

RESCUE
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CITY OF
WATERVILLE

NEW **FIRE STATION**

November 2, 2020

City of
Waterville
Minnesota

TSP

Architecture
Engineering
Planning

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November 2, 2020

Ms. Teresa Hill, City Administrator
City of Waterville
200 Third Street S.
Waterville, MN 59096

1500 Highway 52 N.
Rochester, MN 55901
(507) 288-8155
TeamTSP.com

RE: New Fire Department Facility

Dear Ms. Hill and Selection Committee Members,

Architecture
Engineering
Planning

TSP is pleased to respond to your request for proposals to provide professional architectural and engineering services for the new Fire Department Facility for the City of Waterville! TSP is a multidisciplinary, fully integrated design firm with a 90-year history of serving communities. On this work we are partnering with Meyer-Borgman-Johnson (MBJ) for structural engineering and Bolton & Menk, Inc. for landscape architecture and civil engineering. TSP has a history of successful projects with each of these companies, and we look forward to bringing our collective expertise to your project.

No two projects ever are the same. We collaborate with clients to tailor designs specifically to the conditions that make the project unique. We will apply our recent fire hall and rescue facility experience, leveraging our real-world lessons to optimize the well-articulated concept plan you've described for your project. Together, we'll ensure the result is a perfect fit for the City.

To keep the momentum going, we propose a Design Accelerator Week that will take your work from a "little something" to a "lot of something" in a short amount of time. This will help make the most of the schedule you've outlined.

TSP believes in developing strong relationships. Our entire design and management approach is built on trust and transparency—key components to drive a high-quality project. This mindset encourages open dialogue around all aspects of the project. It also provides a proven structure for direction-setting choices and the type of careful documentation that's so crucial to support informed decision-making. Our experienced team members will keep the process accountable to you and your vision, communicating progress and suggesting realistic options aligned with your budget.

Thank you again for this opportunity to submit our qualifications. We look forward to continuing the conversation and getting to work for the City of Waterville.

Sincerely,
TSP, Inc.

Von Petersen, AIA, LEED AP
Rochester Office Leader & Project Manager

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**Qualifications to Provide
Professional A/E Services for a
New Fire Department Facility**



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TSP COMMITMENT & INTEGRITY

SINCE 1930

TSP, Inc.

1500 Highway 52 N.
Rochester, MN 55901
(507) 288-8155

Main Contact

Von Petersen, AIA, LEED AP
Office Leader & Project Manager
petersenvj@teamtsp.com

In Rochester: Since 1969

Office Locations: Rochester, MN;
Sioux Falls, Rapid City & Watertown, SD;
Omaha, NE

ABOUT TSP

As a company, we're built around a few beliefs that resonate with our **more than 60 team members** in communities across the Upper Midwest—including your project's core team in our Rochester office. The heart of this philosophy stretches back to 1930 and firm founder Harold Spitznagel's credo to design it like we own it.

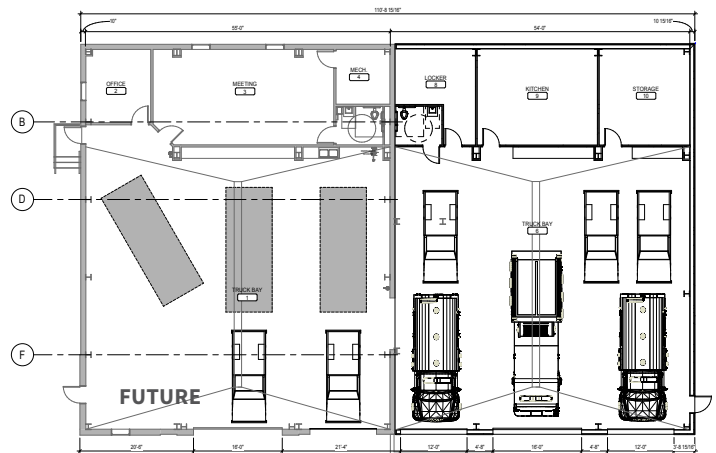
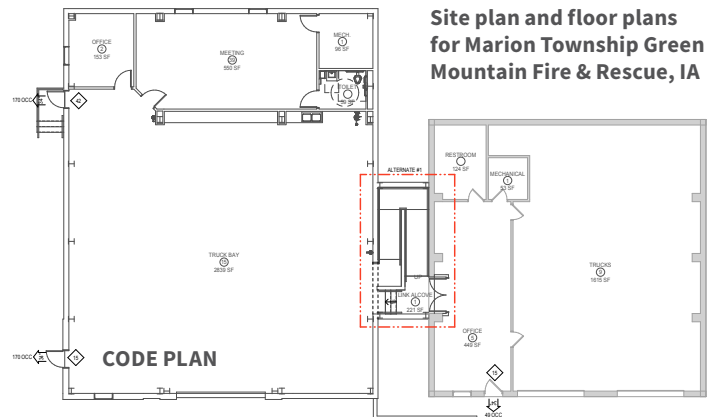
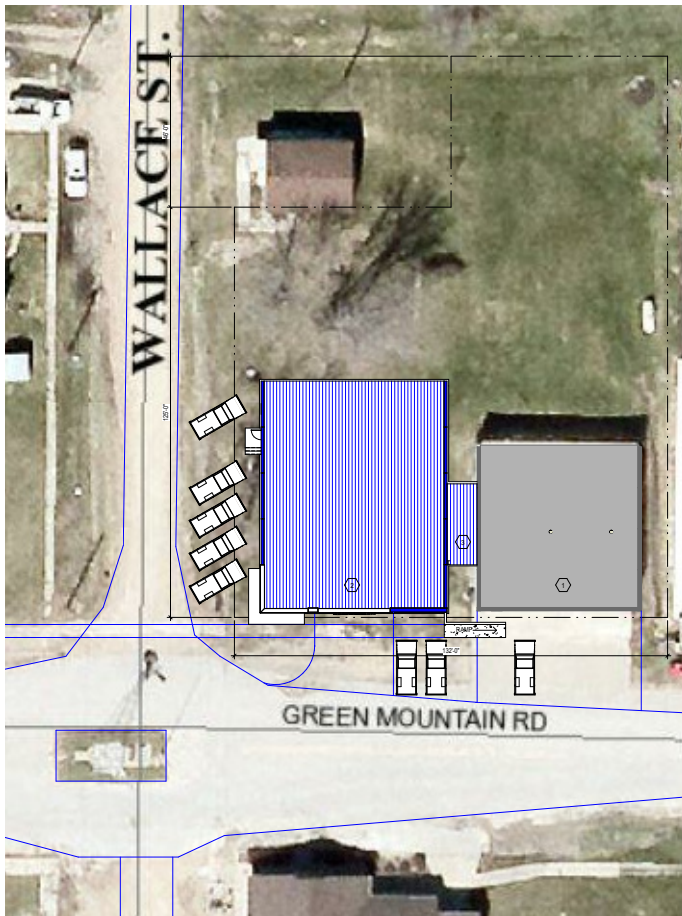
Over the past **90 years**, we've dedicated ourselves to pursuits that hold the greatest potential for communities: civic, healthcare, and education projects that uplift our quality of life. Focusing on the work we want to do gives us more time to understand each client's vision, study emerging opportunities, and expertly weigh the inherent risks.

We find the greatest success when we use our skills and passion to develop the single best solution that meets a client's needs. Our multidisciplinary team ensures that spaces, systems, layouts, finishes, furniture, and technology function as a whole.

We believe our clients hold the keys to discover their designs and that we have the knowledge and skill to unlock those ideas. We seek out clients with complex projects that demand design expertise and reliability. These projects require comprehensive, integrated services and fully engaged stakeholders.



Excelsior Fire District/South Lake Minnetonka Police Department Joint Public Safety Center in Shorewood, MN, a TSP-designed project teamed with David Rey of Bolton & Menk



TEAMWORK, SERVICE, PASSION

Capabilities

Our full-service team ensures that spaces, systems, layouts, finishes, furniture, and technology function as a whole. Your strategic priorities are incorporated in each option we offer. Our mechanical and structural engineers work with you to design, select, and embed the right systems for your facility. And our full-time, in-house cost estimator means we can attach realistic figures to any option we present.

TSP's complementary set of design, engineering, planning, and specialty-services professionals devote themselves to your success. We'll develop concepts that get the most out of your square footage and what you can do within it—

- Architecture
- Mechanical Engineering
- Electrical Engineering
- Security Planning
- Interior Design
- FF&E Coordination
- Cost Estimating
- Sustainable Design
- Construction Documents
- Constructability Reviews
- Construction Administration
- Warranty Inspections

Your 'why'

Through teamwork, service, and passion, our people listen and develop a deep understanding of your "why." Our team builds on personalized service and regional expertise to bring you the most effective planning and design. Every project is unique. Our planners, designers, and engineers understand local Minnesota governments.

TSP's decades of experience in municipal projects throughout Minnesota, South Dakota, Nebraska, Iowa, and Wyoming means you'll have the information you need to make confident decisions. Together, we'll discover solutions that fit your needs today and are flexible to serve the Waterville community well into the future.



ABOUT BOLTON & MENK: SITE DESIGN & CIVIL ENGINEERING



Excelsior Fire District/South Lake Minnetonka Police Department Joint Public Safety Center in Shorewood, MN, a TSP-designed project teamed with David Rey of Bolton & Menk

We believe all people should live in a safe, sustainable, and beautiful community and we take pride in our ability to make that happen.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. Today, Bolton & Menk, Inc. has more than 550 employees including a professional staff of more than 150 engineers, planners, landscape architects, and surveyors.

We specialize in providing public infrastructure solutions. We take care of our clients by providing the best services and solutions for them. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions



ABOUT MBJ: STRUCTURAL ENGINEERING



Dover-Eyota Public Schools Early Childhood Expansion / Elementary Remodel, a TSP + MBJ project in Eyota, MN

Our project approach emphasizes early design integration, full architectural expression, constructability, and best value for the Owner. Our high repeat-client rate and low employee turnover demonstrate our firm's ability to form long-lasting relationships and fulfill client expectations. Our 65+ years of experience covers all types of structural systems and delivery methods, including complex, phased projects

requiring multiple bid packages, design-build, construction management at risk, and integrated project delivery. As early adopters of BIM, we work skillfully in a shared 3D virtual environment. This not only propels early design decisions but also streamlines coordination as design develops. We support sustainable design practices on all levels, focusing on customized outcomes that fit your needs.

PARTNERSHIP PHILOSOPHY

LOCAL KNOWLEDGE, EXPERT GUIDANCE

PERSPECTIVE

The people who compose the TSP team share an understanding about why we're here: You. It's our job to help you imagine all the ways that smart design can support your staff and serve your community. Together, we'll develop a realistic vision and final design that supports the best version of what your Fire Department can become.

In the most successful creative relationships, a collaborative atmosphere enables clients and design-team members alike to realize their full potential.

We view ourselves as an extension of your staff. And you can be assured our team functions as a cohesive whole.

In fact, TSP has a long history of shared project experience with team members from our consultant partners, highlighted in the individual team-member résumé pages that follow. Our people understand one another's preferred work styles and strengths. There's a shorthand that develops after so many joint efforts spanning years and then decades. We'll bring you those benefits of seamless communication.

TEAM ORG CHART



LEADERSHIP

VON PETERSEN
PROJECT MANAGER
TSP

PLANNING & ARCHITECTURE

REX HAMBROCK
PROJECT ARCHITECT
TSP

SCOTT LARDY
COST ESTIMATOR
TSP

LORETTA HAUGEN
INTERIOR DESIGNER
TSP

ENGINEERING & SITE

KIRBY QUAMEN
MECHANICAL ENGINEER
TSP

JAKE BUCKMILLER
ELECTRICAL ENGINEER
TSP

AL HINKER
STRUCTURAL ENGINEER
MBJ

DAVID REY
CIVIL ENGINEER
BOLTON & MENK

JASON FEMRITE
SITE DESIGNER
BOLTON & MENK

JOSH SHIELDS
LANDSCAPE ARCHITECT
BOLTON & MENK

TSP **VON PETERSEN, AIA, NCARB**
Project Manager & Architect of Record

Registered MN, WI

Certified LEED Accredited Professional

Degree Bachelor of Architecture, Iowa State University



Resources

Von’s love for the region bordering the Mississippi River gives him a passion for creating buildings that will enhance the lives of those who also have chosen to live here. Technically skilled and detail-oriented, Von

has experience in a wide variety of projects with TSP team members. From messy renovations to brand-new builds, Von understands that accuracy and attention to the smallest elements are critical to producing quality construction documents and assuring a project’s success. Von’s eye for possibilities helped turn the new Dundas City Hall into a source of local pride that melds with the historic character of the downtown district. His expertise with a range of municipal and government buildings and his regional knowledge make him well qualified to serve as both Project Manager and the Architect of Record for your New Fire Department Facility.



Recreation Center Addition/Renovation & New 125 LIVE Center for Active Adults, a TSP + MBJ project for City of Rochester, MN

Current Projects

- Johnson Creek Schools Public Schools Elementary Classrooms Dome Expansion, Johnson Creek, WI
- Owatonna Glass Pre-Engineered Addition, Owatonna, MN
- Olmsted County Building 2118 Office Wing Remodel, Rochester, MN

Other Selected Experience

- City of Rochester, MN
 - » City Hall Space Needs Study & Master Plan
 - » Public Works & Transit Operations Center Phase 6 (Bus-Garage Expansion)
 - » City Hall Security & Access Control Upgrades
 - » **Recreation Center Addition/Renovation & New 125 LIVE Center for Active Adults**
- **Mayo Civic Center Expansion, Rochester, MN**
- Whitewood Rural Fire Protection District Fire & Rescue Station, Whitewood, SD
- City of Dundas New City Hall, Dundas, MN
- Park Plaza Cooperative Storm Shelter & Community Gathering Space, Fridley, MN
- City of Blaine Community Center Planning Study & Concepts, Blaine, MN
- **Dover-Eyota Public Schools Early Childhood Expansion/Elementary Remodel, Eyota, MN**
- **Johnson Creek Public Schools New 5-12 Dome School Complex, Johnson Creek, WI**
- **Grand Meadow Public Schools New Dome School Complex, Grand Meadow, MN**
- Olmsted County, Rochester, MN
 - » Building 2122 Pollution Control Agency Fit-Up Plan
 - » County’s Attorney’s Office Remodel
 - » Human Resources & 2100 Office Renovation
- Minneapolis Public Schools Webster Elementary Major Remodel & Site Improvements, Minneapolis, MN
- Brooklyn Center Community Schools, Brooklyn Center, MN
 - » Elementary Addition/Remodel
 - » Middle School/High School Facility Phased Additions & Remodels

Red = Shared experience with consultant partners in this proposal

Office Location 1500 Highway 52 N., Rochester, MN | (507) 288-7220 fax

Contact Details petersenvj@teamtsp.com | (507) 288-8155 phone



REX HAMBROCK, AIA, NCARB
Project Architect

Registered SD

Certified LEED Accredited Professional

Degrees Bachelor of Architecture and Bachelor of Science in Environmental Design, Ball State University



Resources
Rex will work directly with stakeholders to understand and embrace your vision. His recent and ongoing project work includes public safety and municipal buildings as well as medical facilities that support healthier

communities. He designs to incorporate highly functional features, sustainable design elements, and maintainable, efficient facilities. Rex brings attention to detail, sensitivity to end-user needs, and consideration of staff utilization. He quickly grasps the requirements of projects and has a deep knowledge of health and life-safety code requirements. As needed, he will engage members of jurisdictional authorities as design team partners to confirm design direction and assure smooth approval of our project outcomes. Rex currently is assisting the City of Watertown (SD) Building Services division with code and permitting projects under a master contract-type arrangement.

Current Projects

- City of Sioux Falls Fire Rescue Station 12, Sioux Falls, SD
- City of Watertown Building Services Architectural Code Review Projects, Watertown, SD
- City of Watertown Bramble Park Zoo Animal Care Facility, Watertown, SD

Other Selected Experience

- City of Sioux Falls, SD
 - » Midco Aquatic Center
 - » Siouxland Libraries Main Branch Re-roof
- City of Rochester Public Works Transportation & Operation Center Phase 6 (Bus-Garage Expansion), Rochester, MN
- **Mayo Civic Center Expansion, Rochester, MN**
- City of Huron, SD
 - » Huron Arena Addition/Renovation
 - » Huron Event Center
- South Dakota Department of Transportation
 - » I-90 Welcome Center & Port of Entry, Valley Springs, SD
 - » I-29 Welcome Center, Wilmot, SD
- Sioux Falls Regional Airport Security Checkpoint

Red = Shared experience with consultant partners in this proposal



Mayo Civic Center Expansion, a TSP + MBJ project in Rochester, MN

Office Location 1112 N. West Avenue, Sioux Falls, SD 57104 | (605) 336-7926 fax

Contact Details hambrockra@teamtsp.com | (605) 336-1160 phone

TSP **SCOTT LARDY**
Construction-Cost Estimator



Resources

Scott has extensive experience and is exceptionally qualified, with concentrated expertise in the Midwest. His work encompasses cost estimating, cost projections, value engineering, constructability

reviews, and evaluations of material, labor, and equipment. He offers alternative products and procedures while advising on economic factors affecting these choices.

Degree

Associate of Applied Science in Architectural Drafting & Estimating, North Dakota School of Science

Office Location

1112 N. West Avenue, Sioux Falls, SD | (605) 336-7926 fax

Contact Details

lardysl@teamtsp.com | (605) 336-1160 phone

Current Projects

- City of Sioux Falls Fire Rescue Station 12, Sioux Falls, SD
- Mandan, Hidatsa, & Arikara Nation Dive Search & Rescue Facility, New Town, ND
- City of Rapid City Administrative Center Space Study & Multiphase Remodel, Rapid City, SD

Other Selected Experience

- City of Dundas New City Hall, Dundas, MN
- City of Bryant City Hall & Community Center, Bryant, SD
- City of Rochester City Hall Security & Access-Control Assessment, Rochester, MN
- City of Marshall Tall Grass Liquor Store
- Park Plaza Cooperative Storm Shelter, & Community Gathering Space Fridley, MN
- City of Blaine Community Center Planning Study & Concepts, Blaine, MN
- City of Sioux Falls, SD
 - » Fire Rescue Station 4 Remodel
 - » Fire Rescue Station 9 Remodel
 - » City Hall Phased Improvements

TSP **LORETTA HAUGEN, CID, NCIDQ**
interior Designer



Resources

As part of our architecture discipline, Loretta is involved from a project's early stages. Her experience in space planning ranges from civic and administrative buildings to educational environments and complex healthcare

facilities. Her insight and attention to detail enable her to resolve issues quickly, applying her creative sense to select and utilize furniture and finishes.

Certified Interior Designer

MN, National Council on Interior Design Qualifications

Degree

Bachelor of Fine Arts in Interior Design, University of Wisconsin-Stout

Office Location

1500 Highway 52 N., Rochester, MN | (507) 288-7220 fax

Contact Details

haugenla@teamtsp.com | (507) 288-8155 phone

Current Projects

- Columbus Community Hospital Surgical, Imaging, & Obstetrics Expansion/Remodel, Columbus, NE
- Memorial Hospital of Converse County 3rd Floor Renovation, Douglas, WY
- Mandan, Hidatsa, & Arikara Nation Dive Search & Rescue Facility, New Town, ND

Other Selected Experience

- Rapid City Regional Airport Air Rescue Firefighting & Vehicle-Maintenance Facility, Rapid City, SD
- City of Cannon Falls, MN
 - » Fire Station Addition/Renovation
 - » New City Hall
 - » Government Center Relocation
- Lake City Municipal Hall Addition/Remodel, Lake City, MN
- **City of Rochester Recreation Center Addition/Renovation & New 125 LIVE Center for Active Adults, Rochester, MN**
- **Dover-Eyota Public Schools Early Childhood Expansion/Elementary Remodel, Eyota, MN**
- **Grand Meadow Public Schools New Dome School Complex, Grand Meadow, MN**
- Mayo Clinic, Rochester, MN—100+ projects

Red = Shared experience with consultant partners in this proposal



KIRBY QUAMEN, PE

Mechanical Engineer



Resources

Kirby brings to your project more than two decades of experience in civic, education, healthcare, commercial, and military clients. His broad background exposes him to a variety of building styles and

systems. This enables him to apply best practices from multiple resources and deliver consistently efficient, high-performance designs.

Licensed

MN, SD, IA

Degree

Bachelor of Science in Mechanical Engineering, South Dakota State University

Office Location

1112 N. West Avenue, Sioux Falls, SD | (605) 336-7926 fax

Contact Details

quamenkj@teamtsp.com | (605) 336-1160 phone

Current Projects

- City of Sioux Falls Fire Rescue Station 12, Sioux Falls, SD
- MACCRAY Public Schools New High School & Addition/Remodel to Create K-12 Campus, Clara City, MN
- City of Watertown Bramble Park Zoo Animal Care Facility, Watertown, SD

Other Selected Experience

- City of Dundas New City Hall, Dundas, MN
- South Dakota Department of Transportation
 - » I-90 Welcome Center & Port of Entry, Valley Springs, SD
 - » I-29 Welcome Center, Wilmot, SD
- City of Rochester, MN
 - » Public Library Cooling System Replacement
 - » Public Works & Transit Operations Center Phase 6 (Bus-Garage Expansion)
 - » **Recreation Center Addition/Renovation & New 125 LIVE Center for Active Adults**
- City of Marshall, MN
 - » Street Department Ventilation Improvements
 - » Tall Grass Liquor Store
- City of Worthington Liquor Store, Worthington, MN

Red = Shared experience with consultant partners in this proposal



JAKE BUCKMILLER, PE

Electrical Engineer



Resources

Since Jake started at TSP in 2015, he has focused on projects that require his expertise to design power systems that support sophisticated building ad equipment requirements.

Jake's insight also ensures

that quality of light and lighting levels in interior spaces fit the intensity and function of end-users primary tasks.

Licensed

MN, SD

Degree

Bachelor of Science in Electrical Engineering, South Dakota State University

Office Location

1112 N. West Avenue, Sioux Falls, SD | (605) 336-7926 fax

Contact Details

buckmillerjr@teamtsp.com | (605) 336-1160 phone

Current Projects

- City of Sioux Falls Fire Rescue Station 12, Sioux Falls, SD
- Monument Health Wound Care Relocation, Rapid City, SD
- Memorial Hospital of Converse County Basement Renovation for COVID-19 Response, Douglas, WY
- Get-N-Go Store 23, Sioux Falls, SD

Other Selected Experience

- City of Dundas New City Hall, Dundas, MN
- City of Bryant City Hall & Community Center, Bryant, SD
- City of Rochester City Hall Security & Access-Control Improvements, Rochester, MN
- Lyon County Courtroom Renovations, Marshall, MN
- South Dakota Department of Transportation I-29 Welcome Center, Wilmot, SD
- Marshall Public Schools Temporary Classroom Facilities, Marshall, MN
- Brooklyn Center Community Schools Middle School/High School Facility Phased Additions & Remodels, Brooklyn Center, MN
- Beverage Wholesalers Warehouse & Office, Alexandria, MN
- North Star Mutual Insurance Company Corporate Offices Addition, Cottonwood, MN

AL HINIKER, PE
Structural Engineer



Resources

Al has provided structural-design services to the area for nearly 40 years, including as owner of his own firm. He now manages MBJ's Rochester office. He has experience with all types of structural materials. Al

worked for TSP for 19 years prior to founding his company, and he's remained a frequent TSP collaborator.

Licensed

MN, IA, KS, WI, IL

Degree

Bachelor of Science in Civil Engineering, Minnesota Institute of Technology

Office Location

206 S. Broadway Avenue, Suite 300, Rochester, MN |
(507) 529-5311 fax

Contact Details

ahiniker@mbjeng.com | (507) 529-5310 phone

Current Projects

- Mayo Clinic Kellen Research Facility, Rochester, MN
- Rochester Public Schools New Middle School, Rochester, MN

Selected Experience Teamed With TSP

- **City of Rochester Recreation Center Addition/Renovation & New 125 LIVE Center for Active Adults, Rochester, MN**
- **Mayo Civic Center Expansion, Rochester, MN**
- **Dover-Eyota Public Schools Early Childhood Expansion/Elementary Remodel, Eyota, MN**
- **Johnson Creek Public Schools New 5-12 Dome School Complex, Johnson Creek, WI**
- **Grand Meadow Public Schools New Dome School Complex, Grand Meadow, MN**
- Mayo Clinic, Rochester, MN—numerous projects
- Olmsted County Work Release Facility, Rochester, MN

Other Selected Experience

- Dodge County Courthouse Renovation, Kasson, MN
- Winona County Vehicle Garage Renovation, Winona, MN
- Olmsted County Housing & Redevelopment Authority Building Condition Survey, Rochester, MN

Red = Shared experience with TSP team members in this proposal



DAVID REY, PE
Civil Engineer



Resources

Prior to joining Bolton & Menk in 2020 as a principal engineer, Dave served as the co-owner of Anderson-Johnson Associates, now a Bolton & Menk company. Dave is involved with large-scale site development,

grading, and stormwater management projects, including multiple school and government projects. He emphasizes client relationships and always looks to their best interests.

Licensed

MN, IA, ND, WI

Degree

Bachelor of Science in Civil & Environmental Engineering, University of Wisconsin-Madison

Office Location

7575 Golden Valley Road, Suite 200, Golden Valley, MN |
(763) 544-0531 fax

Contact Details

david.rey@bolton-menk.com | (763) 544-7129 phone

Current Projects

- Lyngblomsten Care Center New Senior Housing at Lino Lakes Campus, St. Paul, MN
- Lakeview Health Services New Care Center, Fairmont, MN
- Carlton County Transportation Department Maintenance Facility, Barnum, MN

Other Selected Experience

- **Excelsior Fire District, Excelsior, MN**
 - » **New Fire Station, Deephaven, MN**
 - » **EFD/South Lake Minnetonka Police Department Joint Public Safety Facility, Shorewood, MN**
- City of Cottage Grove City Hall, Cottage Grove, MN
- City of Stillwater City Hall/Police Department Facility, Stillwater, MN
- City of Burnsville City Hall/Police Station, Burnsville, MN
- Hennepin County New Emergency Communications Facility, Plymouth, MN
- Dodge County Courthouse, Mantorville, MN
- Hennepin County Adult Correctional Facilities, Plymouth, MN—multiple projects

Red = Teamed with TSP



JASON FEMRITE, PE

Site Designer



Resources

Jason has served in a consultant role as Waterville's City Engineer for the past decade, bringing an inherent understanding of local needs to this project. He is a senior project manager who will serve as overall site designer

for the new Fire Department Facility. Jason has extensive experience both as a municipal engineer and in site-development efforts for private clients.

Licensed

MN, IA

Degree

Bachelor of Science in Civil Engineering,
University of Minnesota

Office Location

1960 Premier Drive, Mankato, MN | (507) 625-4177 fax

Contact Details

jason.femrite@bolton-menk.com | (507) 625-4171 phone

Current Projects

- City of Waterville 2020 Street Improvements, Waterville, MN
- City of Janesville 2020 Street & Utility Improvements, Janesville, MN
- Le Sueur County West Jefferson Lake Sanitary Sewer Collection System, MN

Other Selected Experience

- City of Waterville, MN—Consultant City Engineer since 2010:
 - » Wastewater Treatment Plant Improvements
 - » Kamp Dels Lift Station & Force Main Connection
 - » USDA 2011 Rural Development Water Main Improvements
 - » Flood Mitigation Study & LOMR (Letter of Map Revision)
 - » TH 13 Utility Crossing
- City of Janesville, MN—Consultant City Engineer since 2005:
 - » Old Highway 14 Joint Powers Agreement
 - » CSAH 3 and 43 Street & Utility Improvements
 - » Rolling Acres of Janesville Phases 1-2 (65 residential lots)
- City of Mankato, MN—multiple projects, including:
 - » Wastewater Master Plan
 - » Pine Street Railroad Crossing (federal Surface Transportation Program project)
 - » Eastwood Energy Industrial Park Low-Impact Design



JOSH SHIELDS, PSLA

Landscape Architect



Resources

Josh is a senior project landscape architect with a diverse background in municipal and recreational projects. In addition to his design responsibilities, he also facilitates meetings, oversees production of

project-supporting graphics, and provides construction administration services. Jason's favorite projects involve challenging sites that meld complex needs and conditions into highly functioning and sustainable landscapes.

Registered

MN, IA

Degree

Bachelor of Landscape Architecture, Iowa State University

Office Location

111 Washington Avenue S., Suite 650, Minneapolis, MN |
(612) 416-0222 fax

Contact Details

josh.shields@bolton-menk.com | (612) 416-0220 phone

Current Projects

- City of Anoka U.S. Highway 10/TH 169 Improvements, Anoka, MN
- Washington County Square Lake Park, Stillwater, MN
- Shakopee Mdewakanton Sioux Hočokata Ti Community Cultural Center, Shakopee, MN

Other Selected Experience

- City of Perry Public Safety Facility Improvements, Perry, IA
- City of Maplewood Living Street Policy Document, Maplewood, MN
- City of Apple Valley Wayfinding Signage, Apple Valley, MN
- City of Albert Lea Broadway Avenue Streetscape, Albert Lea, MN
- City of Waconia Downtown Master Plan, Waconia, MN
- City of Ames/Iowa State University Hub Plaza Improvements, Ames, IA
- Hennepin County CSAH (County State Aid Highway) 48 Minnehaha Avenue
- Carver County CSAH 10 Bridge & Corridor Reconstruction
- Shakopee Mdewakanton Sioux CSAH 83 (CR 42 to CR82), Shakopee, MN
- Iowa Department of Transportation U.S. Highway 30/67 Improvements, Clinton, IA

PUBLIC SAFETY KNOW-HOW

PLANNING, FUNCTIONAL DESIGN, & OPERATIONAL EFFICIENCIES



The TSP team offers the City of Waterville a group of firms with experience in fire, law enforcement, EMS, and municipal facilities. We've codeveloped these solutions for cities, counties, specialty tax districts, and tribal nations—entities dedicated to protecting lives and property alike. We bring innovative ideas and lessons learned from relevant projects. Our planning and design specialists understand the diverse, complex functions and the highly interrelated facility systems required of modern public-safety buildings, from training and staff-living spaces to office areas and vehicle storage/maintenance garages and bays.





DIVE SEARCH & RESCUE FACILITY

MANDAN, HIDATSA, & ARIKARA NATION



Facility rendering, lake-facing side of new building



Concept option for road-facing side of new facility

This facility for the Mandan, Hidatsa, & Arikara Nation—also known as the Three Affiliated Tribes—will sit on the north side of Lake Sakakawea, overlooking the shore. The TSP team designed this facility for amphibious vehicles, water-support vehicles, and equipment. Staff can access the three large garage bays directly from both the road and the shoreline.

The pre-engineered structure will comprise two main functional areas: a shop/garage and an office/team support building. Current plans for this project in progress include a fire pump and tank along with a backup generator.

Rescue personnel spending overnights on call will benefit from restrooms, locker rooms, and dorm facilities. Staff also will gain office spaces for daytime work, with a large meeting room for staff or community-education activities. Other employee amenities include a lounge/living space, kitchen, laundry, and an exercise room. A large deck on the second

level can provide an outdoor lookout post as well as a place for personnel to enjoy their down time and unwind between training exercises or high-pressure rescue missions.

Constructed on an existing campground, the new building also will serve as a severe-weather shelter and beacon looking toward the lake. A row of translucent panels above the garage bays offers a reassuring reminder to boaters that help is nearby. This lantern effect also provides a direction-finding guidepost for those needing to return to shore.

Location
New Town, ND

Size
9,400 sf*

Construction Cost
\$3,155,000*

Status
Construction start Spring 2021

Contact
Bandy Poitra
MHA East Segment Staff
bpoitra@mhanation.com
(701) 421-8165

*Estimates for project in progress



NEW FIRE STATION 11 SIOUX FALLS FIRE RESCUE



A housing boom in the northwest portion of Sioux Falls fast-tracked this project to provide vital life-safety services to families moving into the emerging development. Our team’s architects and engineers listened to City officials and Fire & Rescue leaders to create a highly functional emergency hub and set the stage for future growth in the West Maple Street neighborhood.

Close collaboration with Fire & Rescue staff, in particular, resulted in several enhancements to the City’s standard firehouse design. Our experts solved several recurring problems at recently built fire stations and gave fire crews dependable building systems and equipment. Rigid, outboard insulation meets more stringent energy codes while keeping the station’s living quarters comfortable for crew members during long shifts. Inadequate insulation in earlier designs caused interior condensation and even frost—an inefficient and potentially dangerous situation when lives depend on the integrity of the equipment inside the building’s three garage bays. TSP’s team also worked with the garage’s overhead door vendor to calibrate custom sensor settings for opening and closing sequences. That attention to detail matters when crews have just seconds to pull together their gear and get clear of the station.

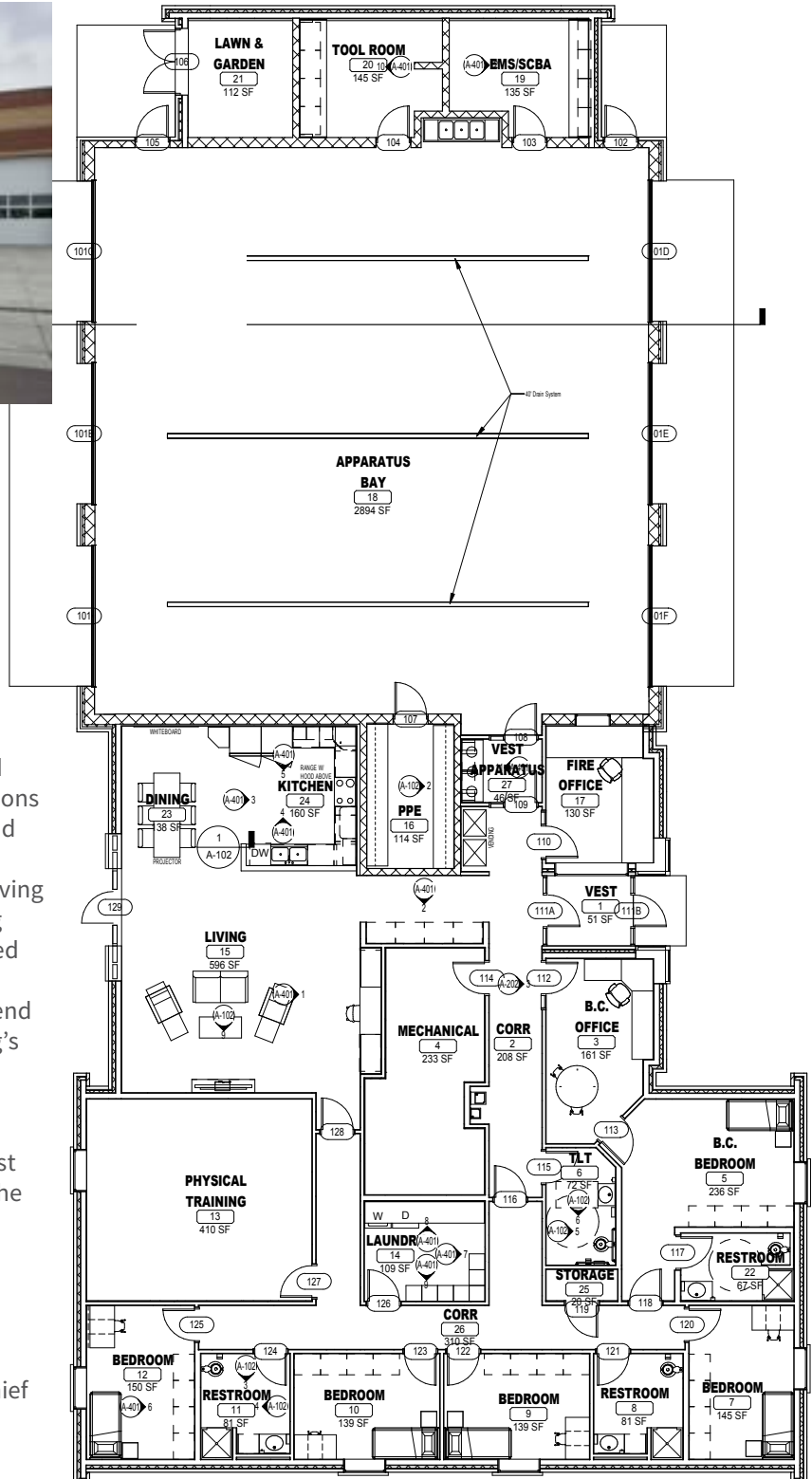
Location
Sioux Falls, SD

Size
7,371 sf

Construction Cost
\$1,745,265

Completed
March 2015

Contact
Travis Thom, Battalion Chief
tthom@siouxfalls.org
(605) 367-8601

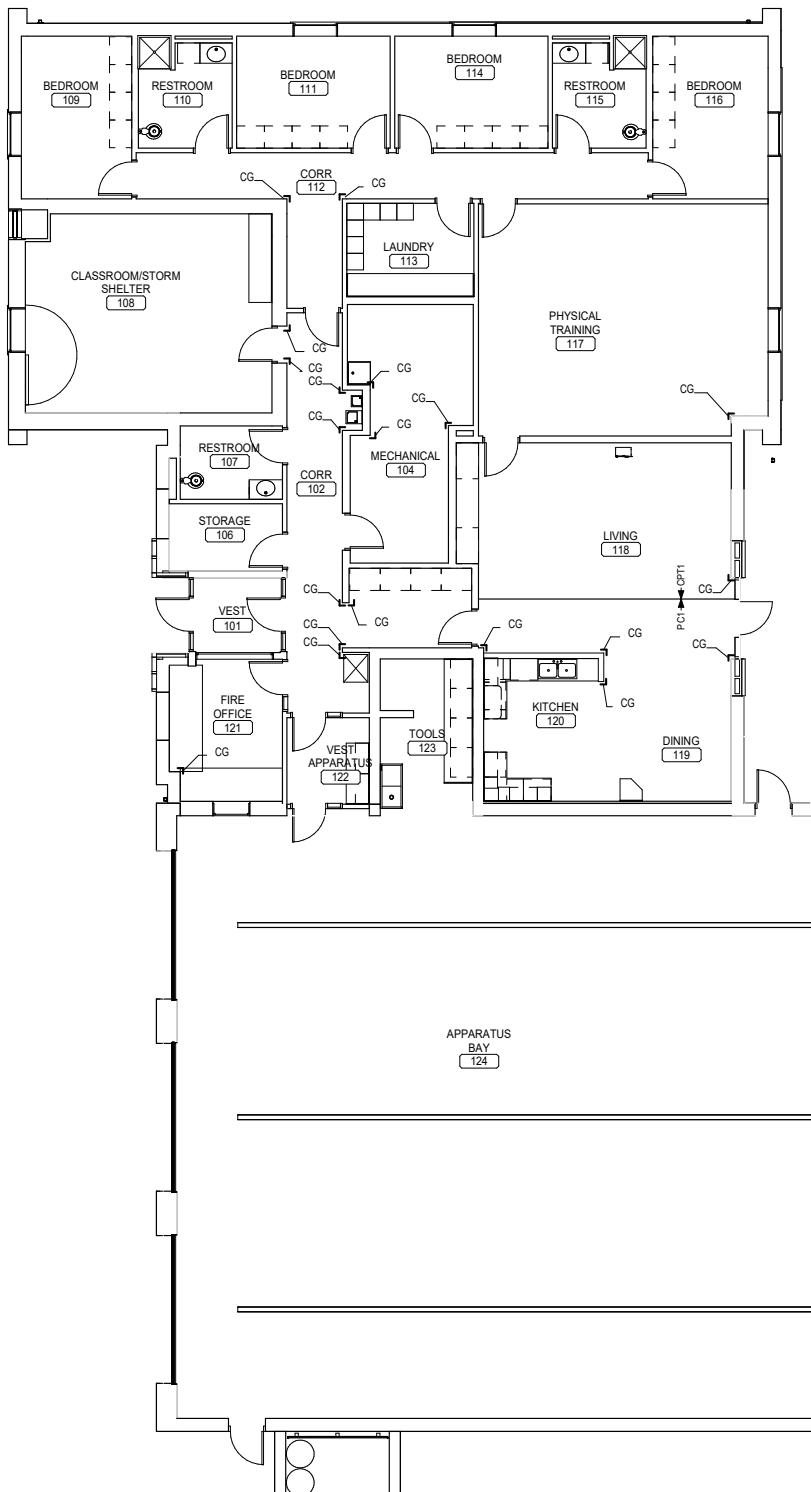




NEW FIRE STATION 12

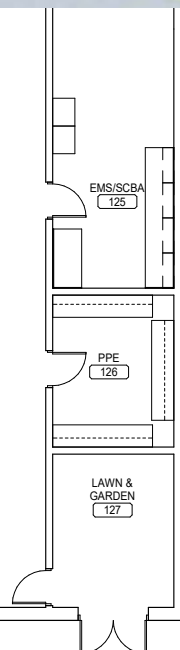
SIoux FALLS FIRE RESCUE

| Location | Size | Construction Cost | Status | Contact |
|-----------------|------------|-------------------|-----------------|-------------------------|
| Sioux Falls, SD | 11,200 sf* | \$2,800,000* | In construction | Same as Fire Station 11 |



Collaborating for the second new fire station in five years, TSP and the City of Sioux Falls kept the best of what worked in our initial overhaul of Fire Rescue's old prototype. Our team reoriented the plan to fit the site and adapted certain features to fit the vision for Fire Station 12, which will serve the southeast portion of town.

There are some other important design differences, too. Unlike Station 11, this newer and upsized Station 12 will include a community storm shelter. The recent code requirement for facilities of this type gives occupants a protected space designed to withstand winds of up to 250 miles per hour.



*Estimates for project in progress



AIR RESCUE FIREFIGHTING & VEHICLE-MAINTENANCE FACILITY RAPID CITY REGIONAL AIRPORT



The Air Rescue Firefighting & Vehicle Maintenance Facility (ARFF) provides the expansion opportunities needed to meet the needs of a growing community for the long term and meets current NFPA standards. Designed to meet Category B classification, expansion to Category C will allow the facility to meet future standards and demands.

With three dual-access vehicle equipment bays, the facility services both the airport facility groups and the neighboring region of Rapid City. Glazing protects equipment in the bays from UV rays. In-floor heating in the bays and at the outside entry reduces problems caused by harsh winter weather. New support staff spaces include conference room, offices, separate sleeping quarters, day room, kitchen, and dining and locker rooms. The additional space and accommodations allow for personnel changes and training as required by the three-day rotational staffing model. Site and building security access concerns were addressed with cameras, alarms, and keyed and card-reader locking systems.

The building envelope addresses the nearby airport aircraft sounds with insulation, building mass, and glazing. This building demonstrates that a high-technology environment can be comfortable as well as practical and energy efficient.



Location
Rapid City, SD

Size
13,600 sf

Construction Cost
\$4,713,000

Completed
November 2010

Contact
Cameron Humphres,
RCRA Former Director
(Current Santa Fe Municipal
Airport Manager)
cdhumphres@ci.santa-fe.nm.us
(505) 955-2901

THE RIGHT APPROACH

A MINDSET THAT CONSIDERS YOUR MOST PRESSING NEEDS

PROJECT UNDERSTANDING

Framework

The City of Waterville plans to construct an approximately 10,660 sf Fire Department Facility at 415 Reed Street South. The City's extensive feasibility and concept study already has given stakeholders a good idea of what they do and don't want. Much of this information is reflected in the concept plan provided as part of the RFP. TSP will begin by validating the layout provided, taking it to the next level, and optimizing your value and choices to ensure the best possible plan. Based on our evaluation, we do not foresee many plan changes. We have no significant preliminary recommendations.

Construction systems

A project such as this in a rural community the size of Waterville must thoughtfully steward taxpayer dollars. That also means being aware of perceptions—making sure the public regards the recommended design not as a “Taj Mahal” but rather a practical, functional asset that can serve staff and residents for many years.

PEMB VALUE-ADDS

For these and other reasons, the TSP team proposes using a pre-engineered metal building (PEMB) for the primary structure of both the apparatus bay and the office/meeting spaces. A PEMB typically costs around \$115 per square foot—roughly \$1,225,900 for the 10,660 sf facility you're planning. A masonry building, in comparison, would run approximately \$265 per square foot—increasing the estimated construction cost to approximately \$2,826,225. While these numbers are simply examples at this early stage, they do demonstrate the magnitude of potential savings realized through PEMB construction systems.

STORM SHELTER ASPECT

We'll also consider the code requirement that all “essential facilities” include a storm shelter. A new fire department facility fits this mandate. The sizing will depend on the occupant load of the building, but our approach would be to identify a space within the concept plan developed and to harden the construction around that room. Our team has worked on many storm shelters over the past 6-12 months and are familiar with the very specific code requirements for that sort of construction.

PROJECT RISK

One challenge, many strategies

Design must move quickly to be completed with preliminary site and building layout by December 31, 2020, and to have full bidding documents completed by January 25, 2021, as indicated in the RFP. This requires a methodical, organized process that promotes clear communication and accountability to ensure timely decision-making.

We understand there may be some flexibility in the bid issue date, however, bidding this project in February/March 2021 will be advantageous for a favorable bidding market. It is during these months the contractors are looking to make sure they have work for the summer. Therefore, our approach would be to maintain the proposed schedule.

The City-developed concept plan is a solid springboard for our shared work to come. The TSP team proposes further fast-tracking the project by incorporating a Design Accelerator Week. We've used this approach in other recent projects to quickly move the design into something tangible and rapidly evolve the design—setting a strong course for the rest of the project.



City of Hartford Fire & Rescue Station, a pre-engineered metal building (PEMB) completed Spring 2012 in Hartford, SD, at a cost of \$88 per square foot (roughly \$110/sf in 2020 dollars)

RISK MITIGATION TACTICS

Design Accelerator Week

Immediately following the concept plan validation discussed previously, we will complete the Design Accelerator Week (see breakout below for proposed agenda). During this time, we dedicate ourselves to solely focus on your project. This allows everyone’s mindset to be all in and to be able to create, review, refine, and validate potential options with you quickly.

In addition to the building plan and elevations, we also review and discuss the building systems so that we truly take a holistic approach of setting a strong path of the design of the building. By the end of the week we will have a solid floor plan, building massing and images, building material concepts, and strategies for all building systems.

DESIGN ACCELERATOR WEEK AGENDA

Monday

- Review Design Criteria Document (TSP team + Owner)
 - » Brainstorm Synergies
 - » Sprint Workshop Goals
 - » Review Owner’s Preliminary Plan
- Conceptual Layout Review and Brainstorming
 - » Site Dynamics
 - » Plan iterations
 - » Building Massing
- Two-Day Lookahead

Tuesday

- Design Production Day (TSP team uses information and concepts to evolve the design)

Wednesday

- Owner Review and Feedback (TSP team + Owner)
- Call in the experts—
 - » Civil & Landscaping (Bolton & Menk)
 - » Structural (MBJ)
 - » Mechanical & Electrical (TSP)
- Concept Production / Documentation

Thursday

Design Production Day Day (TSP team uses information and concepts to evolve the design)

Friday

- Owner Review and Feedback (Review with Owner)
- Concept Development (as required)
- Wrap Session—
 - » Where we are now?
 - » Where we are going?

Preliminary Schedule

The TSP team’s proposed preliminary schedule appears below. As stated, we plan to maintain the schedule you proposed—but with a small adjustment at the final week. We believe the week of January 24 should be devoted to a full quality-control review.

Note: Design Accelerator Week takes place at the beginning of Schematic Design.

| PHASE | DATES | | November | | | | December | | | | January | | | | February | | | | March | | | | | | |
|------------------------|----------|----------|----------|------|---------|---------|----------|------|---------|-------|---------|-----|------|---------|----------|------|-----|------|--------|------|----------|------|------|------|--|
| | Start | Finish | 11/1 | 11/8 | 11/15 | 11/22 | 11/29 | 12/6 | 12/13 | 12/20 | 12/27 | 1/3 | 1/10 | 1/17 | 1/24 | 1/31 | 2/7 | 2/14 | 2/21 | 2/28 | 3/7 | 3/14 | 3/21 | 3/28 | |
| PRE-DESIGN | 11/16/20 | 11/25/21 | | | 2 Weeks | | | | | | | | | | | | | | | | | | | | |
| SCHEMATIC DESIGN | 11/30/20 | 12/11/21 | | | | 2 Weeks | | | | | | | | | | | | | | | | | | | |
| DESIGN DEVELOPMENT | 12/14/20 | 12/31/21 | | | | | 3 Weeks | | | | | | | | | | | | | | | | | | |
| CONSTRUCTION DOCUMENTS | 01/04/21 | 01/29/22 | | | | | | | 4 Weeks | | | | | | | | | | | | | | | | |
| BIDDING | 02/01/21 | 02/25/22 | | | | | | | | | | | | 4 Weeks | | | | | | | | | | | |
| BID VALIDATION | 02/26/21 | 03/05/22 | | | | | | | | | | | | | | | | | 1 Week | | | | | | |
| CONSTRUCTION | 03/08/21 | 10/08/22 | | | | | | | | | | | | | | | | | | | 7 Months | | | | |

Project Management

A well-managed project will drive accountability and communication with all Owner and design-team members, building trust and transparency in the process. These relationships are the foundation for a successful project.

ACCOUNTABILITY

Establishing clear accountability, decision-making and communications channels is essential to ensuring a successful project. The City already has a Fire Hall Committee Group that comprises the Fire Chief, two Fire Captains, and two City Council members. We believe this group has the institutional knowledge and big-picture view to be the strongest voice in the full design process.

We propose working most directly with this group and then, as required, reviewing the design with other building users to gather their input. However, at the end of the day the Fire Hall Committee will be the final decision-making group. We will work towards consensus within that group for all aspects of the project.

Design-team Project Manager Von Petersen will be your primary point of contact. Von will be responsible for staying out ahead of the team, making sure that neither the Owner nor other design-team members waste valuable time. Von will coordinate with all disciplines to ensure each has all the information they need to complete their tasks and keep us moving forward together.

COMMUNICATION

The TSP team will employ several strategies to communicate where the project is, where it has been, and where it is going. In addition to the TSP “Project Road Map” (see breakout at right), our team commits to the following to assure a high level of collaboration and transparency:

- *Weekly Progress Reports.* We will prepare and submit weekly progress reports throughout design. Reports will include Budget Status, Project Scope Updates, Design Progress, Schedule Progress and Lookahead, Project Issues and Risks, and General Comments. These reports typically will be submitted on Thursdays.
- *Friday Touch-Base Call.* We propose weekly or biweekly calls with City Administrator Teresa Hill, the Fire Hall Committee, and Project Manager Von Petersen. Over this span of 30 to 60 minutes, we will review progress, answer any linger questions, and ensure that Owner and design team remain firmly on the same page.

TSP ‘PROJECT ROAD MAP’

Our comprehensive Project Road Map serves two purposes. First, it lays out all the design-related tasks necessary to coordinate the multidisciplinary effort, from visioning and programming through construction. Second, it establishes the correct sequence for this work, assigning dates for milestones we must reach before taking the project forward. This not only keeps team members on track but also informs the District and other stakeholders of progress and crucial dates that may require input or approval.

QUESTIONING ASSUMPTIONS

It can be difficult to keep so many pieces in their proper order once a project gains momentum. Initiating key conversations at critical points uncovers layers of information about you, your operations, and your project needs. Our goal is to discover each detail at the exact moment it can be incorporated most effectively into your design. It costs time and money to make changes after certain elements are in place.

MOVING FORWARD

The Road Map also helps us maintain a sense of urgency in the communication process. The early stages of Conceptual Design can feel a bit like a roundabout at an intersection. Every choice seems to depend on everything else. But at several points in each project, we must decide which direction we’ll take. If we put off those decisions, we push back other deadlines and jeopardize the schedule.

KEEPING YOU INFORMED

The Road Map holds team members accountable within TSP and across our consultant firms. The tool also sets clear expectations for Owner involvement. It outlines a schedule for regular check-ins to share updates and gather input from all stakeholders. You’ll know in advance when you’ll need to direct the team to explore one option over another.

QUALITY CONTROL

The TSP team has measures in place throughout the process to ensure thorough design as well as clear and accurate construction documents. These safeguards help avoid lost time and costly change orders. Our quality-control measures enable us to deliver a successful project for Waterville.

Our program places heavy emphasis on five key aspects:

- Project-design Leadership.
- Client Engagement.
- Process Management.
- Design-team Coordination.
- Knowledge Management.



Clockwise from top right: City of Rochester Public Works & Transit Operations Center, Rochester, MN; Excelsior Fire District/South Lake Minnetonka Police Department Joint Public Safety Facility, Shorewood, MN; City of Sioux Falls Fire Rescue Station 12 (under construction), Sioux Falls, SD

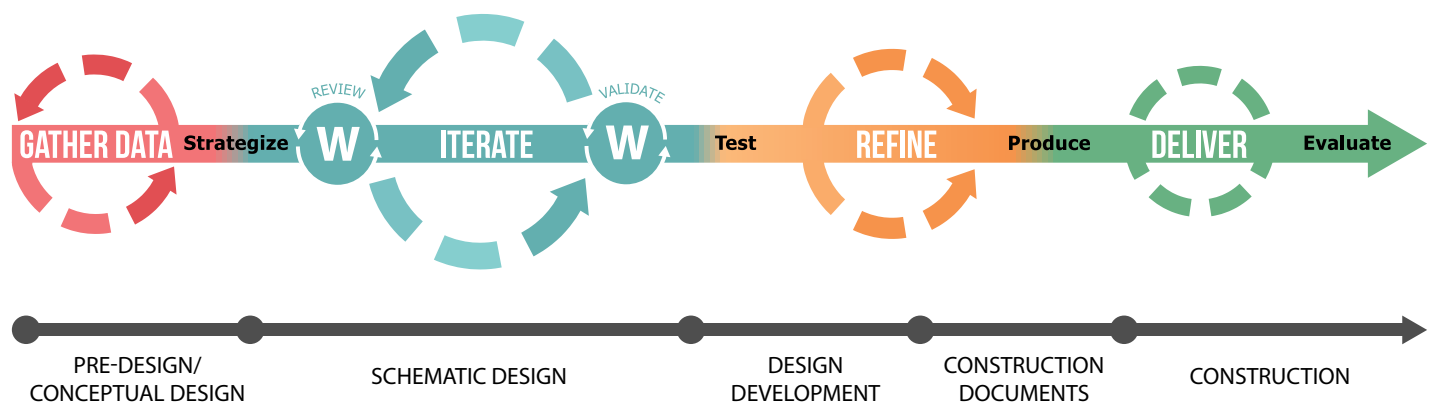
A PROVEN PROCESS

FORWARD-THINKING METHODS

OVERVIEW

The TSP team believes design is for people. That's why we've developed a highly collaborative process that engages all key stakeholders and leads to a clear understanding of the problems to be solved. Our process aligns with the traditional design phases—however, we describe each in a way that's customized for your project. We group these phases into several major stages: **Understand, Create, Refine, Deliver**. We then create a detailed work plan that breaks each process stage and design phase into tasks that tactically address specific items.

Throughout every stage, we apply comprehensive project-management techniques to customize, document, communicate, and continuously update our tools and tactics. This enables us to provide high-quality professional services and deliver your project within the established budget and schedule.



OBJECTIVES BY PHASE

1 | Pre-design/conceptual design

GATHER DATA

Gain a clear understanding of the complex set of diverse items to be solved so we can judge our work within the appropriate context and eliminate any flawed solutions quickly and early. This phase allows us to focus more time on making the good stuff even better.

2 | Schematic design

ITERATE

Through iteration, illuminate the issues and refine the work in collaboration with you and your stakeholders to establish a unified expectation of what the design will be.

3 | Design development

REFINE

Optimize the design solution and ensure a balanced approach that allows us to meet the project's collective goals, objectives, and key results.

4 | Construction documents, bidding, and construction administration

DELIVER

Stop designing and start producing clear drawings and specifications that convey to your construction partners the design's intent—in actionable form that supports your vision—and then make sure that is carried out through completion.

WORK PLAN SUMMARY

1 | Pre-design/conceptual design

This phase lays the foundation for the design moving forward. It's a rigorous, methodical gathering of all the project's appropriate design criteria, including building program review, site programming review, performance criteria and any other aspects that could affect the design outcome. We dive deep into the functional needs of the users and the facility. This phase will move quickly but is necessary to ensure a successful project.

CRITICAL TASKS

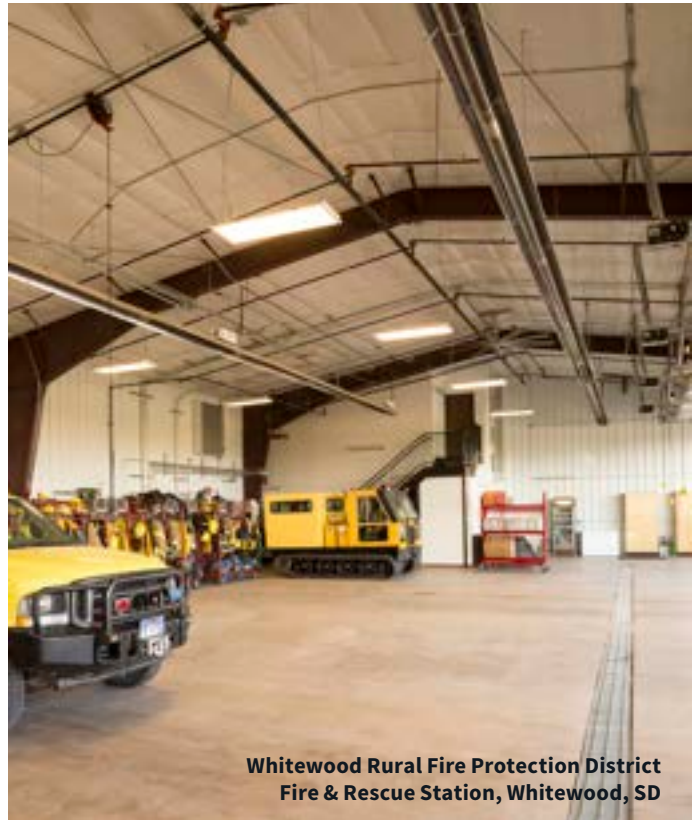
Mobilize to confirm and discuss all the foundational building blocks for the project. This includes but is not limited to design and construction schedule, construction and project budget, expectations for deliverables, meeting and workshop schedules and participants, and definition of goals, objectives and key results.

Ensure a clear understanding of the floor plan included in the RFP and validate the space program. We'll confirm functional requirements, define gross square footage, and review program adjacencies through active participation by Fire Department staff members. Related topics will include initial structural, civil, landscaping, and mechanical and electrical design criteria.

Conduct an existing site review. This task comprises several key elements—

- Obtain the survey and geotechnical information from the Owner and study these reports.
- Confirm existing stormwater drainage strategy and coordination with local authorities.
- Identify any site forces to be considered in design development.

Develop a strategy to assure full compliance with City code and zoning requirements. The TSP team will hold initial meetings with local jurisdictional authorities. This affords opportunities to discuss any potential design requirements and/or regulatory reviews and review jurisdictional procedures and timelines.



**Whitewood Rural Fire Protection District
Fire & Rescue Station, Whitewood, SD**

MEETINGS & WORKSHOPS

Kick-off meeting. Review scope of work, schedule, budget, deliverables, and remaining schedule of meetings and workshops. To make good use of face time, we also will dive into project review items as outlined in the next meeting.

Project Review Meeting. Discuss programming validation, building-systems concepts, utility requirements, fire and safety access, potential code issues, and other initial discussions on design expectations.

Weekly or biweekly touch-base meetings.

DELIVERABLE

Design Criteria Document. A concept-design report describing design criteria, concept alternatives, estimated costs, and other recommendations.



Design sketch for City of Sioux Falls Fire Rescue Station 12, now under construction in Sioux Falls, SD

2 | Schematic design

Research is imperative to articulate the design, and the iteration process is every bit as crucial to find an optimized solution. Iteration is the act of solving, evaluating, and refining. It helps us define multiple design alternatives to address all functional requirements of the project's needs and then establish expectations for the building and site. Design is in part about making choices, and iteration is a key tactic to present and select the correct course of action.

CRITICAL TASKS

Conduct a Design Accelerator Week. Develop multiple concepts and design alternatives based on collected design criteria. Each option will identify the building footprint and massing.

Develop the Schematic Design. Core components include—

- Prepare drawings of the City's preferred alternative to clearly articulate expectations for site improvements, building shape, and functional relationships of items identified in the programming validation. Drawings will include a site plan, floor plans, building elevations, and sections.
- Outline the building's technical and front-end specifications.

Develop a construction-cost estimate and schedule based on Schematic Design. This includes the following—

- Compare the cost estimate to budget and review with the City to make any adjustments necessary to keep project within established budget. (This element will be completed by the time of Owner review.)
- Prepare and submit an updated project schedule and budget for City review / approval.

MEETINGS & WORKSHOPS

Design Accelerator Week sessions. Three workshops engaging TSP team + Owner, as described on Page 17 of this proposal.

Schematic Design Workshop. Continue discussion and development of building design. This will be our opportunity to finalize any refinements as we move toward completing the Schematic Design phase. fire and safety access, potential code issues, and other initial discussions on design expectations.

Weekly or biweekly touch-base meetings.

DELIVERABLES

Schematic Design drawing set. Includes applicable building and site information.

Technical Memorandum. Includes written narrative of other design criteria not explicitly indicated on drawings and Basis of Design documents outlining expectations for products, furniture, equipment, etc.

Minimum of two perspective images. These communicate how the design will integrate with the site context.

Reconciled construction-cost estimate and updated schedule.

**Whitewood Rural Fire Protection District
Fire & Rescue Station, a pre-engineered
metal building for Whitewood, SD**



3 | Design development

It's time to confirm any assumptions, define specific details of the design, select materials, resolve any open design issues at hand, and move forward in a singular, preferred direction. We'll also be certain that the proposed scheme can be adapted to regulatory requirements. As we near the end of this phase, we fully define design details, select materials, and confirm all building systems.

CRITICAL TASKS

Develop the site and building design. This is accomplished through drawings and specifications that incorporate schematic review comments from the City. Each building system will be described in the drawings and specifications including architectural, civil, structural, mechanical, electrical, and plumbing.

Illustrate and describe the project. Establish scope, relationships, forms, size, and appearance of the project by means of plans, sections, elevations, typical construction details, and furniture layouts. The specifications will identify major materials and systems and establish their quality levels.

Update utility and regulatory compliance requirements. Meet with utility and regulatory officials as required.

Develop a construction-cost estimate based on Design Development. This will include an evaluation of construction techniques and materials to assure their availability and compatibility with local building trades.

Compare the construction-cost estimate with the construction budget. Review with the City to make any adjustments.

Prepare and submit an updated design and construction schedule.

MEETINGS & WORKSHOPS

Design Development Workshop 1. Present and review the design and make final selections for interior and exterior materials as well as building systems.

Design Development Workshop 2 (as needed). Finalize any design details needing Owner input.

Weekly or biweekly touch-base meetings.

DELIVERABLES

Full-size set of Design Development Drawings. The set is representative of what the TSP team will deliver in the Construction Documents phase yet to come.

Outline specification. Identify materials and equipment as well as quality-level requirements.

Reconciled construction-cost estimate and updated schedule.

4a | Construction documents

Construction Documents reflect all decisions made in earlier phases. They provide the literal blueprint to coordinate among disciplines and project partners. We'll ensure that regulatory requirements are met and that contract documents appropriately address requirements for operations, architecture, engineering, site work, furniture and equipment. The TSP team also will make certain the document sets are appropriately organized for bidding and construction. Finally, we'll secure formal regulatory approvals as necessary to acquire construction permits and secure final City review approval.

CRITICAL TASKS

Prepare permit and bid documents (drawings and specifications) that incorporate the City's comments from the Design Development Review. These sites and building technical designs will be described in drawings and specifications for both the site and the building itself—including architectural, civil, structural, mechanical, electrical, plumbing, and interior design.

Develop Division 0 and 1 specification with assistance from the City of Waterville.

Submit 100% bid-ready Construction Documents for building-plan examination and plumbing-plan review.

MEETINGS & WORKSHOPS

Construction Documents 75% Coordination Set Meeting. Review final items included in the specification Divisions 0 and 1 that still need coordination.

Weekly or biweekly touch-base meetings.

DELIVERABLES

Bidding documents (drawings, specifications, and bid conditions).



4b | Bidding and negotiations

The TSP team will manage the bidding process for the City of Waterville, coordinating communication with contractors to mobilize the low-bid general contractor.

CRITICAL TASKS

Review contractor questions. Respond to those queries as well as any contractor requests for substitutions.

Prepare any needed addenda. Clarify the intent of the bid documents.

Prepare for and establish the pre-bid conference.

Coordinate the pre-bid conference.

Assist the City in receiving bids and reviewing submissions. Ensure compliance with bidding requirements.

Make recommendation regarding award of contract(s).

Develop the construction contract.

MEETINGS

Pre-bid Conference.

DELIVERABLES

Written responses to questions during bidding.

Written addenda as necessary.

Letter of contract award recommendation.



Staff training and kitchen/commons at Whitewood Rural Fire Protection District Fire & Rescue Station, Whitewood, SD



Lead Fire Tax District Station, Lead, SD

4c | Construction administration

The TSP team will represent the City of Waterville for the duration of project construction, acting as your advocate to ensure the site is prepared properly and that the facility and its installed systems are built as designed, specified, and contracted.

CRITICAL TASKS

Review and respond to contractor submittals and shop drawings.

Review and respond to contractor Requests for Information.

Conduct biweekly site visits

Prepare Change Orders, Architect Supplemental Instructions, and Proposal Requests as required.

Review and approve contractor's Applications for Payment.

Construction Closeout. This includes—

- Review operating and maintenance manuals and other manufacturer literature.
- Review manufacturer warranties submitted by contractor.
- Conduct 11-month walk-through.

MEETINGS

Pre-construction Conference.

Biweekly Construction-progress Meetings.

DELIVERABLES (as required to document required work elements)

Response to submittals.

Written responses to any Requests for Information, as necessary.

Field notes. Document observations made during each visit.

Approval of contractors' Applications for Payment.

Final punchlist.

Any Change Orders required during construction. This includes those made at the Owner's request.

Certificate of Substantial Completion.

PROOF OF COVERAGE

SOLID DEPENDABILITY



CERTIFICATE OF LIABILITY INSURANCE

DATE (mm/dd/yyyy)
02/02/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT! If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|---|
| PRODUCER: Marsh & McLennan Agency LLC 300 N Cherokee PL Suite 601 Sioux Falls SD 57103 | AGENT: D'one Henrich, CSR, ERI, CCIF Phone: 605-336-3874 Fax: 605-336-3620 Address: d.henrich@marshma.com |
| INSURER: TSP Inc TSP Construction Services Inc 1112 N West Ave Sioux Falls SD 57104-1333 | INSURANCE COVERAGE INFORMATION: POLICY A : Transportation Insurance Company 20484 POLICY B : First Dakota Indemnity 10961 POLICY C : Continental Insurance Company 30289 POLICY D : Continental Casualty Company 20443 POLICY E : POLICY F : |

COVERAGES: CERTIFICATE NUMBER: 1286762418 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| TYPE OF COVERAGE | DESCRIPTION | POLICY NUMBER | START DATE | END DATE | LIMITS |
|------------------|---|------------------|------------|-----------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> ISO <input type="checkbox"/> LOC OTHER: | 2887044182 | 7/1/2020 | 7/1/2021 | EACH OCCURRENCE \$ 1,000,000 DOLLARS TO WHICH POLICY IS SUBJECT \$ 100,000 MED EXP (per emp/occ) \$ 10,000 PERSONAL & ADM INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP NEG \$ 2,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTO ONLY <input type="checkbox"/> SCHEDULED AUTO ONLY HIRED AUTO ONLY <input type="checkbox"/> NON-OWNED AUTO ONLY | 2887044182 | 7/1/2020 | 7/1/2021 | COMBINED SINGLE LIMIT (per accident) \$ 1,000,000 BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE (per accident) \$ Medical Payments \$ 5,000 |
| C | <input checked="" type="checkbox"/> UMBRELLA LMA <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LMA <input type="checkbox"/> CLAIMS-MADE USD <input type="checkbox"/> INTENTION \$ | 2878250878 | 7/1/2020 | 7/1/2021 | EACH OCCURRENCE \$ 0,000,000 AGGREGATE \$ 0,000,000 \$ |
| B | PROFESSIONAL FEES AND EXPENSES LIABILITY ANY PROFESSIONAL SERVICE EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | W00200081872080A | 7/1/2020 | 7/1/2021 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> N/A \$1, EACH ACCIDENT \$ 000,000 \$1, DAMAGES - IN EMPLOYMENT \$ 000,000 \$1, DAMAGES - POLICY LIMIT \$ 000,000 |
| D | Professional Liability Claims Made Basis | A24254088284 | 10/1/2020 | 10/1/2021 | Limit Per Claim 2,000,000 Annual Aggregate 3,000,000 Deductible 100,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / MEDICAL (append 01, Additional Remarks Schedule), may be attached if more space is required.
 Proof of Insurance

| | |
|---|--|
| CERTIFICATE HOLDER To Whom It May Concern | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

PROPOSED FEES

FAIR PRICE, GOOD VALUE

Guiding principles

The TSP team strongly believes in negotiating with clients on a fair fee that appropriately compensates the effort and expertise required to successfully complete a job. Our company has worked on numerous fire halls and other municipal projects of a similar nature across our Upper Midwest footprint. We've proudly delivered on our promise of high-quality design, project management, and client service.

We also recognize that professional architect and engineering fees are highly dependent on their unique nature of each specific project. Each team that submits a proposal may have a different approach to completing your project. Therefore, the associated fees are always nuanced. We offer here our good-faith attempt to offer you the best value for a collaborate, thorough process to deliver the desired results.



Streetfront (top) and rear views of City of Sioux Falls Fire Rescue Station 11, Sioux Falls, SD

Scope of work

As detailed in our proposal, we offer all architecture and engineering services required to complete the project. For clarity purposes, our fee structure breaks out the Civil/Landscape Architecture design services as separate items.

BASIC SERVICES ASSUMPTIONS

- Owner will provide a geographical survey of the proposed site for use.
- Owner will provide or have completed a subsurface investigation (soil borings) report.
- The building will be a pre-engineered metal building (PEMB)—
 - » Design and documents by PEMB supplier.
 - » Manufacturer to be selected during design.
- Construction start in late Spring/early Summer 2021.
- General Contractor—Publicly Bid project delivery method.
- Owner will procure third-party structural special inspector as required by building code.
- Meetings may be in person or virtual.
- Biweekly construction meetings run by the general contractor.
- Proposed improvements will not require a conditional-use permit, rezoning, or other land-development procedure.
- Low-voltage work will be for rough-in only. Cabling and devices by Owner.
- TSP team will use Building Information Modeling (BIM) to complete the work. Computer-Aided Drafting (CAD) floor plans or other drawings will be available for Owner's use upon project completion.
- TSP team will issue bidding documents for the primary building and site work (maximum of two bid packages). We will issue separate bidding documents for furniture.
- FF&E includes design and specifications of the following—
 - » Furnishings for all spaces.
 - » Appliances.
 - » Interior and exterior signage.

BASIC SERVICES EXCLUSIONS

Note: Certain items in the list below can be negotiated as Additional Services to the compensation plan identified in the next section.

- Detailed programming or master planning.
- Sustainable design certification (LEED or MN B3).
- Topographic and boundary surveys.
- Soil borings.
- Construction testing services.
- Environmental studies.
- Structural engineering beyond footings/foundations and storm shelter.
- Conformed documents for construction (drawings that contribute any addendum items issued during bidding).
- As-constructed record drawings (to be completed by contractor).
- Development of BIM materials for post-construction use.
- Commissioning.
- Design and specifications for any fire rescue equipment.

Compensation

The TSP team proposes a *lump-sum fee* structure (defined below) for Basic Services to deliver a New Fire Department Facility at 415 Reed Street South in Waterville, MN.

| TSP TEAM FEES BREAKDOWN | |
|--|------------------|
| Services | Compensation |
| Design, Bidding, & CA | \$120,000 |
| Civil Engineering/Landscape Architecture | \$16,800 |
| TOTAL | \$136,800 |



Lead Fire Tax District Station, Lead, SD

REIMBURSABLE EXPENSES

Reimbursable expenses will be billed as incurred and are estimated at \$4,000. Rates appear on the following page.

ADDITIONAL SERVICES

Additional services may be engaged at the Owner's discretion or may be required over the course of the project due to changes in program, scope, or budget. Occasionally, it may become necessary to make revisions to previously approved documents or to provide other services not indicated in this proposal.

In such instances, the TSP team will provide the Owner with a proposal and obtain written authorization to proceed prior to commencing with any changes to the work.

2020 Reimbursable expenses rates

TSP reimbursable expenses that appear on your invoices are based on the following rates. TSP establishes these rates and updates them annually. Markup items will be billed at a rate factor of 1.15 (cost plus 15%).

| PHOTOCOPYING | 8.5X11 | 11X17 |
|---------------|---------------|---------------|
| Black & White | \$0.10 / side | \$0.30 / side |
| Color | \$0.40 / side | \$0.80 / side |

| PRINTING /PLOTING | BOND | COLOR |
|-------------------|--------|--------|
| 8.5X11 | \$0.10 | \$0.40 |
| 11X17 | \$0.30 | \$0.80 |
| 12X18 | \$0.40 | |
| 15X21 | \$0.60 | |
| 18X24 | \$0.75 | |
| 24X36 | \$1.50 | \$4.00 |

| | |
|---------------------------|------------------|
| OVERNIGHT DELIVERY | Cost plus markup |
| POSTAGE / UPS | Cost plus markup |
| MILEAGE | IRS rate |
| MEALS AND LODGING | Cost plus markup |



Rapid City Regional Airport Air Rescue Firefighting & Vehicle-Maintenance Facility, Rapid City, SD

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