



Stantec Architecture Inc.
733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

May 14, 2021

Ms. Sharon Payne
City Clerk
City of Stacy
30955 Forest Blvd
Stacy, MN 55079

Reference: Stacy Bar Roof Replacement Proposal

Dear Sharon,

Thank you for the opportunity to submit this proposal to provide professional architectural and engineering design and construction phase services for the roof replacement on the Stacy Bar constructed in 2005. Based on emails received from you, John Wicklander, and Tanner Jones, we understand the roof has been leaking and a bucket of tar has been used to stop the leaks.

I checked the project folder and determined the roofing system installed on the Stacy Bar had a 10-year warranty.

We understand this project will include:

- Replacement of the existing ballasted EPDM roofing system.

We are proposing the following scope of services:

Design and Bidding Phases

1. Schedule and facilitate a project kick-off meeting with City staff to verify project work scope, confirm type of new roofing system to be used, and verify project schedule.
2. Field verify dimensions of rooftop equipment and roof penetrations.
3. Field verify condition of prefinished metal coping for re-use or replacement.
4. Prepare construction documents to remove and replace the existing roofing system.
5. Prepare project specifications for the items noted above. Bid form will require each bidder to provide a minimum of three references for similar projects.
6. Schedule and facilitate meeting with City staff to review the construction documents, specifications, project schedule and budget.
7. Incorporate any changes to the plans and specifications based on the City staff meeting and issue the bidding documents via QuestCDN.
8. Schedule and facilitate a pre-bid meeting at Stacy Bar.
9. Respond to bidder questions and issue addenda if necessary.
10. Attend the bid opening and review all bids for compliance with contract documents. References will be contacted and documented.



May 14, 2021
Ms. Sharon Payne
Page 2 of 3

Reference: Stacy Bar Roof Replacement Proposal

11. Prepare a bid tabulation and letter of recommendation for contract award.

Items 1 through 11 above will be performed for a lump sum fee of \$8,700.00. Reimbursable expenses will include mileage and printing/reproduction costs and are estimated to be no more than \$800.00.

Construction Phase

1. Provide construction contract administration and communication with City staff.
2. Schedule and facilitate the pre-construction conference.
3. Review contractor submittals and shop drawings for compliance with construction documents.
4. Coordinate and administer subconsultants, subcontractors and site visits.
5. Conduct weekly construction progress meetings with meeting minutes.
6. Process requests for information, issue contract clarifications, process change orders.
7. Review and provide status of contractor submitted progress schedules.
8. Process contractor pay requests.
9. Provide weekly construction observation during construction in conjunction with weekly construction progress meetings and submit architectural field report.
10. Provide substantial completion inspection and punch list for contractor and issue certificate of substantial completion.
11. Provide final inspection and punch list for contractor.
12. Review final submittal from contractor with respect to conformance with contract documents.
13. Provide and verify record drawings (as-builts) based upon contractor's mark-up and field observation; verify receipt of all owner's manuals/documentation.
14. Process final pay requests and project closeout.

We propose to complete the Construction Phase efforts on an hourly basis. Based on the work scope identified in items 1 through 14 above, we estimate it will take approximately 4 weeks for demolition and replacement of the roofing systems on the Stacy Bar. We propose a Not-to-Exceed amount of \$8,800.00 for contract administration as noted above, plus reimbursable expenses. Reimbursable expenses include mileage, postage, printing, and reproduction. Reimbursable expenses are estimated at no more than \$1,000.00 for the entire construction phase. We understand the value of this Not-to-Exceed amount, totaling \$9,800.00, cannot increase without written authorization from the City of Stacy.

Should you wish to discuss any of the above information in further detail, please give me a call.



May 14, 2021
Ms. Sharon Payne
Page 3 of 3

Reference: Stacy Bar Roof Replacement Proposal

Respectfully yours,

Stantec Architecture Inc.

A handwritten signature in black ink that reads "Bruce P. Paulson". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Bruce P. Paulson
Senior Project Manager/Architect
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Cell: (651) 492-9089
Bruce.paulson@stantec.com

CC: Dan Boyum, File