



December 22, 2021

RE: City of Duluth 2021 Facility & Site  
Asset Management Services

Erik Birkeland  
Property & Facilities Manager  
City of Duluth  
1532 West Michigan Street  
Duluth, MN 55806

Dear Erik,

We greatly appreciate the opportunity to continue to work with the City of Duluth. CR-Building Performance Specialists (CR-BPS) is pleased to present this proposal to provide 2021 professional services for Facility & Site Asset Management (FSAM).

## **PROJECT UNDERSTANDING**

Continue to assist the City with asset management services to support the development of short- and long-term planning strategies.

## **SCOPE OF WORK**

To deliver 2021 FSAM services as follows:

- Assist with ongoing development of the Strategic Planning process.
- Establish standard reports formats that can benefit the city by having easy access to predetermined relevant data.
- Updating of facility systems, requirements, and actions to reflect the current reality for buildings that were previously assessed/entered into VFA.
- Provide energy modeling services.
- Establish an assessment schedule for each asset to assure that conditions are updated appropriately, so it works seamlessly with the Cities ongoing Project Delivery process.
- Complete additional asset conditions assessments and populate the VFA software.
- Normalize cost models to reflect results of last year's local construction costs.
- VFA analytics support for assistance with reporting and analysis.

## **SCHEDULE**

Our proposed schedule is to proceed with work upon authorization by the City. CR-BPS will complete the work within a timely manner of the City's request unless otherwise agreed upon by the City and CR-BPS.

## COMPENSATION

Compensation shall be on an hourly, not-to-exceed basis, based on actual hours worked for CR-BPS personnel assigned to the work, plus reimbursable expenses, to be billed monthly.

The annual estimated fee for the identified Scope of Services listed above is a not to exceed amount of **\$25,000.00**. This fee includes reimbursable expenses.

The following rate schedule applies:

- Facility Assessor at an hourly rate of \$ 120.00 per hour
- Project Manager at an hourly rate of \$140.00 per hour
- Mechanical/Electrical Engineer, at an hourly rate of \$140.00 per hour

We look forward to continuing to work with you over the coming year. If you have any questions, or need additional information, please do not hesitate to call me at (715) 894-7121.

Respectfully Submitted,



Chad Rykal - Principal  
CR-BUILDING PERFORMANCE SPECIALISTS, GBC.



BUILDING PERFORMANCE SPECIALISTS

December 22, 2021

RE: City of Duluth  
2021 Parks Department Facility & Site Asset  
Management Services

Erik Birkeland  
Property & Facilities Manager  
City of Duluth  
1532 West Michigan Street  
Duluth, MN 55806

Dear Erik,

We greatly appreciate the opportunity to continue to work with the City of Duluth. CR-Building Performance Specialists (CR-BPS) is pleased to present this proposal to provide 2021 professional services for the Facility & Site Asset Management (FSAM) to complete data entry and assessments for the Parks Department Assets.

## **PROJECT UNDERSTANDING**

Continue to provide professional services to add to and update VFA facility data so that the City may use it to assist in tracking facility condition information, securing funding, establishing budgets, creating strategic partnerships and setting energy efficiency goals for future projects.

## **SCOPE OF WORK**

To deliver 2021 FSAM services for the Parks Department Assets as follows:

- Complete the following scope of work for the Parks Department Assets as described, (CR-BPS will be wrapping up Tier 1 site amenities, spine/paved trails, and bridges, and will be moving to Tier 2 site amenities and spine/paved trails, Tier 3, etc. as allowed by the budget):
  - Coordinate and Collect available background information including, but not limited to: drawings, utility data, and history of prior work completed.
  - Complete On-site Assessments
  - Data Entry into VFA.facility
  - Review data with City of Duluth staff assigned to this work
  - Assign Park naming designation to each asset.
- Establish standard reports formats that can benefit the city by having easy access to predetermined relevant data. Have this report imported into the Project Delivery Smart Sheet for ease of access to relevant data.

- Updating of facility systems, requirements, and actions to reflect the current reality for buildings that were previously assessed/ entered into VFA.
- Establish an assessment schedule for each asset to assure that conditions are updated appropriately, so it works seamlessly with the City's ongoing Project Delivery process.
- Normalize cost models to reflect results of last year's local construction costs.
- VFA system support for assistance with reporting and analysis.

## **SCHEDULE**

Our proposed schedule is to proceed with work upon authorization by the City. CR-BPS will complete the work within a timely manner of the City's request unless otherwise agreed upon by the City and CR-BPS.

## **COMPENSATION**

Compensation shall be on an hourly, not-to-exceed basis, based on actual hours worked for CR-BPS personnel assigned to the work, plus reimbursable expenses, to be billed monthly.

The annual estimated fee for the identified Scope of Services listed above is a not to exceed amount of **\$50,000.00**. This fee includes reimbursable expenses.

The following rate schedule applies:

- Facility Assessor at an hourly rate of \$ 120.00 per hour
- Project Manager at an hourly rate of \$140.00 per hour
- Mechanical/Electrical Engineer, at an hourly rate of \$140.00 per hour

We look forward to continuing to work with you over the coming year. If you have any questions, or need additional information, please do not hesitate to call me at (715) 894-7121.

Respectfully Submitted,



Chad Rykal - Principal  
CR-BUILDING PERFORMANCE SPECIALISTS, GBC