

November 1, 2023

David Chanski, City Administrator
City of Breezy Point
8319 Country Road 11
Breezy Point, MN 56472

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425

218.829.5117
Baxter@Widseth.com
Widseth.com

Re: Breezy Point City Hall Design Services

Dear Mr. Chanski and Members of the City Council,

Widseth has had the pleasure of working with the City of Breezy Point over the past year regarding the Breezy Point city hall building. Our services included two phases, which were Preliminary Design and Schematic Design.

Preliminary Design

Widseth began this process by providing you with a facility study and preliminary design services that included an analysis of the current physical condition of the building, space needs of the staff and community and potential designs for interior remodels, building additions and a potential new building. The result of this facility study was a comprehensive look at the existing city hall that provided the City of Breezy Point with information to make an educated decision for moving forward. This information was also shared with the residents of Breezy Point through an online resource as well as through an open house at city hall. The City of Breezy Point ultimately decided to pursue the option for building a new city hall.

Schematic Design

Upon completion of this phase of the project, Widseth proceeded with providing schematic design services for a new city hall building. Widseth met with multiple user groups that included city staff and Breezy Point residents to ensure that the design for a new city hall met the immediate and future needs of Breezy Point. The schematic design also incorporated and planned for a potential community center that could be constructed in the future. Upon completion of the schematic design phase, Widseth presented schematic site plans, floor plans as well as approximate construction costs.

Final Design

Per the direction of the Breezy Point City Council at the October 17, 2023 Budget Workshop, please refer to the attached contract for finalizing the design for a new city hall building. This contract includes Design Development, Construction Documents, Bidding and Construction Administration Services. The contract is the AIA Document B101 – 2017 Standard Form of Agreement Between Owner and Architect, which is an industry standard for a project of this scale. The contract includes our schematic design deliverables and project schedule as exhibits that you can reference as it relates to the agreed upon project scope and schedule that will serve as a basis and guide throughout the final phases of design.

Thank you for the opportunity to continue working with you on this exciting project. Please feel free to reach out to us with any questions that you may have regarding this contract and the services we are offering to provide.

Sincerely,

Widseth Smith Nolting & Associates, Inc.



Lindsey Kriens, CID, Vice President

Cc: Mike England, AIA, LEED AP, Vice President

EXHIBIT A



2023 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$130 / Hour
Level II	\$155 / Hour
Level III	\$180 / Hour
Level IV	\$188 / Hour
Level V	\$200 / Hour
Technician	
Level I	\$ 87 / Hour
Level II	\$110 / Hour
Level III	\$130 / Hour
Level IV	\$145 / Hour
Level V	\$160 / Hour
Computer Systems Specialist	\$175 / Hour
Senior Funding Specialist	\$135 / Hour
Marketing Specialist	\$120 / Hour
Funding Specialist	\$105 / Hour
Administrative Assistant	\$ 82 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

EXHIBIT B

PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.



LEGEND

- COMMUNITY
- SUPPORT SPACES
- COUNCIL CHAMBERS
- ADMINISTRATION
- COMMUNITY CENTER



BREEZY POINT CITY HALL CONCEPT FLOOR PLANS



NORTH
←

LEGEND

- COMMUNITY
- SUPPORT SPACES
- COUNCIL CHAMBERS
- ADMINISTRATION

BUILDING AREA

CITY HALL LOWER LEVEL- 4,000 SF
 CITY HALL MAIN LEVEL - 11,500 SF
 CITY HALL TOTAL SF- 15,500 SF



1 LOWER LEVEL CITY HALL CONCEPT PLAN – 4,000 SF
 1" = 10'0"

2 MAIN LEVEL CITY HALL CONCEPT PLAN – 11,500 SF
 1" = 10'0"

OCTOBER 17, 2023

BREEZY POINT CITY HALL CONCEPT FLOOR PLANS



- LEGEND**
- COMMUNITY
 - SUPPORT SPACES
 - COUNCIL CHAMBERS
 - ADMINISTRATION

BUILDING AREA

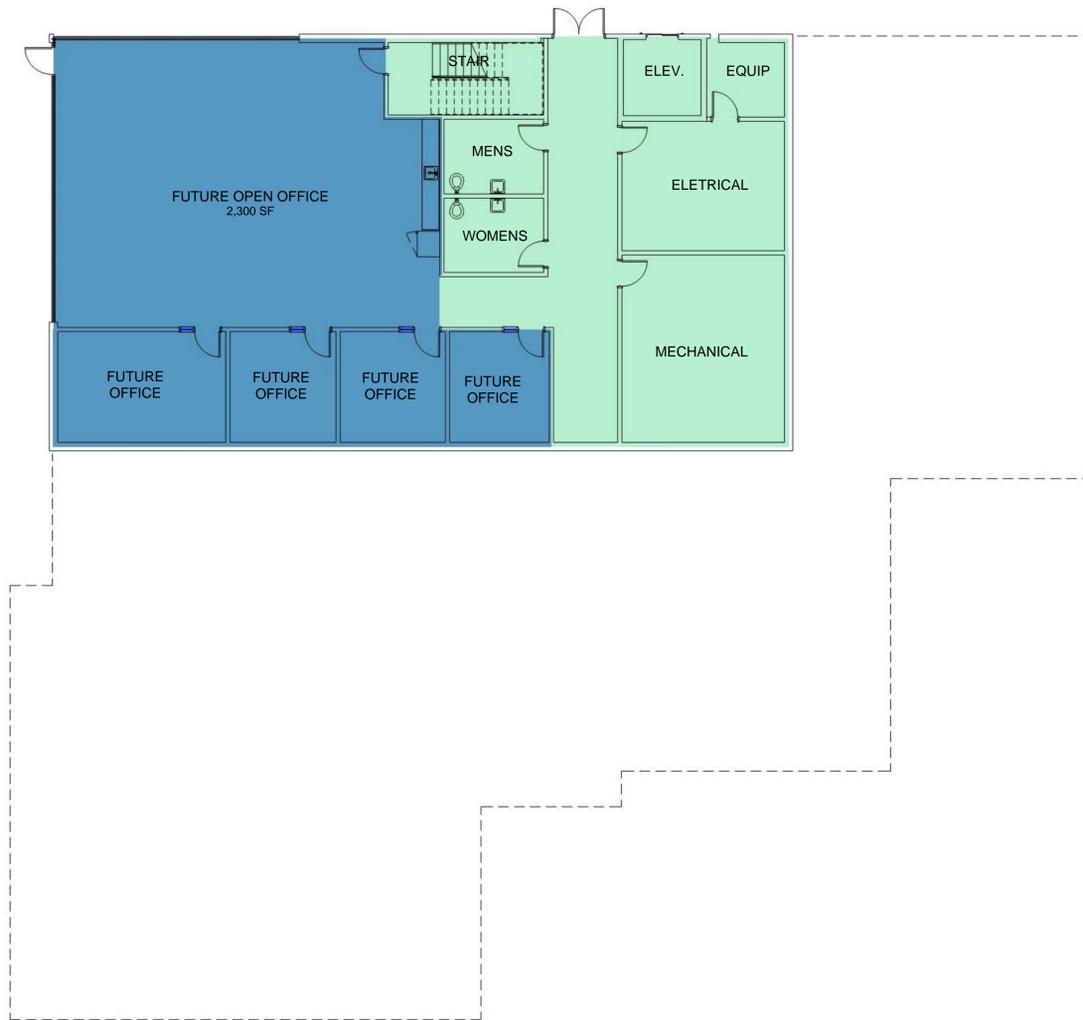
CITY HALL LOWER LEVEL- 4,000 SF
 CITY HALL MAIN LEVEL -11,500 SF
 CITY HALL TOTAL SF- 15,500 SF

City Hall Concept

Lower Level
 4,000 square feet
 \$175 per square foot
 Estimate \$700,000

Main Level
 11,500 square feet
 \$275 - \$325 per square foot
 Estimate \$3M - \$3.7M

City Hall Concept Estimate
Total: \$3.7M - \$4.4M



1 LOWER LEVEL CITY HALL CONCEPT PLAN – 4,000 SF
 1" = 10'0"

2 MAIN LEVEL CITY HALL CONCEPT PLAN – 11,500 SF
 1" = 10'0"

BREEZY POINT CITY HALL



NORTH
←

LEGEND

- COMMUNITY
- SUPPORT SPACES
- COUNCIL CHAMBERS
- ADMINISTRATION
- COMMUNITY CENTER



10-17-23

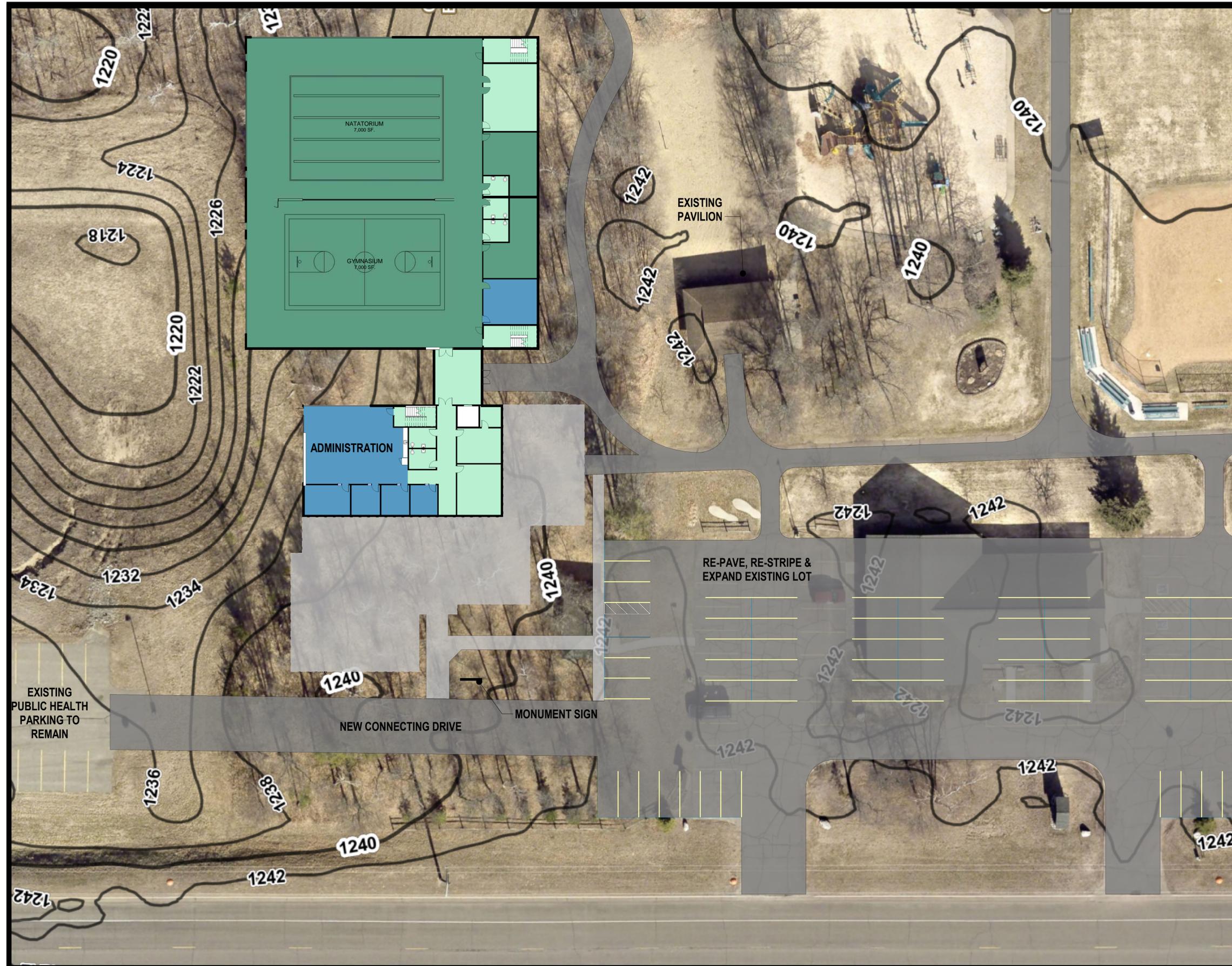
BREEZY POINT CITY HALL



NORTH
←

LEGEND

- COMMUNITY
- SUPPORT SPACES
- COUNCIL CHAMBERS
- ADMINISTRATION
- COMMUNITY CENTER



10-17-23

BREEZY POINT CITY HALL AND COMMUNITY CENTER CONCEPT FLOOR PLANS



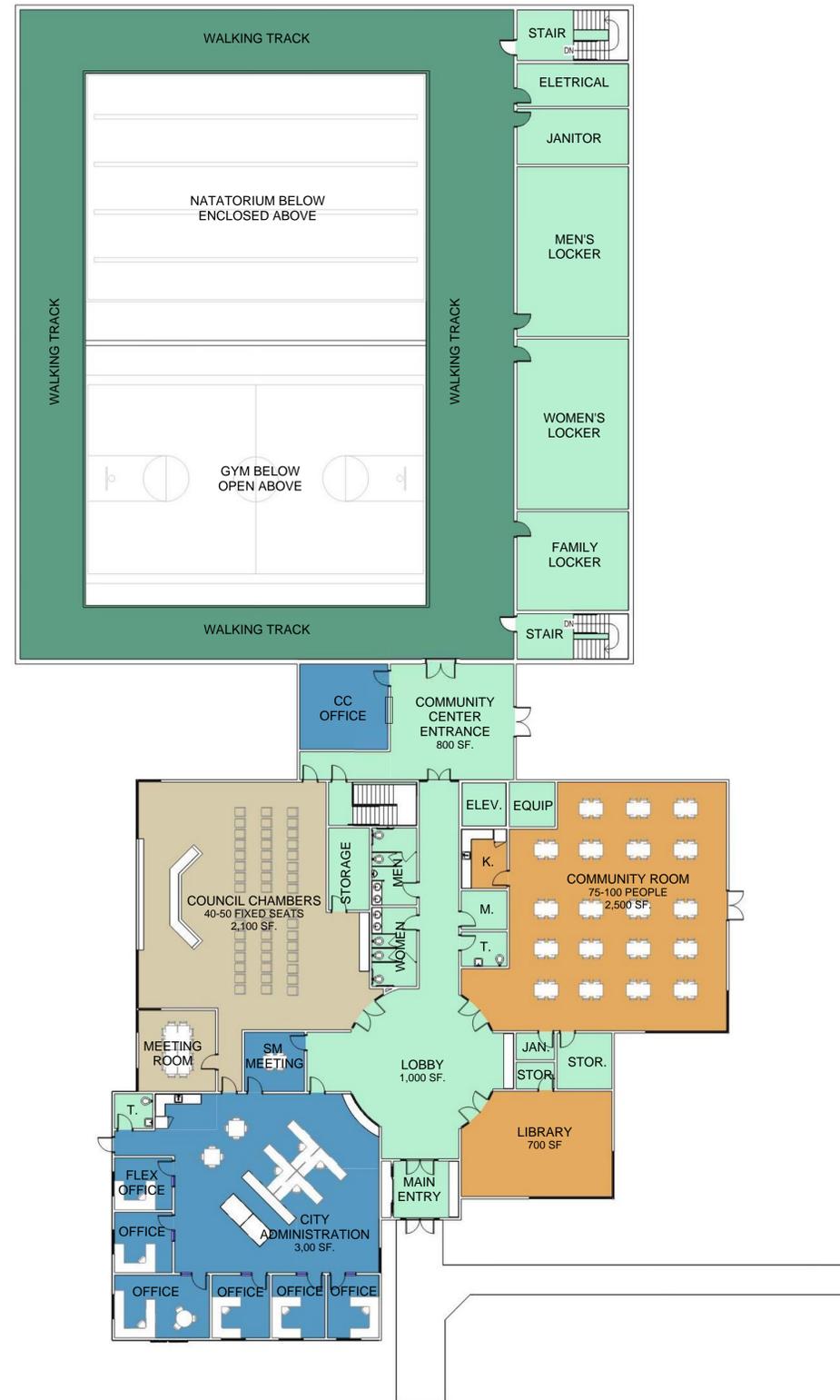
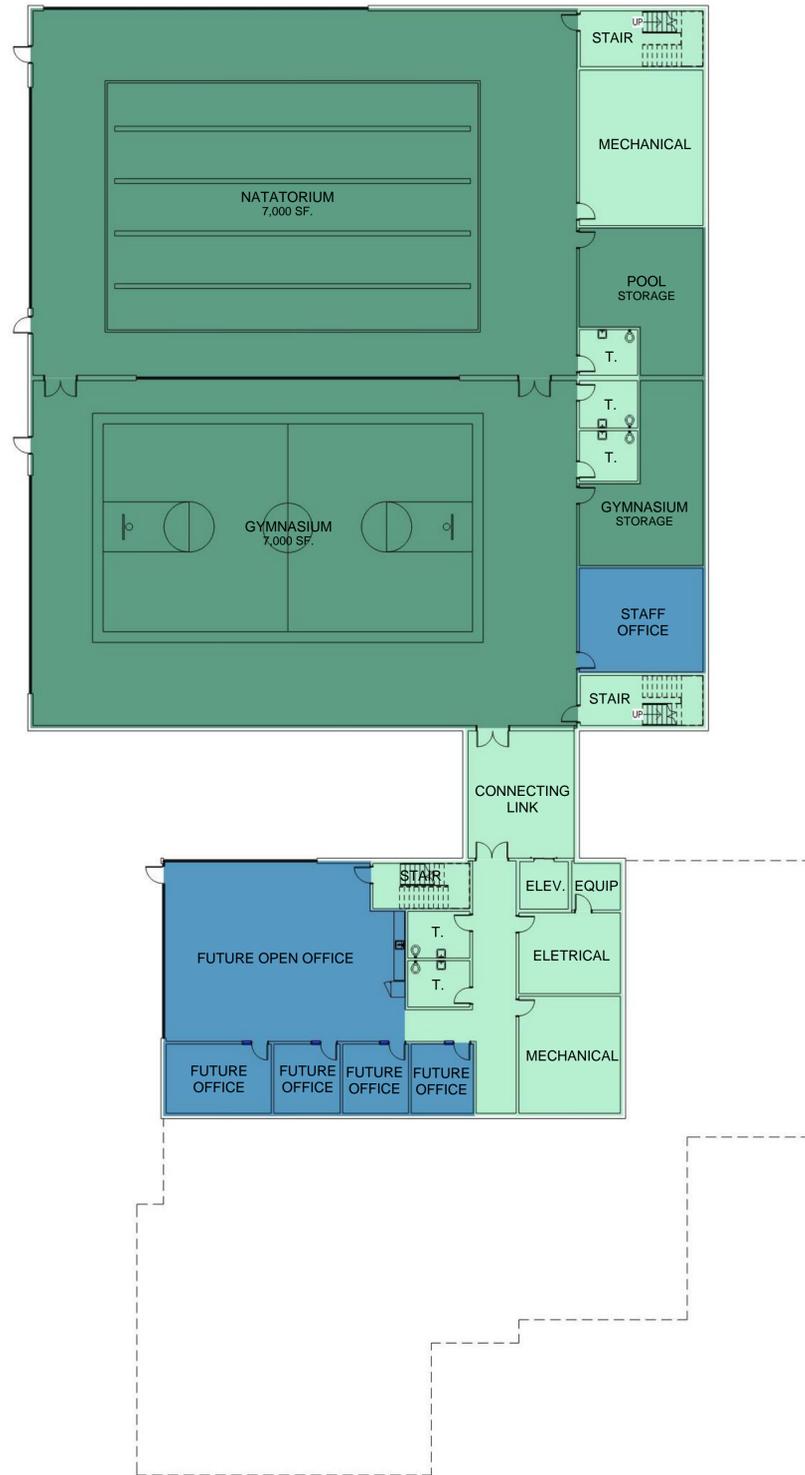
NORTH
←

- LEGEND**
- COMMUNITY
 - SUPPORT SPACES
 - COUNCIL CHAMBERS
 - ADMINISTRATION
 - COMMUNITY CENTER

BUILDING AREA

CITY HALL LOWER LEVEL- 4,000 SF
 CITY HALL MAIN LEVEL -11,500 SF
 COMMUNITY CENTER LL- 18,000 SF
 COMMUNITY CENTER ML- 10,000 SF

 BUILDING TOTAL SF- 43,500 SF



3 LOWER LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN – 22,000 SF
 1/16" = 1'-0"

4 MAIN LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN - 21,500 SF
 1/16" = 1'-0"

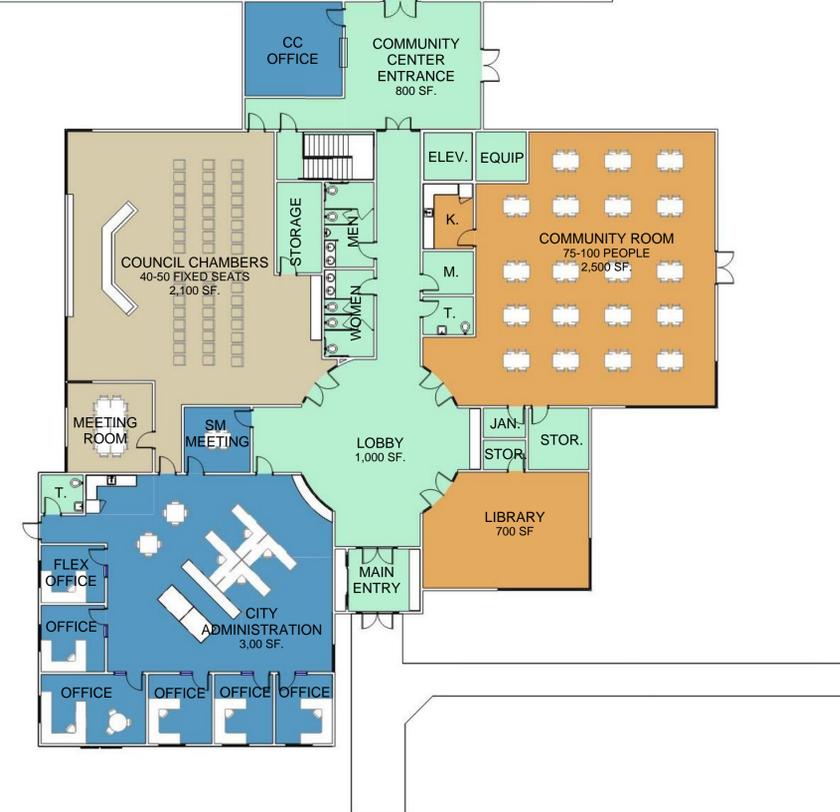
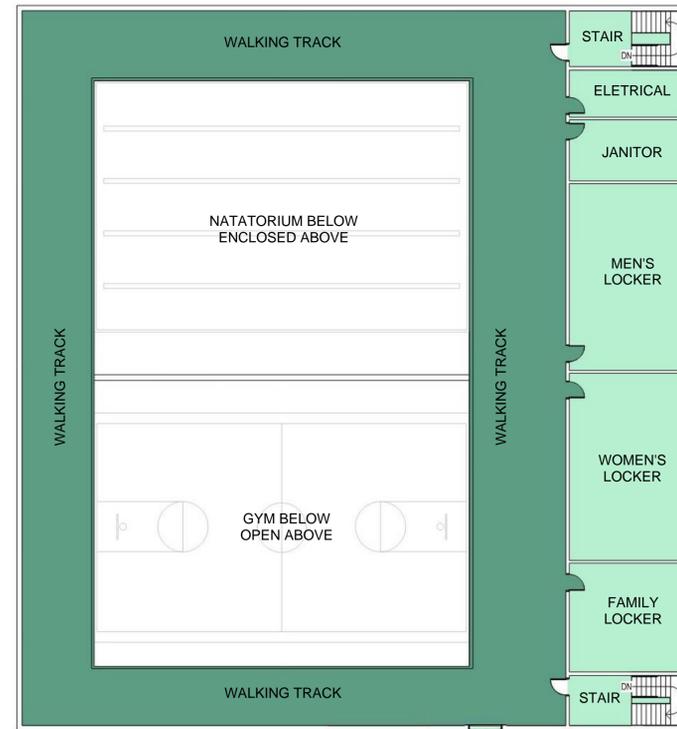
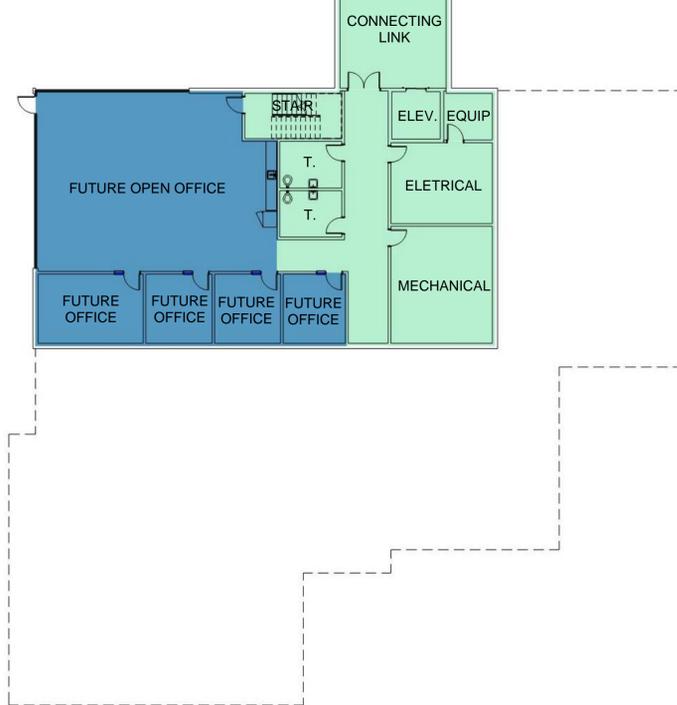
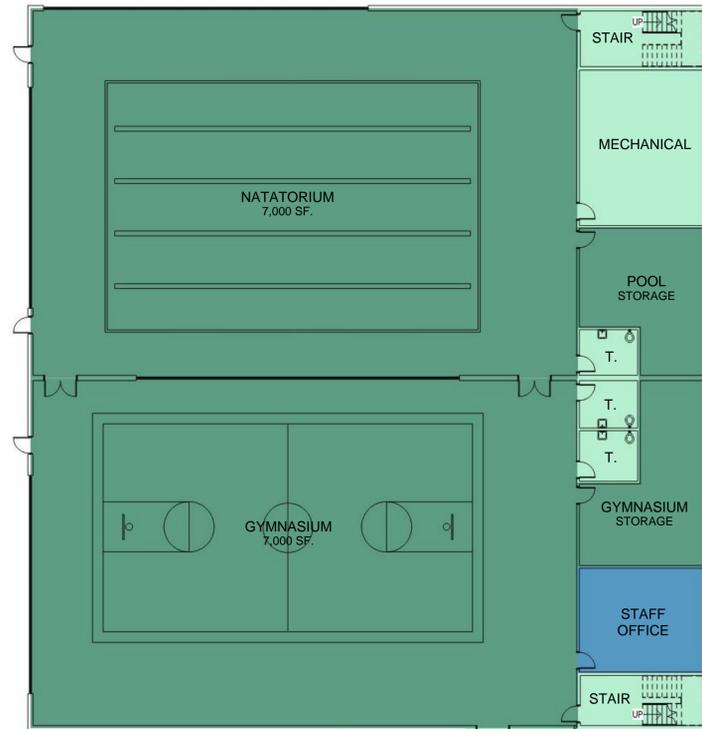
OCTOBER 17, 2023



BREEZY POINT CITY HALL AND COMMUNITY CENTER CONCEPT FLOOR PLANS



- LEGEND**
- COMMUNITY
 - SUPPORT SPACES
 - COUNCIL CHAMBERS
 - ADMINISTRATION
 - COMMUNITY CENTER



BUILDING AREA

CITY HALL LOWER LEVEL- 4,000 SF
 CITY HALL MAIN LEVEL -11,500 SF
 COMMUNITY CENTER LL- 18,000 SF
 COMMUNITY CENTER ML- 10,000 SF

BUILDING TOTAL SF- 43,500 SF

Community Center Concept

Lower Level
 18,000 square feet
 \$400 - \$425 per square foot
 Estimate \$7.2M - \$7.6M

Main Level
 10,000 square feet
 \$325 - \$350 per square foot
 Estimate \$3.25M - \$3.5M

Community Center Concept
 Estimate Total: \$10.5M - \$11M

3 LOWER LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN – 22,000 SF
 1/16" = 1'-0"

4 MAIN LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN - 21,500 SF
 1/16" = 1'-0"

OCTOBER 17, 2023



BREEZY POINT CITY HALL BUDGET ESTIMATES

City Hall Concept

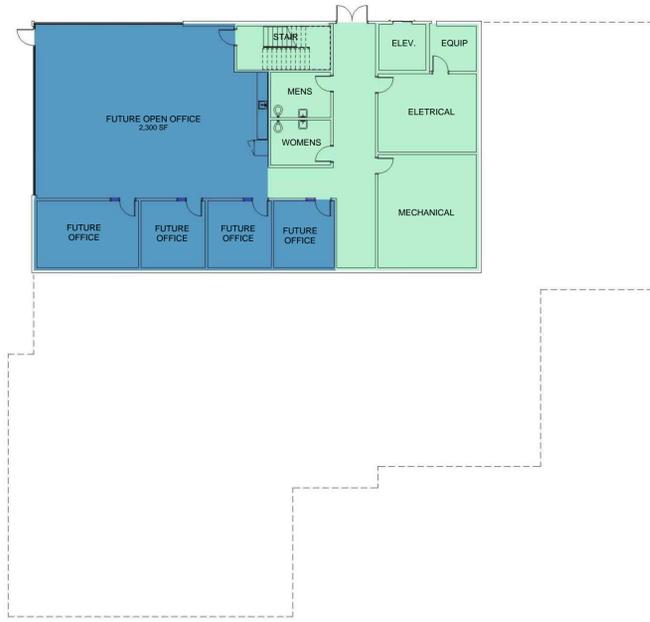
Lower Level

4,000 square feet
\$175 per square foot
Estimate \$700,000

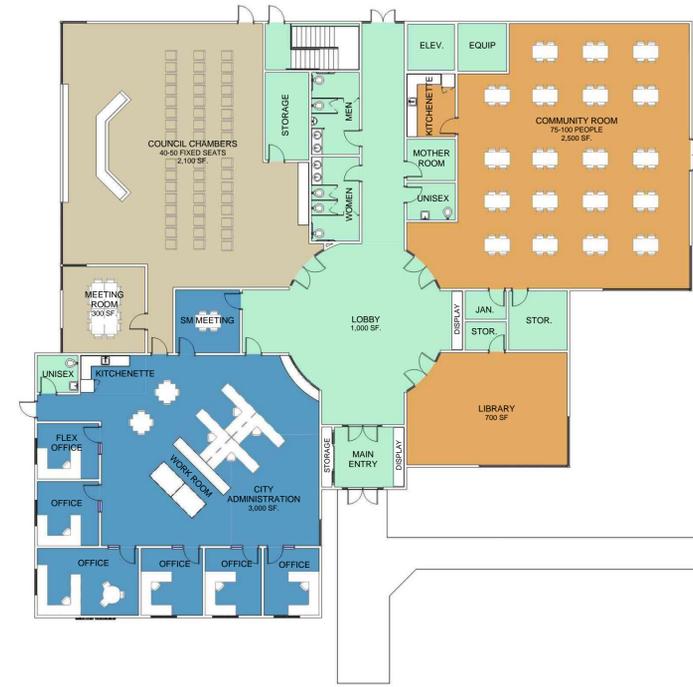
Main Level

11,500 square feet
\$275 - \$325 per square foot
Estimate \$3M - \$3.7M

City Hall Concept Estimate Total: \$3.7M - \$4.4M



1 LOWER LEVEL CITY HALL CONCEPT PLAN – 4,000 SF
1" = 10'-0"



2 MAIN LEVEL CITY HALL CONCEPT PLAN – 11,500 SF
1" = 10'-0"



Community Center Concept

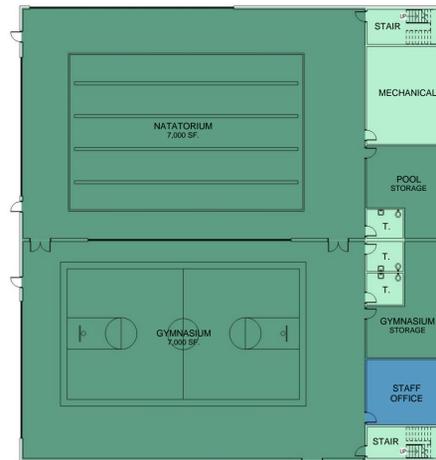
Lower Level

18,000 square feet
\$400 - \$425 per square foot
Estimate \$7.2M - \$7.6M

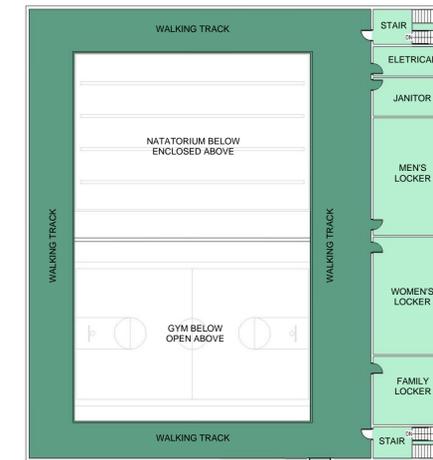
Main Level

10,000 square feet
\$325 - \$350 per square foot
Estimate \$3.25M - \$3.5M

Community Center Concept Estimate Total: \$10.5M - \$11M



3 LOWER LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN – 22,000 SF
1/16" = 1'-0"



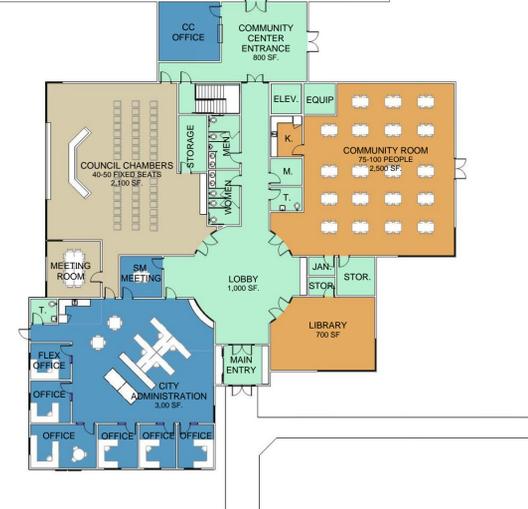
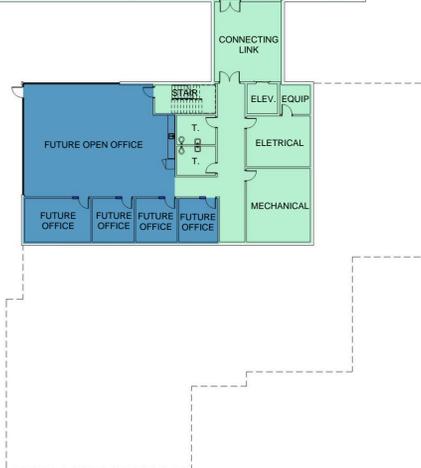
4 MAIN LEVEL CITY HALL & COMMUNITY CENTER CONCEPT PLAN - 21,500 SF
1/16" = 1'-0"

Building Totals

City Hall Concept Estimate Total: \$3.7M - \$4.4M

Community Center Concept Estimate Total: \$10.5M - \$11M

Project Total: \$14.2M - \$15.4M



OCTOBER 17, 2023

