



MEMORANDUM
Comfort Lake-Forest Lake Watershed District

Date: April 3, 2025
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Office Space Architect



District Wide

Background/Discussion:

The purpose of this agenda item is to consider selecting an architect to assist the Board in the development of a conceptual design and rendering of a new building and associated site plan. It is recommended that the District do this with the assistance of the District Engineer EOR given their experience in collaborating with other firms on similar projects.

Recommended Motion:

Manager _____ moves to authorize the administrator, on advice of counsel, to enter into an agreement with EOR in an amount not to exceed \$13,500 in accordance with the April 3, 2025 scope of work. Seconded by Manager _____.

Attached:

EOR Memo: PROPOSAL: CLFLWD Facility – Engaging an Architect dated April

Project Name | District Facility Planning

Date | 3.9.2025 – Draft
3.10.2025 – Revision
4.3.2025 – Revised

To / Contact info | Administrator Kinney & Board of Managers

Cc / Contact info | Greg Graske & Anne Wilkinson – EOR

From / Contact info | Britta Hansen & Kevin Biehn – EOR

Regarding | PROPOSAL: CLFLWD Facility – Engaging an Architect

Background

Per the Direction of Administrator Kinney, EOR is advancing a scope to further advance the exploration of a facility for the District. Tapping into EOR's development/redevelopment expertise and knowledge of the local architecture community, a scenario for engaging an architect is detailed herein.

Scope

EOR will recommend two to four architecture firms/architects that EOR has previously collaborated with and/or vetted who share the CLFLWD's mission and values and have expressed interest and availability in working with CLFLWD to complete a Pre-Design Report (i.e. scoping document) for the proposed facility. The recommended potential architectural partners would then be introduced and further vetted through conversations and/or interviews with CLFLWD staff and/or Board for the final selection thereof.

This work will advance the exploration of a facility for the District while providing exposure to both an architect and the building design process. There would be no presumed continual agreement that the architect would continue with the District at subsequent phases.

TASK 1.0 – Architect Recommendation & Vetting

EOR Role [22 hours]

- Explore interest with candidates and advance 2 to 4 options to the District
- Facilitate selection/interviews with Staff and/or Board
- Quantify attributes and make recommendation for selection
- Assist with architect scope development and fee negotiation
- Manage architect contract and deliverables on behalf of District

TASK 2.0 – Pre-Design Report

Architect Role

- Review past work completed by the District
- Participate in ~3-hour learning session with Staff/Board
- Define the project to a level of detail that would be required for the issuance of a (future) Design RFP, including but not limited to:
 - Project/facility scope (building and site programming),
 - Characterization of optimal & necessary site characteristics
 - Feasibility (budget & scheduling)

EOR Role [20 hours]

- Participate in learning session
- Schedule and coordinate process and deliverables
- Review and critique deliverables
- Contribute on site design and green infrastructure related elements & cost estimation

TASK 3.0 – Pre-Concept RenderingArchitect Role

Creation of a pre-conceptual rendering that illustrates 'design-intent' to communicate vision, garner District and stakeholder interest, and articulates character for future architect and/or RFP process. A pre-concept rendering contains limited features and details, it does not represent building size, materiality, number of openings, nor any site specificity like sitting, vegetation type, or plant material. Project renderings at a level of resolution that can be used for stakeholder buy-in, community engagement, and as a funding aid occur as part of the schematic phase.

EOR Role [8 hours]

- Contribute, review, and critique rendering and ensure that landscape and green infrastructure elements are adequately portrayed

TASK 4.0 – District Review and RefinementArchitect

- Presentation to District Staff and Board
- Product refinement (single iteration assumed) per District direction and questions

EOR Role [10 hours]

- Presentation to District Staff and Board
- Product refinement (single iteration assumed) per District direction and questions

Budget / Fee

EOR is anticipating an NTE fee & expense sum of \$13,500 for the vetting and selection of an architect (Task 1) and pre-concept development (Tasks 2 - 4).

Note that architect costs are not included herein, but a range of 25k to 40k is anticipated. If beneficial to the District, EOR is open to holding the contract with the selected architect on the District's behalf.

Schedule

Assuming there are no delays out of EOR's control, the following schedule is envisioned:

- Task 1 – Complete within 6 weeks of notice to proceed
- Task 2 & 3 – Complete within 6 weeks of District selection of an architect
- Task 4 – Complete within 4 weeks of complete District input