



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

**Date:** September 5, 2025  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
Emily Heinz, Planning Coordinator  
**Subject:** Building Architect Consultants



**District Wide**

### Background/Discussion

Over the past 11 years, the Board has discussed the need for an office facility that aligns with and supports the mission and needs of the CLFLWD. More recently, the Board directed staff to proceed with the hiring of a firm to assist with the first step of developing a rendering of a proposed facility that could also serve as a potential “watershed education and research center”.

The District is presently renting a space that was not designed, nor has it been altered to serve as office space. It lacks the space needed for staff to properly perform many tasks; it lacks storage and does not incorporate any educational components into the exterior design. Overall, the goal would be to seek additional support for some of the expanded roles of the District to maintain the current budgetary expense given the current financial position of the District.

District staff and EOR put out an RFP, reviewed all applications, completed interviews of the highest ranked three firms, and ultimately selected a final candidate for the board’s consideration.

### Budgetary Considerations

Prior to authorizing the service contract(s), staff recommends the Board review the professional services budget.

The 2024 professional services budget was \$82,536. The 2024 year-end expense for this line item was \$60,499, leaving a positive balance of \$22,038.

The 2025 budget for line item 1-004-4337 Consultant/Professional Services is \$35,000, and the entirety of this dollar amount was earmarked for ongoing HR support. The District has undertaken several other initiatives under this line item in addition to ongoing HR support.



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Comfort Lake-Forest Lake Watershed District

2025 Expenses	Description
\$35,000	YTD expenses for ongoing HR support = \$31,068. Some additional expenses are anticipated between now and yearend.
\$3,500	Strategic Planning Contract Amendment: Original Cultivate Advisors contract amount was \$10,000 and entirely covered by PRAP grant. Coming to consensus on vision, mission, values took longer than originally anticipated, so additional meetings were added on in 2025.
\$23,100	Salary survey w/ David Drown & Associates
\$2,295	Employee manual legal review w/ Flaherty Hood
\$13,500	EOR Facility Planning Assistance: EOR scope of work approved at April 10, 2025 regular meeting
\$38,000	Snow Kreilich building architect proposal
\$115,395	Total
\$35,000	2025 Budget
(\$80,395)	Difference

If the Board were to approve building architect contract with Snow Kreilich, the FY2025 total expense-revenue deficit would be estimated at (\$292,597), if all expenses were incurred in 2025.

The 2026 budget is not yet finalized, but some drafts had a budget amount of \$45,000 for professional services.

### Options:

1. Delay consultant work until 2026 and re-prioritize (i.e., cut or delay) spending elsewhere in the 2026 budget.
2. Delay consultant work until other grants, such as the Bush Foundation, come through to offset spending elsewhere.
3. Proceed with the work this year and re-prioritize (i.e., cut or delay) other spending in 2025 to mitigate the yearend budget deficit.



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

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### Potential Actions

If the Board considers approving this contract at the September 11<sup>th</sup> meeting, the Board may also want to discuss the 2025 year-end budget balance and consider options for re-prioritizing spending elsewhere.

Manager \_\_\_\_\_ moves to approve the enclosed Architect pre-Planning Services proposal from Snow-Kreilich Architects for a total contract amount of \$38,000 and to authorize the Administrator to enter into an agreement, on advice of Counsel. Seconded by Manager \_\_\_\_\_.

### Attached

EOR Memo: Architect Pre-Planning Services  
Snow Kreilich Proposal

<b>Project Name</b>	Architect Pre-Planning Services	<b>Date</b>	8.18.2025
<b>To / Contact info</b>	CLFLWD Board of Managers		
<b>Cc / Contact info</b>	District Administrator – Mike Kinney District Engineers – Greg Graske & Anne Wilkison		
<b>From / Contact info</b>	Britta Hansen and Kevin Biehn - EOR		
<b>Regarding</b>	Requested budget approval for next steps		

## BACKGROUND

On April 10, 2025, The Comfort Lake Forest Lake Watershed District Board of Managers approved a scope of work and directed EOR to solicit proposals from local architects for pre-planning services related to a potential district-owned facility. Following this, EOR sent a request for proposals to seven pre-qualified firms. The RFP outlined the specific services requested in four discrete phases:

### PHASE 1 – Pre-Design Report

- A. Review past work completed by the District
- B. Participate in one in-person ~3-hour learning session with Staff/Board at CLFLWD office
- C. Lead three (3) process/review meetings during the Pre-Design phase (virtual)
- D. Deliverables
  - a. One PDF report including the following sections/information:
    - i. Building and site program
    - ii. Site selection - characterization of optimal & necessary site characteristics
    - iii. Fit Diagram
    - iv. Design and Construction
      - 1. Preliminary cost estimate
      - 2. Procurement, design, and construction schedule

### PHASE 2 – Site Selection Attributes

*Via professional experience and conversations with CLFLWD, identify both essential factors to applicable development and aspects critical and beneficial to achieving CLFLWD's unique operations and facility program. To help unify the Board, Staff, and stakeholders, further vet and weight site attributes to aid in selection. Offer insights into crucial considerations ranging from proximity to transportation networks and zoning regulations to accessibility, etc.*

*Deliverables: The envisioned product is a spreadsheet from which prospective properties can be evaluated and compared/contrasted.*

### PHASE 3 – Pre-Concept Rendering

*The selected architect will utilize the pre-design report and information gathered during phase 1-2 of the project to create an aerial rendering that illustrates design intent and communicates project vision. This rendering is intended to be utilized for community engagement, uniting stakeholders and as a funding aid. The 3D exterior rendering should provide a bird's eye view of the building, showing its context and how it fits into the surrounding environment. It is understood that the rendering will contain limited features and details but otherwise captures the essence of architectural ideas and design concepts in a preliminary stage. As the graphics are being developed the consultant will participate in one (virtual) review meeting.*

*Deliverable: One high resolution image (min. 300 dpi) delivered in PDF and JPG versions.*

**PHASE 4 – CLFLWD Board Review and Deliverables Refinement**

- A. *Presentation to District Staff and Board at District office*
- B. *Product refinement (single iteration assumed) per CLFLWD direction and questions*

*Deliverables: PDF or PowerPoint presentation slides, and final, revised, deliverables from Phase 1-3.*

**RESPONSE AND SELECTION**

Five architecture firms responded with a proposal for services. The responding firms are listed below:

<b>FIRM</b>	<b>Website</b>
MSR Design	<a href="https://msrdesign.com/">https://msrdesign.com/</a>
Roehr Schmitt Architecture	<a href="https://www.roehrschmitt.com/">https://www.roehrschmitt.com/</a>
Shelter Architecture	<a href="https://shelterarchitecture.com/">https://shelterarchitecture.com/</a>
Snow Kreilich Architects	<a href="http://snowkreilich.com/">http://snowkreilich.com/</a>
U+B Architecture & Design	<a href="https://www.uplusb.com/">https://www.uplusb.com/</a>

On July 8<sup>th</sup> and 10<sup>th</sup> CLFLWD and EOR staff interviewed three firms: U+B, Snow Kreilich, and Roehr Schmitt Architects. The interview committee unanimously agreed to select Snow Kreilich as the firm to complete the pre-planning work outlined in their proposal (see attached). Snow Kreilich architects Matt Kreilich and Dan Vercruysse demonstrated deep knowledge in the areas of facility planning, pre-design, visioning, programming, site selection, visual rendering, communication, fundraising, and community engagement. Dan Vercruysse also has notable experience as the lead architect on the Capitol Region Watershed project during previous employment.

At the direction of District staff, EOR also contacted Yianni Arhontoulis to seek a proposal for facilitation services to assist the architecture team with guiding the CLFLWD board and staff in developing a shared vision for a proposed district facility. Yianni has recent experience facilitating the district's strategic plan. Yianni will attend four meetings during the course of phase 1 of the project to help with defining the district's goals and vision, and to consult on the creation of the architect's pre-design report. His role will be focused on ensuring the work started in the strategic plan is carried through to facility planning, and assisting the board in creating a shared vision and goals for the future facility.

**ASSUMED DISTRICT (STAFF) ROLE**

EOR, under a previously approved scope of work, will facilitate the architect's work on behalf of the CLFLWD. Additional CLFLWD staff time will be required to provide the following:

- Schedule meetings and assist with facilitation
- Attend meetings and provide clear input to architects
- Review draft products & provide unified direction
- Ensure products/deliverables are in line with Board vision and readily understandable prior to project completion

**PROPOSED SCHEDULE**

Phase		Date/Time
Project	CLFLWD Board Approves Consultants / Contracts	8/28/2025
	Notice to Proceed	9/1/2025
	Phase 1 & 2 (Draft)	10/15/2025
	Phase 3 (Draft)	11/15/2025
	Phase 4 – Board Presentation	12/18/2025
	Project Completion	12/31/2025

**RECOMMENDED ACTION**

1. Approve contract for Snow Kreilich Architects to conduct pre-design work for a future district facility.
2. Approve contract for Yianni Arhontoulis for meeting facilitation work related to the pre-design architectural scope.

**ENCLOSURES**

1. Request for Proposal for Architectural Pre-Planning Services, dated 5/30/2025.
2. Proposal from Yianni Arhontoulis.

# Request for Proposal



**Project Name** | CLFLWD District Facility

**Date** | 5/30/2025

**To / Contact info** |

**Cc / Contact info** | Mike Kinney, District Administrator

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

**Regarding** | CLFLWD Facility – Architect Solicitation

## BACKGROUND

On behalf of the [Comfort Lake Forest Lake Watershed District](#) (CLFLWD), Emmons & Olivier Resources (EOR), is soliciting pre-design architectural services to plan an office space and work facility for the Watershed District.

The CLFLWD is a special purpose unit of local government, which was created to restore local water resources to pre-settlement water quality conditions and manage flooding. The District is governed by a five-member Board appointed by Chisago and Washington counties. The District includes portions of the City of Wyoming, Chisago City, Chisago Lake Township, Franconia Township, the City of Forest Lake, and the City of Scandia. The District covers 49 square miles in southwestern Chisago County and northwestern Washington County. The annual cost of the District's programs and projects is \$3.8 million.

A ~6,000 square-foot space is desired to accommodate office and support workspace, meeting space, a lab, restroom and shower areas, and other needs. Additionally, a ~three-stall garage is necessary for District storage, vehicles, and equipment. A "living laboratory" concept is being considered as well to add a research and educational component to the project. The CLFLWD has not yet committed to benchmarks nor a rating system, but the District is interested in both sustainable site and building practices.

CLFLWD is currently renting office space and has not selected a property for its future facility. CLFLWD is open to both new construction and renovation [within the District](#).

This opportunity is being presented to a select group of prequalified architects.

## CORRESPONDENCE

All correspondence should be emailed to Britta Hansen at [bhansen@eorinc.com](mailto:bhansen@eorinc.com).

## PROJECT SCOPE

### PHASE 1 – Pre-Design Report

- A. Review past work completed by the District
- B. Participate in one in-person ~3-hour learning session with Staff/Board at CLFLWD office
- C. Lead three (3) process/review meetings during the Pre-Design phase (virtual)
- D. Deliverables
  - a. One PDF report including the following sections/information:
    - i. Building and site program
    - ii. Site selection - characterization of optimal & necessary site characteristics
    - iii. Fit Diagram
    - iv. Design and Construction
      - 1. Preliminary cost estimate
      - 2. Procurement, design, and construction schedule

#### EOB Role

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

#### PHASE 2 – Site Selection Attributes

Via professional experience and conversations with CLFLWD, identify both essential factors to applicable development and aspects critical and beneficial to achieving CLFLWD's unique operations and facility program. To help unify the Board, Staff, and stakeholders, further vet and weight site attributes to aid in selection. Offer insights into crucial considerations ranging from proximity to transportation networks and zoning regulations to accessibility, etc.

Deliverables: The envisioned product is a spreadsheet from which prospective properties can be evaluated and compared/contrasted.

#### EOB Role

- Schedule and coordinate process and deliverables
- Review and critique deliverables
- Offer insights on site considerations and associated attribute weighting

#### PHASE 3 – Pre-Concept Rendering

The selected architect will utilize the pre-design report and information gathered during phase 1-2 of the project to create an aerial rendering that illustrates design intent and communicates project vision. This rendering is intended to be utilized for community engagement, uniting stakeholders and as a funding aid. The 3D exterior rendering should provide a bird's eye view of the building, showing its context and how it fits into the surrounding environment. It is understood that the rendering will contain limited features and details but otherwise captures the essence of architectural ideas and design concepts in a preliminary stage. As the graphics are being developed the consultant will participate in one (virtual) review meeting.

Deliverable: One high resolution image (min. 300 dpi) delivered in PDF and JPG versions.

#### EOB Role

- Schedule and coordinate process and deliverables
- Review and critique deliverables
- Collaborate on site design and green infrastructure related elements

#### PHASE 4 – CLFLWD Board Review and Deliverables Refinement

- A. Presentation to District Staff and Board at District office
- B. Product refinement (single iteration assumed) per CLFLWD direction and questions

Deliverables: PDF or PowerPoint presentation slides, and final, revised, deliverables from Phase 1-3.

#### EOB Role

- Schedule and coordinate process and deliverables
- Attend presentation
- Clarify product refinement

**PROJECT SCHEDULE**

Phase		Date/Time
Selection	Notice	5/30/2025
	Deadline for Questions	6/10/2025 – Noon
	Response to Questions	6/13/2025 – Noon
	Statement of Interest	6/24/2025 – 4pm
	Interview (in person at CLFLWD Office)	7/8/2025 – Time TBD
	CLFLWD Board Approves Consultant / Contract	7/24/2025
Project	Notice to Proceed	7/25/2025
	Phase 1 & 2 (Draft)	9/1/2025
	Phase 3 (Draft)	10/1/2025
	Phase 4 – Board Presentation	November Board Meeting
	Project Completion	12/31/2025

**PROPOSAL REQUIREMENTS**

Electronic submittals of proposals will be received via email. Please limit proposals to ≤ 12 pages for all content. Firms are asked to follow the outline below for their proposal:

1. Description of the firm's approach to completing the project
2. Work plan with key tasks and deliverables listed, by Phase
3. Response to proposal questions below
4. Identification and ≤ 1-page resume/bio for dedicated staff
  - a. Project manager
  - b. Additional personnel expected to complete ≥ 25% of total hours and articulation of their primary role(s)
5. Brief descriptions of recent projects (3-5) successfully completed by the firm that demonstrate your ability to complete similar types of pre-design phase projects.
6. Fee and any expenses itemized by Phase. Hourly rates for all staff.
7. Identification of any additional services beneficial to CLFLWD at this point in the process.

**PROPOSAL QUESTIONS**

Please respond to the following questions:

1. How will your team advance the CLFLWD initiative in the absence of a selected property?
2. How will your team garner input and build consensus in decision making with the CLFLWD staff and board members?
3. What are the key decisions that need to be made by the owner group during pre-design? And how you your team guide the owner group through the decision-making process?
4. A "living lakes laboratory" program/space with intended CLFLWD operations and mission synergies is being considered. This component is akin to an environmental learning center (such as Discovery Point at Nine Mile Creek Watershed District) but is loosely defined at this stage. If realized, the program and associated space would be operated by the District in cooperation with a yet unidentified third party. How will your team assist the District in defining and ultimately committing to or passing on this component of the project?

**ENCLOSED:**

The following, previously prepared, studies and reports, are included for reference:

1. Facility Feasibility Study – 11.3.2023
2. Summation of Precedent Facility Interviews – 3.26.2025

# Consulting Services Proposal: CLFLWD Pre-Design Facilitation

This proposal outlines comprehensive consulting services to facilitate the pre-design process for Comfort Lake-Forest Lake Watershed District's (CLFLWD) new flagship facility. The services will guide collaboration between the CLFLWD Board, Emmons & Olivier Resources (EOR), and Snow Kreilich Architects to align vision, streamline decision-making, and translate Board objectives into architectural requirements. The engagement spans from August through September 2025, delivering structured facilitation, documentation, and advisory support at a rate of \$625/hour.

# Project Understanding

Emmons & Olivier Resources (EOR), has engaged Snow Kreilich Architects to develop pre-design services for the new Comfort Lake-Forest Lake Watershed District (CLFLWD) flagship facility. This is a significant investment for the district that will serve as their central operations hub and embody their commitment to watershed stewardship.

At this critical pre-design stage, the CLFLWD Board and EOR leadership seek specialized advisory support to ensure alignment between the Board and Staff for efficient translation of objectives into architectural plans. The complexity of this project requires careful facilitation to bridge the technical expertise of the architects with the strategic vision of the Board.

The primary goals of this advisory engagement are threefold: to align EOR, Snow Kreilich, and CLFLWD leadership on a unified project vision; to facilitate efficient and transparent decision-making processes; and to ensure the Board's strategic goals and requirements are clearly translated into the architectural scope of work.

## **Vision Alignment**

Create a shared understanding of project objectives among all stakeholders, establishing common language around the "living lakes laboratory" concept and design aspirations.

## **Decision Facilitation**

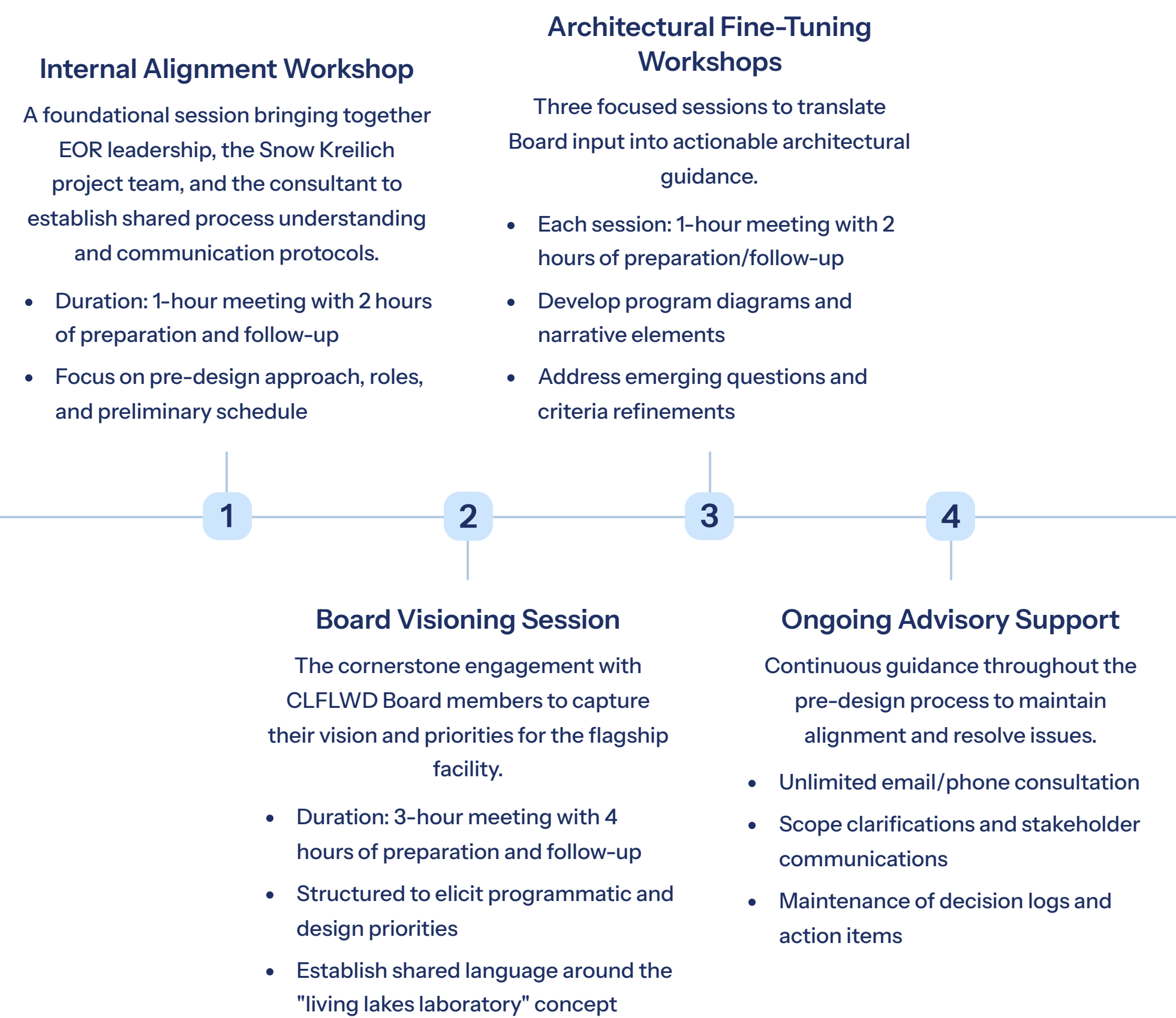
Structure collaborative decision-making processes that respect Board priorities while incorporating professional expertise from EOR and architectural partners.

## **Architectural Translation**

Ensure the Board's programmatic requirements, sustainability goals, and operational needs are accurately captured and effectively communicated to the design team.

# Scope of Services

The consulting services will provide end-to-end meeting facilitation, documentation, and consensus-building support throughout the second half of 2025. This comprehensive approach ensures continuity across all pre-design activities and maintains momentum toward architectural deliverables.



This structured approach ensures that the pre-design process moves efficiently from initial concept discussions through to detailed programmatic guidance that will inform Snow Kreilich's architectural work. The facilitation will emphasize both capturing Board priorities and translating them into technically feasible design parameters.

# Deliverables

The consulting engagement will produce a series of structured deliverables designed to document decisions, maintain alignment, and provide clear guidance to the architectural team. Each deliverable builds upon previous work, creating a comprehensive record of the pre-design process that can serve as reference throughout the project lifecycle.

These documents will be prepared with attention to detail and clarity, ensuring they serve both immediate project needs and provide valuable historical context as the project advances. All deliverables will be provided in editable digital formats to facilitate ongoing updates and distribution among stakeholders.

1

## Meeting Preparation Materials

- Detailed agendas outlining objectives, topics, and expected outcomes
- Pre-read materials providing context and background information
- Distribution to all participants 3 business days before each meeting

2

## Meeting Documentation

- Comprehensive minutes capturing key discussions and decisions
- Action item registers with responsible parties and deadlines
- Documentation of outstanding questions requiring further research

3

## Alignment Summary Reports

- Detailed report following the internal workshop
- Comprehensive summary after the Board visioning session
- Analysis of areas of consensus and items requiring further discussion

4

## Consolidated Program Brief

- Final document capturing all pre-design decisions and requirements
- Structured guidance for Snow Kreilich's pre-design report
- Reference document for future project phases and stakeholder communications

The culminating Consolidated Program Brief will serve as the definitive reference document guiding Snow Kreilich's pre-design development. This comprehensive document will distill all discussions, decisions, and requirements into a clear architectural program that balances Board priorities with technical and budgetary constraints.

# Proposed Timeline

The consulting engagement is scheduled for the second half of 2025, with a carefully structured sequence of activities designed to maintain momentum while allowing adequate time for reflection and refinement between key milestones. This timeline aligns with the broader pre-design schedule and ensures deliverables are available when needed for architectural development.



## August 2025

Internal Alignment Workshop bringing together EOR leadership and Snow Kreilich architects to establish shared understanding of process and objectives.



## September 2025

Board Visioning Session to capture CLFLWD Board priorities, sustainability goals, and program requirements in a collaborative 3-hour facilitated workshop.



## September-October 2025

Three Fine-Tuning Workshops spread across 6-8 weeks to translate Board input into specific program elements and address emerging questions.



## October-November 2025

Final Program Brief Delivery providing comprehensive documentation of all decisions and requirements to guide architectural pre-design report development.


This timeline allows for appropriate spacing between major engagements, providing time for reflection and preparation while maintaining project momentum. The schedule is designed to be flexible, with specific dates to be confirmed in coordination with EOR, the CLFLWD Board, and Snow Kreilich Architects based on their availability and other project commitments.

# Fees & Hours

All consulting services will be provided on a time-and-materials basis at a professional rate of \$625 per hour. This rate reflects the specialized expertise being provided in facilitation, documentation, and architectural program development. The estimate below provides a breakdown of anticipated hours and associated fees for each component of the engagement.

Service Component	Direct Time	Prep/Follow-Up	Total Hours	Estimated Fee
Internal Alignment Workshop	1 hour	1 hours	2 hours	\$1,250
Board Visioning Session	3 hours	1 hours	4 hours	\$2,500
Fine-Tuning Workshops (3 × 1 hour)	3 hours	2 hours	5 hours	\$3,750
Advisory, Communication & Documentation (ongoing)	—	—	1 hours	\$625
Total (estimated)	7 hours	4 hours	12 hours	\$7,500

\*Allowance for additional emails, calls, and report consolidation throughout the engagement period.

 Travel and out-of-pocket expenses (if any) will be invoiced at cost with appropriate documentation. No travel expenses are anticipated for virtual meetings, which can be arranged if preferred by the stakeholders.

The fee structure balances direct meeting time with the critical preparation and follow-up work that ensures effective facilitation and thorough documentation. The most significant investment is in the Board Visioning Session and subsequent Fine-Tuning Workshops, which form the core of the pre-design guidance process. The ongoing advisory allowance provides flexibility to address questions and issues as they arise throughout the engagement period.

# Value Proposition

Investing in professional facilitation and documentation during the pre-design phase yields significant returns throughout the project lifecycle. The proposed services will help CLFLWD avoid common pitfalls that often lead to costly revisions, scope creep, and stakeholder dissatisfaction in facility development projects.

The facilitation approach emphasizes early alignment on priorities and clear communication of requirements, which typically reduces change orders during construction by 15-20%. For a project of this scope, this could represent savings of tens of thousands of dollars in direct costs and months of potential schedule delays.

## Efficiency Gains

The structured approach to facilitation keeps meetings focused and productive, reducing the total time commitment required from busy Board members and staff while still ensuring comprehensive input. The documentation process captures institutional knowledge that remains accessible throughout the project lifecycle.

## Risk Mitigation

Clear documentation of decisions and requirements reduces the risk of miscommunication or misalignment between stakeholders. The facilitation process identifies potential conflicts early, when they can be resolved with minimal impact on budget or schedule.

## Quality Enhancement

By ensuring architectural solutions directly address Board priorities and operational needs, the pre-design process leads to facilities that better serve their intended functions. This improves staff satisfaction, operational efficiency, and public perception.

Beyond the quantifiable benefits, this engagement establishes a solid foundation of trust and shared understanding among all project stakeholders. This collaborative spirit typically extends throughout the design and construction process, creating a more positive experience for everyone involved and resulting in a facility that truly embodies the CLFLWD's mission and values.

# Terms & Conditions

The following terms and conditions provide a clear framework for the consulting engagement, ensuring transparency and mutual understanding of expectations. These terms are designed to be straightforward while protecting the interests of all parties involved.

## Invoicing & Payment

- Flat Fee Projects: Payments are due upon signing
- Electronic payment methods are preferred for efficiency

## Engagement Parameters

- Any scope changes or additional meetings beyond those outlined will be agreed upon in writing
- Additional services will be billed at the same hourly rate (\$625)
- The engagement may be extended by mutual agreement if additional support is needed

I appreciate the opportunity to support CLFLWD's pre-design process for this important facility. Please feel free to contact me to discuss any aspect of this proposal or to adjust the scope or timeline to better meet your specific needs.

Respectfully,

Yianni Arhontoulis

To proceed with this engagement, please provide written confirmation of acceptance or suggest any desired modifications to the proposed services, timeline, or terms. Upon acceptance, a detailed schedule will be developed in coordination with all stakeholders to ensure optimal timing of activities.



**CLFLWD**  
WATERSHED DISTRICT

RESPONSE TO REQUEST FOR PROPOSAL:

## **CLFLWD DISTRICT FACILITY PRE-DESIGN**

JUNE 24, 2025

SUBMITTED BY:  
**SNOW KREILICH ARCHITECTS**  
219 NORTH SECOND STREET  
MINNEAPOLIS, MN 55401  
612-359-9430  
[WWW.SNOWKREILICH.COM](http://WWW.SNOWKREILICH.COM)

June 24, 2025

Britta Hansen  
Emmons & Olivier Resources, Inc.  
1919 University Avenue West, Suite 300  
St. Paul, MN 55104  
hansen@eorinc.com

RE: PROPOSAL FOR COMFORT LAKE FOREST LAKE WATERSHED DISTRICT  
PRE-DESIGN ARCHITECTURAL SERVICES

Dear Britta Hansen and Members of the Selection Committee,

As a nationally recognized architecture and design studio based in Minneapolis, Snow Kreilich Architects takes a thoughtful, research-driven approach to each project, emphasizing restraint, environmental performance, and community integration.

Our team is uniquely qualified to provide Pre-Design Architectural Services to support your vision for a future facility that advances the mission of the Comfort Lake-Forest Lake Watershed District (CLFLWD). As stated in the RFP, this project offers the opportunity to not only support the agency's needs but also become a learning laboratory for the public to engage in a broader understanding of the CLFLWD mission.

Our team is also familiar with the agency's efforts. Dan Vercruysse's experience with the Capitol Region Watershed District uniquely positions us to hit the ground running on day one. He will be the lead Project Architect, guiding the team through programming and site selection. Matthew Kreilich, FAIA, and principal-in-charge, has extensive experience guiding public agencies with multiple stakeholders through challenging decision-making processes like yours. Together, they will guide your team in a collaborative process. They understand the critical environmental stewardship carried out by the district. They are excited by the opportunity to contribute to a facility that will serve both operational and public engagement goals.

We believe architecture can be a powerful tool for education, collaboration, and environmental stewardship. Your commitment to water resource protection inspires us, and we would be honored to partner with you in realizing a future home for the Watershed District that reflects those values.

On the following pages, please find our detailed scope of services, preliminary schedule, and team qualifications for your review. We welcome the opportunity to discuss this proposal further and look forward to possibly working together.

Best regards,



Matthew Kreilich, FAIA, LEED AP  
Design Principal-in-Charge



Dan Vercruysse, AIA, LEED AP  
Project Manager & Architect

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## FIRM OVERVIEW

Founded in 1995, **Snow Kreilich Architects** is a studio-based practice located in Minneapolis, MN. We are proud to be honored with the national 2018 AIA Architecture Firm Award, the highest honor bestowed on an architecture firm. While we do not design buildings to win awards, we are humbled by the recognition our firm has received over the years with over 80 national and local awards.

This dedication to design excellence is advanced in our studio by the commitment that each project will be led by one or both design principals, Julie Snow and Matt Kreilich, and a rigorous focus on producing architecture that innovates and supports our client's aspirations and missions. This focus has resulted in architecture that has been recognized for its design, for its ability to advance client's business plans, for its sustainable performance, and for the preservation of historic buildings. The studio's work has been published internationally and Princeton Architectural Press has published the work in a series of monographs on emerging designers from around the world.

***Our studio investigates architecture's capacity to transform experience. Using restraint and minimal means, we pursue the inspired moments architecture can bring to everyday use.***

Our design process begins with thorough research to support both the pragmatic and the intangible aspirations of our clients, leading to architecture that represents our clients' ethos and mission. Our work is grounded in the specifics of each site's historic, urban, cultural, and landscape context. Our architecture has a unique power to intensify our connection to a place, its history, its culture, and/or its natural systems. Through creative collaboration with our engineering and construction teams, we provide integrated building systems that achieve greater effectiveness, efficiency and durability. Synergies are achieved among building systems that advance our architecture's sustainable performance and incorporate creative systems that reduce energy dependence.

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# APPROACH + WORK PLAN

## PHASE 1 – PRE-DESIGN REPORT

*This phase will set the groundwork for the project. Research, discovery and information gathering will be the focus. We will help lead discussions to support defining the vision of the project that best supports CLFLWD's mission. We will work closely with EOR and CLFLWD to establish a project schedule and work plan that meets the RFP and project intent.*

**Task 1A:** Review all past work completed by the district in preparation for kick-off meeting

**Task 1B:** In person 3-hour learning session and project kick off meeting with Staff/Board at CLFLWD offices

**Task 1C:** Develop vision and program document that align with CLFLWD's mission

**Task 1D:** Identify sustainability and carbon reduction strategies and determine accreditations

**Task 1E:** Establish site selection criteria that aligns with CLFLWD's mission.

**Task 1F:** Develop fit diagram and agencies

**Task 1G:** Develop concept narrative and overall vision for project to be developed in Phase 3

**Task 1H:** Develop procurement, design and construction schedule in collaboration with EOR

**Task 1I:** Establish preliminary cost estimate

MEETINGS: Minimum of 4 meetings throughout this process. (one (1) in person and three (3) virtual) to be scheduled in collaboration with EOR after kick-off meeting.

DELIVERABLES: PDF Report including:

- Design narrative – Project Goals and Principles
- Building and site program
- Site selection criteria
- Fit diagram
- Design and construction cost estimate and schedule

## PHASE 2 – SITE SELECTION ATTRIBUTES

*This phase will assist CLFLWD in assessing the pros and cons of site selection. Informed from Phase 1, we will develop a matrix for evaluating potential sites that can be used by each stakeholder and then tabulated to help build consensus around site selection.*

**Task 2A:** Meet and discuss CLFLWD's vision for site selection to inform our site matrix spreadsheet

**Task 2B:** Develop a site selection matrix and review with CLFLWD and EOR. Incorporate any comments and additions.

DELIVERABLES: Site selection matrix. Initial considerations for criteria to evaluate site selection matrix include:

- Alignment with project values
- Location and accessibility
- Site infrastructure and facilities
- Environmental suitability
- Endangered habitat review
- Mission alignment and visibility
- Financial considerations
- Zoning, permits and regulatory compliance (especially as related to watershed district)
- Safety and security
- Scalability and long-term flexibility

## PHASE 3 – PRE-CONCEPT RENDERING

*This phase is meant to support CLFLWD in communicating the project vision for community engagement, stakeholders and funding. The intention is to capture the overall design vision rather than the details of the project. We will review this stage with one virtual meeting for input and revisions.*

**Task 3A:** Create an aerial rendering of the building and site context to convey how it fits into surrounding environment.

DELIVERABLES: One high resolution image (300 dpi) delivered in PDF and JPG format

## PHASE 4 – CLFLWD BOARD REVIEW AND DELIVERABLES REFINEMENT

*Final presentation to the District Staff and Board at District office. Comments from this meeting will be incorporated into a final revised report.*

**Task 4A:** Presentation to District staff and board

**Task 4B:** Revisions to final report

DELIVERABLES: PDF of presentation and final revised deliverables from phases 1-3 in final document.

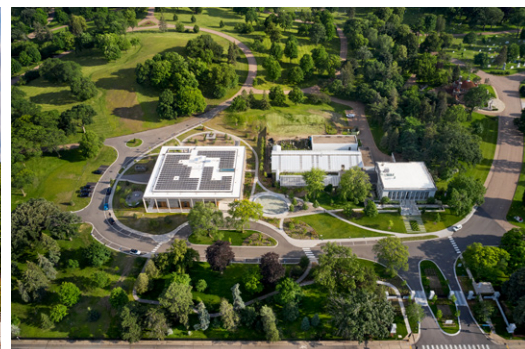
# RESPONSE TO PROPOSAL QUESTIONS

## 1. How will your team advance the CLFLWD initiative in the absence of a selected property?

Our team is well-versed in advancing planning and visioning efforts prior to site acquisition. In the absence of a selected property, we will initiate the project by defining a robust set of programmatic, performance, functional, and environmental criteria that align with the CLFLWD's mission. Through collaborative visioning workshops and benchmarking exercises, we will explore potential program adjacencies, sustainability goals, and community engagement strategies. Additionally, we will develop site selection evaluation tools, such as comparative site matrices and test fits, to support CLFLWD in evaluating future sites against the project's operational and strategic goals. This front-end planning allows the initiative to remain nimble while building a strong foundation for site-specific

design once a location is secured.

We recently supported Lakewood Cemetery in a similar study. At the outset of the project, a site had not yet been selected, and there was an initial assumption that an existing building would be repurposed to meet future operational needs. Through program development, operational discussions, and listening sessions with each department, we were able to clearly articulate the client's future needs in support of their evolving mission, functional requirements, and public engagement goals. This process revealed that a new facility would be necessary to accommodate future growth and realize their vision. As a result, we studied multiple sites and evaluated each one based on a set of agreed-upon criteria.



Lakewood site and building design and engineering were closely coordinated to meet the client's Net-Zero Energy goals

### LAKEWOOD CEMETERY WELCOME CENTER | Minneapolis, MN

Lakewood's desire to create a more relevant, accessible, and inviting experience led to the holistic re-assessment of the greater site and the design of a new Welcome Center. The unique context of the historic lawn cemetery and existing architecture necessitates the integration of landscape and building, and a careful balance of tradition with innovation. The new Welcome Center is being designed to net zero energy in alignment with Lakewood's value of stewardship



### FUUD | Prototype on Multiple Sites

FUUD is an integrated food growing system that adapts to different climates, owner needs, and scales. FUUD celebrates the cultivation of healthy food and the impact of biophilic design on our well-being through both process and collaboration. A typical FUUD House is assembled on 8'x8' core module which contains water and aquaponic tanks, a dehumidifier cabinet, shelving for juvenile microgreens, seed vault, and utility counter with sink.



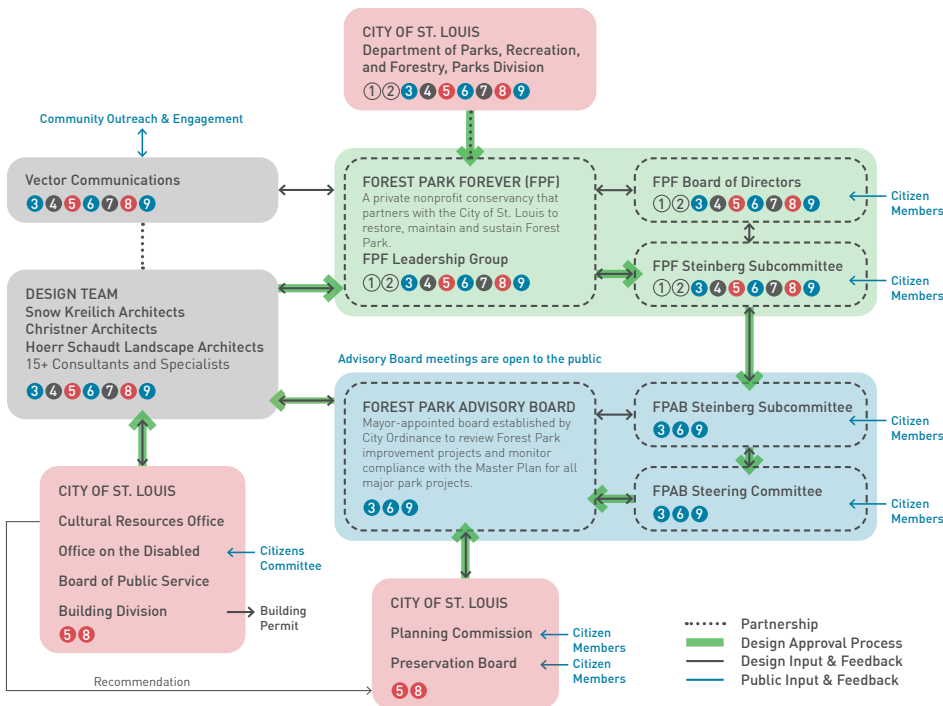
### US LAND PORT OF ENTRY (LPOE) | Warroad, MN

Te Warroad LPOE met both GSA's Design Excellence goals and Customs and Border Protection's requirements to secure national borders. The design is attentive to the safety and comfort of CBP officers providing a canopy that continuously covers their work area, while providing a warm welcoming portal to the USA. This is the first US LPOE to employ a ground source heat pump systems, reducing the government's purchase of energy by 50%.

## 2. How will your team garner input and build consensus in decision-making with the CLFLWD staff and board members?

We will approach your consensus-building through structured, transparent engagement that listens to all stakeholders and brings everyone's voice back in a concise and clear summary of options. Our process can include facilitated workshops, regular stakeholder meetings, and interactive decision-making tools such as digital polling, and over-the-shoulder plan reviews. For a project of this scale we would recommend facilitated workshops and plan reviews as the primary means of consensus building. We will tailor our communication to different stakeholder groups—ensuring technical staff, leadership, and board members each have a clear understanding of the implications of various options. By grounding conversations in shared goals and clearly outlining trade-offs, we help unify the team around informed decisions. Documentation of all engagements, including visual summaries and decision logs, ensures continuity and transparency throughout the project.

Our extensive experience with public agencies has honed our consensus-building skills. We recently completed the renovation of a ten-story headquarters facility for the Social Security Administration. This project required building consensus among 13 different departments that were to be unified through the renovation. Through workshops, visioning sessions, and goal setting, we successfully aligned the project's value sets, enabling consistent, informed decision-making throughout its duration. Similarly, for a renovation project of a federal courthouse and office building, we managed and built consensus among six different federal agencies—each with its own design guide.



### STEINBERG PAVILION + RINK AREA

Forest Park | St. Louis, MO

The existing Steinberg Pavilion and Rink is a beloved public institution. The current project will renovate and expand the mid-century modern building. The project reimagines the Steinberg area as a place for all-season fun that is equitably, environmentally, and economically sustainable and inspires a variety of structured and unstructured activities that are welcoming to all.

The client's commitment to equity and representation is apparent in every aspect of the design process, from research into the facility's cultural history to community engagement and market analysis. Feedback from the community was solicited before the project's inception and will continue during construction and beyond. The current design is the result of feedback from more than 4,000 people through stakeholder interviews, online surveys, social media outreach, and in-person and virtual open houses to gather community input.

### 3. What are the key decisions that need to be made by the owner group during pre-design? And how will your team guide the owner group through the decision-making process?

We begin every project by defining its goals—both pragmatic and aspirational. These goals are grounded in alignment with your organization’s mission and vision. Without clear agreement on these guiding principles, decision-making throughout the process can become challenging. As a team, we need to evaluate decisions based on their alignment with the project’s goals and principles.

Based on our current understanding of your project, some key goals to define include the following. If selected, we would work closely with your team to confirm these goals and establish a hierarchy to ensure alignment across the entire project team.

- **MISSION ALIGNMENT**

Establishing how the facility supports the District’s education, research, and community goals.

- **PROGRAM DEFINITION**

Clarifying space needs, adjacencies, and growth potential.

- **SUSTAINABILITY GOALS**

Defining environmental performance targets (e.g., LEED and SITES certification, WELL, all electric, net-zero, stormwater reuse).

- **BUDGET PRIORITIES**

Balancing ideal program outcomes with fiscal realities.

- **SITE SELECTION CRITERIA**

Outlining functional and environmental parameters for evaluating candidate sites.

- **COMMUNITY ENGAGEMENT**

Based on your report, this has not been a strong area of interest from the community.

To guide these decisions, we use a phased approach starting with a Discovery and Research phase that includes interviews, precedent studies, and a space needs assessment. From there, we employ visual frameworks (roadmaps, matrices, concept diagrams) to help your team understand implications and interdependencies.

**Our role is to facilitate clarity, ensure alignment with mission and operations, and build consensus at each milestone before progressing.**



#### **ALTMAYER FEDERAL BUILDING**

Woodlawn, MD

*The Altmeyer Federal Building has long stood as the heart of the Social Security Administration’s campus. Snow Kreilich designed a high-performance and cost-effective façade of unitized anodized aluminum curtainwall framing and low-e insulated glazing, with applied frit that factored in solar heat gain, maximized views for employees, and ensured every interior workspace benefited from daylight. This project required thoughtful leadership and consensus of 13 different agencies. Through listening and consensus building we were able to create a shared vision for the project.*

SNOW KREILICH ARCHITECTS



#### **RON DE LUGO FEDERAL COURTHOUSE**

St. Thomas, USVI

*The renovation of the Ron De Lugo Federal Courthouse addressed various security deficiencies to bring the 1977 building up to current courthouse design standards. The design includes re-envisioned circulation within the building as well as physical security upgrades throughout the building and site. The project included site planning and extensive interior renovation for multiple government agencies including security and life safety which successfully met the goals and requirements of the US Marshalls & the Judiciary.*



#### **GATEWAY22 | POHLAD COMPANIES**

Minneapolis, MN

*Pohlad Companies set out to design a consolidated office space to accommodate five distinct yet interrelated companies. Together these organizations occupy 70,900 square feet of leasable space on three floors of the new RBC Gateway Tower. The new office was designed with the client’s project vision in mind: “We will create a human experience within our space that is innovative, energetic, and dynamic where people want to work and that supports collaboration, communication, and future growth.”*

#### 4. A “living lakes laboratory” program/space with intended CLFLWD operations and mission synergies is being considered... How will your team assist the District in defining and ultimately committing to or passing on this component of the project?

Our team excels in program definition for mission-driven clients. We are excited by the definition of a “living lakes laboratory,” as this begins to set a vision and mission that can help articulate and guide the project throughout the design process.

As this is not yet fully agreed upon at this point, one of our first steps which ties into the second question, will be to focus on building consensus or not around this definition.

A few ways to get that process started include:

- **STAKEHOLDER VISIONING SESSIONS**

Co-developing goals and success metrics with CLFLWD staff, board, and potential partner profiles.

- **BENCHMARKING VISITS**

Exploring comparable facilities to evaluate best practices, operational models, and partnership structures.

- **PROGRAM DEVELOPMENT WORKSHOPS**

Translating goals into spatial and experiential concepts.

- **SCENARIO PLANNING**

Presenting options for scope, partnership models, and budget implications—ranging from full build-out to phased implementation or future-readiness strategies.

Through this process, we will help the district weigh feasibility, funding, long-term operations, and alignment with core mission. Our ultimate goal is to support an informed decision—whether to commit to, refine, or defer this component—based on clear data and strong stakeholder alignment.



#### **RIVER HUB AT GRACO PARK | Minneapolis, MN**

*Graco Park was designed as a place for people to enjoy and appreciate the Mississippi River, with opportunities for environmental education, art and technology programs, and events supporting the Northeast community.*

*The River Hub houses three distinct multi-purpose spaces: one, a large open space intended for flexible uses such as performances, fitness classes, community meetings and workshops; the second space serves as an expanded lobby with furnishing for informal gathering or independent work and includes an enclosed conference room; the third, a space designed to house MPRB's program to introduce teens to creativity and technology.*

#### **NORTH END COMMUNITY CENTER | St. Paul, MN**

*The new building features 25,000 square feet of recreation and fitness spaces, community meeting rooms, a community kitchen, a teen center with recording studio, and staff offices. A central open courtyard will connect the Center's recreation and community spaces while also providing an inviting entryway from both the park and street. Beyond its physical appearance, the facility will be a sustainable showcase for St. Paul. The Center will include a high-efficiency geothermal heating and cooling system, on-site underground storm water management, and a roof-mounted solar photovoltaic system. Sustainable materials, water use reduction, and a focus on occupant wellness have been integral components of the new North End Community Center's design.*

## KEY PERSONNEL



**YEARS OF EXPERIENCE: 26**

### EDUCATION

Bachelor of Architecture,  
College of Design Iowa State  
University of Science and  
Technology

## DAN VERCRUYSSSE, AIA, LEED AP

### PROJECT ROLE: PROJECT MANAGER & PROJECT ARCHITECT

For Dan, architecture's creative process combines the challenge of addressing important social issues, diverse perspectives, performative goals, and the human experience in ways that are tangible in our daily lives. Rising to this challenge requires the maintenance of foundational design concepts throughout the collaborative iterations required to make work that achieves its intended goals while discovering greater potential along the way. He appreciates how the pursuit of meaningful design solutions requires thinking and making at diverse scales, from project master plans down to the fine details that reinforce the larger design idea. This perspective paired with his over two decades of experience allows him to play a variety of roles across many project types.

### PROJECT EXPERIENCE

- Lakewood Welcome Center | Minneapolis, MN
- Minnesota Zoo Treetop Trail | Apple Valley, MN
- Saint Paul Public Schools Obama School Renovation & Addition | St. Paul, MN
- Chanhassen Fire Station | Chanhassen, MN
- Midway Contemporary Arts Renovation | Minneapolis, MN
- Phalen Regional Park Trailhead and Pavilion | Ramsey County, MN
- Grinnel Glove Factory | Grinnel, IA\*
- West Des Moines Fire Station #4 | Des Moines, IA\*
- Iowa State Stadium Depot | Ames, IA\*
- Urban Outfitters Corporate Office Campus | Philadelphia, PA\*
- University of Minnesota, Morris, Welcome Center | Morris, MN\*

*\*Projects completed at another firm.*



**YEARS OF EXPERIENCE: 30**

### EDUCATION

Master of Architecture,  
University of Minnesota  
Bachelor of Arts, Architecture,  
University of Minnesota

## MATTHEW KREILICH, FAIA, CID, LEED AP, NOMA

### PROJECT ROLE: DESIGN PRINCIPAL

Matthew Kreilich, FAIA, is a Design Principal at Snow Kreilich Architects in Minneapolis, Minnesota—a firm recognized with an American Institute of Architects (AIA) Architecture Firm Award. This accolade celebrates consistently producing distinguished architecture for at least a decade. Matthew spearheads the studio's operations and provides design leadership across a multitude of projects. At the core of the firm's collaborative ethos, he actively engages in both strategic planning and detail design resolution. His passion lies in the belief that in addition to solving the pragmatic needs of a client's program, design has the transformative power to enhance our everyday life experiences and create a more vivid connection to place.

### PROJECT EXPERIENCE

- Lakewood Welcome Center | Minneapolis, MN
- Graco Park | Minneapolis, MN
- North End Community Center | St. Paul, MN
- Minnesota Zoo Treetop Trail | Apple Valley, MN
- MnDOT Straight River Northbound Safety Rest Area | Owatonna, MN
- Saint Paul Public Schools Obama School Renovation & Addition | St. Paul, MN
- Midway Contemporary Arts Renovation | Minneapolis, MN
- Arthur J. Altmeyer Federal Office Building Modernization | Woodlawn, MD
- U.S. Land Port of Entry | Warroad, MN

## RELEVANT PROJECT EXPERIENCE



### RIVER HUB AT GRACO PARK

The River Hub at Graco Park is designed to acknowledge and celebrate the river and Hall's Island. The design reflects patterns of the river to inform spaces and landscape types. Five main features define the park: two broad tree-lined promenades, a river walk, a flexible green, and a building/plaza zone. The southern promenade leads from the corner of Sibley and Plymouth down to a boardwalk and boat rental shelter at the water's edge. At the river, a walk defines seating areas, habitat structures, high canopy forest, and plantings. The river walk terminates on the north portion of the site at a river gathering space and the Hall's Island promontory that feature panoramic views of the city skyline and Hall's Island. Leading east from the overlook, the regional trail defines the edge of the flexible green space. The building overlooks the flexible green and has two main gathering spaces surrounding it. On the north side is a performance green with seating and on the south side a plaza is defined with stormwater features, benches, a sculptural water feature, and shelter.

The River Hub houses three distinct multi-purpose spaces: one, a large open space intended for flexible uses such as performances, fitness classes, community meetings and workshops; the second space serves as an expanded lobby with furnishing for informal gathering or independent work and includes an enclosed conference room; the third, a space designed to house MPRB's program to introduce teens to creativity and technology. Between these spaces are several restrooms, both gender neutral and gender assigned, storage, and a front desk, which will be staffed during open hours.



#### PROJECT INFORMATION

Location: Minneapolis, MN  
Size: 5,800 gsf  
Cost: \$4.2 million  
Completed: 2025

#### REFERENCE

Michael Schroeder, Assistant  
Superintendent for Planning Services  
Mpls Park and Recreation Board  
[mschroeder@minneapolisparks.org](mailto:mschroeder@minneapolisparks.org)  
612-230-6467

#### RELEVANCY

- Public restrooms and community space within a new city park
- Robust public engagement
- Designed to meet NET Zero
- Trailhead to the Mississippi River
- Successful collaboration between Design Team and the Minneapolis Park Board's Technical Advisory Groups



## NORTH END COMMUNITY CENTER

St. Paul's North End neighborhood represents one of the fastest growing, most underserved, and most culturally diverse communities in the city. With such growth comes a pressing need for more community services, recreational amenities, and places for neighbors to gather and socialize.

Currently housed in leased space in North End's relatively compact Rice Recreation Center, a building ill-equipped to accommodate the Community Center's expansive program needs, the new facility will be a versatile and accessible asset for community members of all ages. It will likewise serve as a prototype for neighborhood-driven regenerative design. Sited across the street from the Rice Street Library, the Community Center will stand at the eastern edge of Fritz Klark Park, a well-worn recreation field that is slated for a major design overhaul including multi-use ball fields fitted with synthetic turf, a basketball court, playgrounds, and a vast tree canopy. Overall, it was critical for the site's revisioning to incorporate first-hand feedback from constituents, thus ensuring the diversity of community interests was met.

The new building will feature 25,000 square feet of recreation and fitness spaces, community meeting rooms, a community kitchen, a teen center with recording studio, and staff offices. A central open courtyard will connect the Center's recreation and community spaces while also providing an inviting entryway from both the park and street. Beyond its physical appearance, the facility will be a sustainable showcase for St. Paul. The Center will include a high-efficiency geothermal heating and cooling system, on-site underground storm water management, and a roof-mounted solar photovoltaic system. Sustainable materials, water use reduction, and a focus on occupant wellness have been integral components of the new North End Community Center's design.

### PROJECT INFORMATION

Location: St. Paul, Minnesota  
Size: 25,000 sf    Cost: \$22 million  
Completed: 2025

### REFERENCE

Chris Stark, St. Paul Parks and Rec  
[christopher.stark@stpaul.mn.us](mailto:christopher.stark@stpaul.mn.us)  
651-226-6419

### RELEVANCY

- SK supported public engagement process to bring community voices in
- Learning laboratories were an important part of the project, including a cooking lab
- Reduced carbon footprint achieved through a hybrid mass timber design solution
- Multi-stakeholder involvement required consensus building
- Integration into watershed district required integrated design considerations



## TREETOP TRAIL AT THE MINNESOTA ZOO

### FEASIBILITY PHASE

Snow Kreilich Architects was tasked to study the existing monorail structure at the Minnesota Zoo and to explore the feasibility of converting it into an educational pedestrian walkway and viewing platform. This study consisted of investigations into the structural capacity of the existing infrastructure, examination of constructability issues, costs, materials, access, and programming opportunities. Through this process, we developed a conceptual framework for the development of the monorail into the Treetop Trail. Particular attention was given to the areas where visitors will access the trail. These “touch-down” points are accessible and provide educational opportunities in alignment with the overall mission of the Zoo: To connect people, animals, and the natural world to save wildlife. This study ultimately resulted in the project getting additional funding to support the fundraising and concept design phase.

### FUNDRAISING AND CONCEPT DESIGN

Our design team developed a Master Plan and Concept Design to initiate a full capital campaign for the Treetop Trail. We continued to work with the Zoo on fundraising and capital campaign imagery including renderings, videos, animations and a complete master plan feasibility book focused on donors. We engaged multiple stakeholder groups internally and externally to the Zoo in order to develop a design that meets a diverse mix of needs. Our fundraising efforts included presenting and supporting the Zoo at group and individual fundraising events, as well as providing documentation and presentation of material to generate excitement and ultimately donations. These efforts supported the Zoo in receiving its largest to date single donation.



### PROJECT INFORMATION

Location: Apple Valley, MN  
Size: 1.25 mile loop  
Cost: \$25 million  
Completed: 2023

### REFERENCE

Thomas Root, PE  
MN Zoo Project Manager  
thomas.root@state.mn.us  
952-431-9231

### RELEVANCY

- This project required supporting documentation for MN State funding
- Supported fundraising efforts, from donor meetings to graphic representation
- A feasibility and assessment of existing infrastructure and facilities to determine viability of the project.
- Project achieved SITE certification
- Multiple stakeholders within the zoo required consensus building and design leadership throughout the process.



## MNDOT STRAIGHT RIVER SAFETY REST AREA

The open road can offer some eye-pleasing vistas but rarely any satisfying moments of respite. Situated seven miles south of the town of Owatonna, about an hour's drive south of the Twin Cities, stands a facility the likes of which are not typically known for their design vision. The Straight River Rest Area plays with the duality and contrast of large commercial and POV (privately owned vehicle) parking areas against the serene, wooded setting of southeastern Minnesota's Straight River Valley. In addition to its basic functions including restrooms and information displays, the rest area includes two free-standing pavilions for picnic areas, a playground, and meandering paths. The facility was designed for durability, low maintenance, and above all as a quiet and pleasing experience for motorists traveling on Northbound I-35.

The site offers unusually optimal conditions for a rest area, with its panoramas of agricultural fields and sloping hillsides looking onto a heavily wooded ravine. The project quietly embraces the site, inviting visitors to immerse themselves and experience a genuine sense of place. Hugging the existing wooded edge, the rest area's new landscaping comprises native meadow plantings, short- and tall-grass prairies, and low-maintenance recreational areas of fescue grass. New walking paths connect from the parking lot to existing trails, which wind their way deeper into the woods.

As one approaches the facility's main entrance, visitors are greeted by a striking façade of canted stainless-steel panels and darkened masonry. Once inside, visitors are immediately drawn towards the expansive back terrace, which looks down onto a walking trail and the wooded ravine just beyond it.



### PROJECT INFORMATION

Location: Owatonna, MN  
Size: 6,290 sf      Cost: \$5 million  
Completed: 2017

### REFERENCE

David Schilling, MnDOT Project Manager  
651-366-3583  
david.schilling@state.mn.us

### RELEVANCY

- Integrated site and building design
- Robust design detailing and coordination with facility team to support MnDOT's operational and maintenance requirements
- In addition to supporting operational requirements of a rest area the project also highlights the powerful river valley site and becomes a "learning laboratory" of the Straight River Valley's flora and fauna
- We provided multiple site selection options in the early design stages to support the client's decision-making process

## FEE & EXPENSES BY PHASE + HOURLY RATES

### PHASE 1 – PROGRAMMING

Review past work = 4 hours  
3 hour meeting = 6 hours (2 FTE meeting and prep time)  
3 virtual meetings = 6 hours (2 FTE meeting and prep time)  
Building program/test fit/schedule = 32 hours

SUBTOTAL PHASE 1 = 48 hrs / **\$12,000**

### PHASE 2 – SITE SELECTION

Create pro & con worksheet for site selection = 8 hours  
Site selection and visits + 1 meeting for review (assume 3 sites) = 16 hours

SUBTOTAL PHASE 2 = 24 hrs / **\$6,000**

### PHASE 3 – RENDERING

Design work = 40 hours  
Rendering = \$4000

SUBTOTAL PHASE 3 = 40 hrs / \$10,000 + \$4,000 = **\$14,000**

### PHASE 4 – PRESENTATION AND FINAL DRAFT REPORT

Presentation prep = 20 hours  
Presentation = 2 hrs (2 FTE)

SUBTOTAL PHASE 4 = 24 hours / **\$6,000**

### TOTAL PROPOSED FEE

**PHASE 1 - 4 TOTAL PROPOSED FEE = \$38,000**

### HOURLY RATE

For this project we have created a simple team blended rate of \$250/hour.