



March 10, 2026

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

Re: Proposal for Architectural Services
Park Point Beach House Exterior Improvements
TKDA Project No. 0023984.000

Mr. Hurd:

In response to your request, we propose to provide Architectural Services in connection with the Park Point Beach House Exterior Improvements at 4750 Minnesota Avenue, Duluth, Minnesota 55802 hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to the terms and conditions set forth a mutually agreeable City of Duluth Professional Engineering Services Agreement. Hereinafter, City of Duluth Property and Facilities Management is referred to as the CLIENT.

I. PROJECT DESCRIPTION

TKDA will provide professional architectural services to support exterior improvements at the Park Point Beach House. The proposed scope of work includes replacement of the wall siding, windows, dormer siding, hollow metal doors and frames with associated hardware, and the installation of protective screens at the windows. These improvements are intended to address existing building conditions while maintaining consistency with previous renovations. The project is intended to extend the design approach and exterior construction systems implemented during the 2017 renovation of the north lakeside elevation of the building, which was designed by TKDA. Materials and assemblies for wall systems, exterior siding, windows, and doors are anticipated to match those previously installed, providing continuity in appearance, performance, and long-term maintenance across the facility.

This project differs from the 2017 scope of work in that the existing wall framing and sheathing are anticipated to remain in place and are not planned to be reconstructed. The design approach assumes that the existing framing and sheathing are generally serviceable. However, localized replacement or repair of framing and sheathing may be required where deteriorated or damaged conditions are discovered either by investigation by the CLIENT prior to construction, or by the Contractor during demolition. Such work will be addressed on an as-needed basis during construction, consistent with the contractor's means and methods and the project documents.

TKDA will utilize existing electronic project documentation, including available drawings and specifications from the 2017 project, as a basis for design. TKDA will also perform field verification of existing conditions and critical dimensions as necessary to conform with existing construction, identify interface conditions, and support the preparation of accurate and coordinated construction documents. For bidding and budgeting purposes, the project will be structured to provide flexibility in implementation. Work associated with the south bayside elevation of the building will be included as the Base Bid. Bid Alternates will be developed for work at the east and west building elevations, allowing evaluation of the Project and aligning construction scope with available funding and priorities.

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

(Assumed a four (4) week duration)

1. Provide project management and administration of the design team.
2. Field investigation and verification of the Project described in SECTION I.
3. Prepare complete bid drawings and technical specifications for final review.
4. Conduct one (1) final document review meeting with the CLIENT.
5. Finalize design drawings and technical specifications for bidding.

B. BIDDING PHASE

(Assumed a four (4) week duration)

1. Attend the pre-bid meeting for the Project.
2. Review bidder questions and issue required addendums.
3. Participate in bid opening for the Project.
4. Provide recommendation for award of contractor to CLIENT.

C. CONSTRUCTION ADMINISTRATION SERVICES

(Assumed a twenty (20) week total duration, with six (6) weeks for construction of the work)

1. Project management of the TKDA design team and coordination with the Contractor.
2. Review and provide responses to Requests for Information (RFIs).
3. Review and authorize product submittals.
4. Attend up to four (4) onsite construction progress meetings in collaboration with the CLIENT and Contractor.
5. Conduct up to twelve (12) onsite observations throughout the Project construction phase.
 - a. Proposal assumes two (2) onsite observations for up to two hours each per week.
6. Provide additional onsite construction coordination during construction of up to 32 hours.
7. Coordinate Project change orders to verify compliance with the defined scope and associated cost.
8. Review and coordinate with CLIENT and certify contractor pay applications.
9. Facilitate coordination among relevant jurisdictions agencies and inspectors.
10. Review the Contractor's punch list items and generate a design team punch list aligned with the Project scope for each Project construction phase.
11. After addressing the punch list items provided by the Contractor, conduct an on-site review of the Work to confirm completion at the Project site at the end of each Project construction phase.
12. Prepare and provide a letter of substantial completion for the Project for appropriate CLIENT representatives at the end of the Project construction phase.
13. Complete tasks for closeout of the Project.

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. Services not indicated in SECTION II.
- B. Change in scope during design.
- C. Civil engineering and landscape design.
- D. This Proposal assumes existing mechanical and electrical systems meet code and do not require modifications. Any changes to existing systems to bring up to current codes or modification requirements will be considered Additional Services.
- E. Cost Evaluation services for the Project.
- F. Energy Modeling services for the Project.
- G. This Proposal does not include services related to design for shoring systems as required for the Project.
- H. Structural Design services for the Project.
- I. Services required for commissioning and warranty phases of the Project.

IV. CLIENT RESPONSIBILITIES

These responsibilities shall 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.
- 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 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 to complete SECTION II services by the end of December 2026.

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 **\$58,700.00**.

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 this Proposal is acceptable, please issue a mutually agreeable City of Duluth Professional Engineering Services Agreement 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 if you have any questions.

Sincerely,



Josh Elder
Project Manager



DJ Heinle, AIA
Vice President–Architecture

JKE:DJH:alo:dad