site walk-through with the construction contractor to confirm the list is complete and determine whether project is substantially complete. Once the construction contractor notifies TKDA it has completed the punch list, TKDA will perform a final punch list inspection. TKDA will prepare or review a final estimate for payment and recommend, in writing, final payment to the contractor, giving written notice to the City and Contractor that the work is acceptable (subject to any conditions therein expressed).

## **III. ADDITIONAL SERVICES**

If authorized in writing by the City, 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. Change in scope during design.
- B. Review and design related to mechanical or electrical systems at the stadium.
- C. Civil engineering and landscape design.

## **IV. CITY 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, and 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. This individual shall be identified in the signature block area of this Proposal.
- B. Provide TKDA with access to the site as required to perform services listed in SECTION II.
- C. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.



- D. Payment of permit and review fees.
- E. Provide lifts or scaffolding for TKDA on site to perform investigations.
- F. Provide Independent testing and special inspections.

**V. PERIOD OF SERVICE**

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and estimate to complete SECTION II services within 60 days thereafter.

**VI. COMPENSATION**

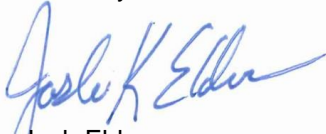
Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be on an Hourly Time and Materials basis in an amount not to exceed **\$97,100**.

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree 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. If acceptable, please issue a mutually agreeable contract for our review and execution. This Proposal will be open for acceptance for 30 days, unless the provisions herein are changed by us in writing prior to that time. Please feel free to contact Josh Elder directly at 218.491.7396 or [joshua.elder@tkda.com](mailto:joshua.elder@tkda.com) if you have any questions.

Sincerely,



Josh Elder  
Project Manager



DJ Heinle, AIA  
Vice President–Architecture

JKE:DJH:slv:dad

