



May 9, 2019

Dennis Schilling, Building Official  
City of West St. Paul  
1616 Humboldt Avenue  
West St. Paul, Minnesota 551189

Re: Renovations to Police Facility  
Commission No. 9999



Dear Dennis:

It was great meeting with you and the group again to discuss renovations to the Police Department to provide additional space in their area to improve operations. We are pleased to have the opportunity to submit a proposal to you for professional services required for planning and implementation of these changes. Based on our discussion, we will develop solutions that address the following:

- Look at workflow of the main reception area to determine if there are any changes needed.
- There is no capacity in the men's locker room, the Sergeants have lockers in their office area.
- The investigators are located above the gun range, which is loud and makes it difficult for them to do their job effectively. It was discussed to renovate the lower level or upper level council chambers and move the investigators to this area. This would free up space on the upper level for other improvements.
- Squad room is used for everything including meetings, break room and report writing.
- Crime prevention is located in the wrong area, outside the police perimeter.

We also understand there is limited funds available for this renovation and we would look for solutions that maximize the return on investment. The budget established for 2020 is a maximum of \$500,000. Should the need exceed the budget available, we would look at options to phase the work over multiple budget cycles. We suggest allocating \$400,000 of the \$500,000 towards construction. This would leave \$100,000 for fees, testing, contingencies and furniture.

We would calculate our fixed fee based on 7.5% of this construction budget, calculated as follows:  $\$400,000 \times 7.5\%$  (architectural fee basis) = **\$30,000 Fixed Architectural Fee.**

Miscellaneous reimbursable expenses, such as mileage and incidental expenses would be in addition to this fixed fee, and are estimated to be approximately \$1,000.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

City of West St. Paul

John McNamara | AIA, LEED AP  
Partner

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Ryan Schroeder                      Date  
City Manger

cc: Jonathan Loose, Wold

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