

June 30, 2025

Mr. Ted Blenkush  
City of Duluth | Construction Coordinator  
[tblenkush@duluthmn.gov](mailto:tblenkush@duluthmn.gov)

RE: GIS Mapping Analysis for Duluth Fire Department

Mr. Blenkush:

We appreciate your consideration for our professional GIS Mapping services for the Duluth Fire Department. To serve you and your team, we have aimed at providing you with comprehensive information in this proposal regarding our professional services.

### **PROJECT DESCRIPTION**

Brunton has been contracted by the City of Duluth to perform a Facility Planning Study for the Duluth Fire Department. The initial scope of work included Phase 1 – Facility Study, and Phase 2 – Predesign Services. Phase 1 is nearly complete, with an anticipated finish date by the end of June, 2025. Prior to commencement of Phase 2, the team has agreed that it would be responsible to conduct a GIS Mapping Analysis. Brunton has engaged CBS Squared, Inc. to assist with this scope of work.

Goals of the GIS Mapping Analysis:

- Develop current response map based on existing station locations – identify any gaps in NFPA recommended service
- Develop a new map(s) for ideal station locations based on NFPA recommended response time
- Incorporate Duluth's strategic planning and growth into study projections
- Provide analysis and recommendations

Tasks for this scope:

- Existing Station Analysis
  - Collect GIS data from the City/county
    - Road centerlines
    - Parcels
    - Zoning (existing and future)
    - Planning/Future Growth Information
    - Fire/EMS call data (last 5 years)
    - Fire Hazard/Haz Mat data/locations
  - GIS Data compilation
    - Compile GIS databases and networking files
    - Compile growth locations and new street potential



- Locate and run analysis for 4 min, 6 min and 8 min response times
  - Existing fire service area scenario
  - Growth areas added scenario
- Compile % of call locating for each scenario
- Compile gap analysis (both scenarios)
- Locate/relocate station scenarios to eliminate gaps
- Complete City New Analysis
  - Using all of the data compiled for existing
  - Locate areas for stations
  - Complete analysis for ultimate location for 8 stations (if gap analysis shows need for more than 8, use that number)
- Supplemental Report Document
  - Appendix Document to Phase 1 Report, with additional analysis summary

### **COMPENSATION**

#### **Fixed Fee:**

Existing Station Analysis:	\$15,720
Complete City New Analysis:	\$9,720
Total:	\$25,440

**Reimbursable Expenses** Not to exceed \$1,000 (See attached Hourly Rates Exhibit)

For the purposes of this proposal, Supplemental or Additional Services are defined as any services authorized by the Client and to be performed by the design team which are not included in the above scope. The Client will be billed the additional design fee as agreed upon or on an hourly basis according to the attached hourly rates.

### **SCHEDULE**

Existing Station Analysis: 4 weeks

Complete City New Analysis: 2 weeks

Total: Estimated 8 weeks, including intake and download meetings and report generation

### **PAYMENT**

Billing shall be monthly based on the percentage of the work complete on the last day of the month. Payment shall be due no later than 30 days after the statement date.

Late charges shall be added at a rate of 1-1/2 percent of the past due amount beginning on the thirty-first day after the statement date.



## **MISCELLANEOUS PROVISIONS**

The prices quoted herein shall be in effect until forty-five days past the date of the proposal and are subject for review and revision for any work not authorized to be completed after that date.

All documents produced by the Architect are instruments of service and shall remain the property of Brunton Architects. The Client shall have a limited license to use such documents solely for the purpose of constructing, operating, and maintaining the project, provided that the Client has paid all fees due.

Limitation of Liability: To the fullest extent permitted by law, the total liability of the Architect to the Client for any and all claims, losses, costs, damages, or expenses resulting from the performance or non-performance of services under this Agreement shall not exceed the total compensation paid to the Architect under this Agreement.

Thank you again for your consideration in our professional design services. Please let me know if you have any questions or would like to refine any of the listed items to better suit your specific needs. If there are any questions, please feel free to contact me via e-mail at [ginnies@bruntonarchitects.com](mailto:ginnies@bruntonarchitects.com) or by phone at 612-435-0692.

Sincerely,



Ginnie Schneider, AIA, LFA  
Brunton Architects

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Signature of Authorization & Date

