



Nine Mile Creek Discovery Point
12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

MEMO

TO: Nine Mile Creek Watershed District Board of Managers

FROM: Randy Anhorn

DATE: July 10, 2019

RE: Revised - LHB Architect Scope of Work Proposal to Prepare Needed Information for Submittal to the City Planning Commission

Background

At the March 20, 2019 regular Board meeting the managers authorized the Administrator to enter into an agreement with LHB to complete the scope of work defined in the amount of \$35,000 and submit building addition proposal to the City of Eden Prairie.

After conversations with legal counsel and LHB, there has been a couple changes to the proposed scope of work (attached is a revised scope of work with the changes tracked). The modifications are due to moving from a preselected contractor to a competitive bidding situation. Because the design/bid/build procurement method requires additional effort to prepare a full project manual with bidding and procurement documents as well as a full technical specification the proposed compensation for the architect's services increased from \$35,000 to \$40,000 to account for the added scope.

Request

Authorize the Administrator to enter into an agreement with LHB to complete the scope of work at the revised amount of \$40,000 and submit building addition proposal to the City of Eden Prairie.



02.28.2019 (Revised 03.01.2019)(Revised 06.25.2019) ([Revised 07.08.2019](#)) ([Revised 07.15.2019](#))

Randy Anhorn
Nine Mile Creek Watershed District
12800 Gerard Drive
Eden Prairie, Minnesota 55346

NINE MILE CREEK WATERSHED DISTRICT OFFICE ADDITION PROPOSAL FOR SERVICES

PROJECT UNDERSTANDING

LHB is pleased to propose the following services to Nine Mile Creek Watershed District. We understand the primary goal is to prepare design and construction documents for a small addition to incorporate two to three new office spaces at the Nine Mile Creek Watershed District office located at 12800 Gerard Drive in Eden Prairie.

SCOPE OF SERVICES

Scope A: (Completed)

- Two (2) meetings with Client at Nine Mile Creek Watershed Office in Eden Prairie.
- Provide two to three additional floor plan options for an approximately 400-750 gross square foot addition. Basis of design shall be recently completed preliminary plan study executed by LHB.

Scope B:

- Four (4) meetings with Client at Nine Mile Creek Watershed Office in Eden Prairie.
- Two (2) meetings with the city of Eden Prairie to accommodate the Conditional Use Permit (CUP) amendment application.
- One (1) meeting with the city of Eden Prairie for zoning and code review.
- Prepare schematic drawings suitable for submittal to the city for the CUP amendment.
- Prepare construction documents for competitive bidding, permitting and construction.
- Prepare specifications, including Division 00 and 01 bidding and procurement documents.
- Assist the Owner in the bidding process.
- Provide limited construction administration services including review of key-structural and building envelope shop drawings, responding to questions from the Owner and Contractor during construction, and visiting the construction site on Three (3) occasions.
- ~~Provide limited~~ design assist mechanical and electrical design services to accommodate the small addition. Documents will establish design expectations for lighting, power/data, and HVAC distribution and provide adequate information for general contractor and

mechanical / electrical sub-contractors to bid the work and finalize engineering after project award.

ASSUMPTIONS

- Civil engineering for stormwater management shall be by Owner's consultant.
- Landscape design shall be by Owner.
- Assumed construction budget to be approximately ~~\$250,000-\$350,000~~: \$375,000-\$425,000
- Construction methodology shall be ~~by Construction Manager as Agent to the Nine Mile Creek Watershed District~~. Design Bid Build by General Contractor.
- Additional meetings with the city for the CUP process and/or significant change in scope shall be the cause for probable additional design fees.

SCHEDULE (Preliminary)

- Concept design: March 2019 (Scope A)
- Board Meeting – Authorization to Proceed: July 17, 2019 (Scope B)
- CUP submittal and approval: ~~April/ May~~June/ July/August 2019 (Scope B)
- Preparation of construction documents: ~~May/ June~~July/ August/September -2019 (Scope B)
- Bidding and award: ~~July September~~ October 2019 (Scope B)
- Construction start: ~~August September~~ October 2019 (Scope B)
- Construction completion: ~~November December~~ January 2020 (Scope B)

PROPOSED FEE

Scope A: (Completed)

Compensation for additional concept plan studies requested by the Owner shall be on an hourly basis not to exceed Three Thousand Five Hundred Dollars (\$3,500), plus reimbursable expenses, without prior approval.

Scope B:

Compensation for the Architect's services shall be for a stipulated sum of ~~Thirty-Five~~Forty Thousand Dollars ~~(~~\$35,000~~)~~\$40,000, plus reimbursable expenses.

TERMS AND CONDITIONS

Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of our standard agreement form.

Please contact Bruce Cornwall at 612.327.6285 if you have any questions.

LHB



RICHARD A. CARTER, FAIA, LEED FELLOW

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Date: [02.28.2019 \(Revised 03.01.2019\)\(Revised 06.25.2019\) \(Revised 07.08.2019\) \(Revised 07.15.2019\)](#)
[03.01.2019](#)

SENIOR VICE PRESIDENT

c: LHB File # 180645

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