



January 24, 2023

WRITER'S DIRECT DIAL 612-810-9448

Ms. Lisa Schaefer  
Assistant City Manager  
City of Edina  
7450 Metro Boulevard  
Edina, MN 55439  
lschaefer@edinamn.gov

Re: Edina City Hall Space Needs Study Update

Dear Lisa:

Hammel, Green and Abrahamson, Inc. (HGA) along with our public safety design partners, Redstone Architects, is pleased to submit to you this Proposal providing professional services to update your City Hall Space Needs Study, based upon our meeting with your Project Management Team (PMT) on January 9, 2023.

#### **PROJECT UNDERSTANDING & APPROACH**

In July of 2019, HGA submitted to the City of Edina a Space Needs Study for the City Hall/Police facility. To create the Study, HGA evaluated existing conditions, conducted staff interviews, analyzed current and future space projections, generated site and floor plan diagrams, populated a facility program, and provided a conceptual cost estimate.

Since that time, changes within staffing, executed projects, and outside forces, such as Covid-19, have made portions of the Study outdated. The intent of this project is to update and expand upon the original study through a series of meetings and interviews with Department Heads, City Staff, and the Police Department. A revised study will include an updated City Hall and Police needs assessment (program), existing building plans, new department layout plans, furniture test fit floor plans, lobby and circulation diagrams, updated site plans, and a revised conceptual cost estimate.

Our team will work to update Part 1 (Executive Summary), Part 2 (Programming Narrative), Part 3 (Site Plan), and Part 5 (Appendix, including space needs assessment/program, floor plans, lobby and circulation diagrams, site diagrams, and conceptual cost estimate) of the original Study. Updates to Part 4 (Building Systems Review) will occur to highlight mechanical, electrical, building envelope, and renewable projects that have been designed since 2019 and are currently in the construction process. Finally, our team will re-evaluate renewable energy capacity for future phases on-site.

#### **WORK PLAN**

Based upon our understanding of the Project, HGA proposes to provide the follow Services:

1. **Kickoff Meeting & Questionnaire**
  - a. Held in-person with your PMT
  - b. Establish project priorities and goals
  - c. Issue questionnaire/survey to Department Leaders
2. **Staff Interviews & Space Needs Assessment Update**
  - a. **Individual meetings (14)** with Department Leaders (in-person and up to 1hr each department)
  - b. Questionnaire/Survey Responses required before meetings
  - c. City Hall Departments
    - i. Administration
    - ii. Finance and Utility Billing
    - iii. Human Resources
    - iv. Community Development
    - v. Building Department
    - vi. Communications and Tech Services
    - vii. Parks and Recreation

- d. Police Departments
  - i. Police Administration
  - ii. Police Support Services
  - iii. Dispatch
  - iv. Investigations
  - v. Patrol
  - vi. Detention
  - vii. Squad Garage
- 3. Programming
  - a. Update space needs assessment / programming spreadsheets based on current and anticipated future requirements
  - b. **Review Meeting No. 1** with PMT to review interviews and program updates (in person w/ virtual option)
- 4. Conceptual Plans
  - a. Existing and demo floor plans in support of:
  - b. New floor plans designating department space allocations (3 options)
  - c. Furniture test fit plans to support each departmental plan option
  - d. **Workshop (half day)** with PMT and Department Leaders to actively discuss test fit plans (in person, 2 hours City Hall, 2 hours Police)
  - e. Update plans with feedback gathered, leading to a **Preferred Concept**
- 5. City Hall Needs Study Update
  - a. Issue Draft of Updated Study for Review by the PMT
  - b. Cost Estimate of **Preferred Concept**
  - c. **Review Meeting No. 2** with PMT to review Updated Study Draft & Cost Estimate (in person w/ virtual option)
- 6. Issue updated Study to the City of Edina
  - a. Revise draft with comments received
  - b. Issue study in PDF format via email and flash drive

## SCHEDULE

It is anticipated that the project may receive a notice to proceed by the end of February. With that in mind our team is prepared to begin work the week of February 27<sup>th</sup> – March 3<sup>rd</sup>. We understand that a draft of the study is desired by April 28<sup>th</sup> in anticipation of a Council retreat planned for May 4<sup>th</sup>. Finalizing of the study will occur in May once HGA receives review comments from the PMT and City Council.

With those constraints and goals in mind, the above-described Work Plan is anticipated to be completed upon received Notice-to-Proceed within twelve to thirteen weeks as outlined below:

Week(s)	Dates	Activity
1 – 2	02/27 – 03/10	Kickoff Meeting, Questionnaire/Survey, Interview Meetings setup, Existing Floor Plan generation
3 – 4	03/13 – 03/24	Department Interviews, Program Update
5 – 6	03/27 – 04/07	Generate Demo, Department, and Furniture Fit Plan Options (3)
7	04/10 – 04/14	Workshop to review Options and decide on Preferred Concept
8	04/17 – 04/21	Preferred Concept Revisions
9	04/24 – 04/28	Cost Estimate, Narrative Updates
10	05/01 – 05/05	<b>Draft Updated Study Issued</b> (May 2 <sup>nd</sup> ), Council Retreat (May 4 <sup>th</sup> )
11	05/08 – 05/12	City Review Comment Period (May 3 <sup>rd</sup> – May 12 <sup>th</sup> )
12 – 13	05/15 – 05/26	Review comment integration, <b>Final Updated Study Issued</b> (May 26 <sup>th</sup> )

**CLIENT RESPONSIBILITIES**

To meet the objectives of the Work Plan and Schedule outlined herein, it is understood that the Owner will:

1. Provide a primary point of contact who will lead the Owner’s team throughout the project and coordinate Owner staff for meetings.
2. Provide review of submitted documents within five (5) business days.

**ADDITIONAL SERVICES**

HGA may be requested to provide Additional Services or the services of Outside Consultants, as necessary, which are beyond the Basic Services provide for in this Proposal. Additional services will be provided only upon your written authorization, and compensation shall be determined as part of any authorization to proceed with such services. A separate proposal will be provided upon request. Additional Services may include, but are not limited to, the following:

1. Additional meetings and engineering services beyond those listed herein. Structural, Civil, and Low Voltage are not included within this proposal.
2. All testing, such as geotechnical or asbestos evaluation, is not included within this proposal.
3. Printing of boards and presentations for use by the City of Edina

**ASSUMPTIONS**

1. If the project scope significantly changes or is cancelled/postponed, HGA shall be compensated for work performed to date.
2. Engineering services included are limited to narrative updates in Part 4 reflecting design work completed by HGA since 2019 at City Hall and high-level evaluation of design options.
3. It is acceptable to utilize documentation gathered and generated during the original study as a baseline for this project.
4. Field verification measurements shall not be included in this Scope of Work.
5. Existing drawings of lobby, site, and other work by others shall be provided for review by the design team for integration into the Study.

**COMPENSATION**

Compensation to HGA to perform the scope of Professional Services is a stipulated sum of **\$37,017**.

This represents **225** hours of labor over the described project duration. Additional Services will be performed only when authorized by the City of Edina in advance.

Estimated reimbursable expenses for travel and printing is **\$750** and will be billed to you at our cost times a multiple of 1.05.

We sincerely appreciate this opportunity to serve the City of Edina. Please email or call my cell phone at 612-810-9448 if you have questions regarding our proposal.

Sincerely,

Hammel, Green & Abrahamson, Inc. (HGA)

City of Edina (Owner)

By \_\_\_\_\_  
Name Jay Wiederholt, AIA, NCARB  
Title Associate Vice President  
Date January 20, 2023

By \_\_\_\_\_  
Name Scott Neal  
Title City Manager  
Date \_\_\_\_\_

cc: Jon Darsow, Facilities Supervisor, City of Edina  
Chad Millner, Engineering Director, City of Edina  
Ryan Schultz, Lieutenant, Edina Police  
Rich Bonnin, Design Principal, HGA