



**AGENDA FOR  
REGULAR CITY COUNCIL MEETING  
TUESDAY, APRIL 16, 2024 – 5:00 P.M.**

1. **Pledge of Allegiance**
2. **Call to Order**
  - Roll Call and Establishment of Quorum
3. **Approval of Agenda**
  - Council Changes
  - Staff Changes
4. **Approval of Minutes**
  - A. April 2, 2024
5. **Audience Participation** (10-minute time limit for items not on the agenda)
6. **Consent Agenda**
  - A. Approve City Assistance with Celebrate Redwood Falls – NightFalls Event
  - B. Approve Fire Hall Door Replacement Quote
  - C. Approve Parade Permit for the Dakota Wicohan MMIR Awareness March
7. **Scheduled Public Hearings**
8. **Old Business**
9. **Regular Agenda**
  - A. Professional Services Proposal for MN State Bonding Application
  - B. Wastewater Treatment Facility Improvement Project Bid Award (Resolution #24)
  - C. Engineering Agreement for Wastewater Treatment Facility Improvement Project (Resolution #25)
  - D. Updates to Unified Development Ordinance Relating to Accessory Buildings, Swimming Pools, and Solar Energy Systems (Ordinance #90)
  - E. Ramsey Park Bathroom Improvement Quotes
  - F. Crosswalk Improvement Request – Industrial Drive
  - G. Establish City Council Work Session Agenda
  - H. State of MN Workforce Housing Development Program Grant Application for the Reflection Cove housing Development Project (Resolution #26)
10. **Other Items and Communications**
  - A. Council Items
  - B. Staff Items
11. **Paid Bills and Claims – For Informational Purposes**
  - A. City of Redwood Falls Accounts Payable Summary
12. **Adjournment**

**MINUTES  
REGULAR COUNCIL MEETING  
CITY OF REDWOOD FALLS, MINNESOTA  
TUESDAY, APRIL 2, 2024**

Pursuant to due call and notice thereof, a regular meeting of the Redwood Falls City Council was called to order in the Municipal Chambers on Tuesday, April 2, 2024, at 5:00 p.m.

Roll call indicated Mayor Tom Quackenbush and Council Members Matt Smith, Denise Kerkhoff, Larry Arentson, and John T. Buckley were present, constituting a quorum. Council Member Jim Sandgren was absent.

Also present were City Administrator Keith Muetzel, Finance Director Kari Klages, Public Works Project Coordinator Jim Doering, and Deputy City Clerk Caitlin Kodet. City Attorney Trenton Dammann was absent.

A motion was made by Council Member Smith and seconded by Council Member Buckley to approve the agenda. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Arentson to approve the March 19, 2024, minutes as presented. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to approve the following items on the Consent Agenda:

1. Block Party/Street Closure Request – The Circle of Healing
2. 2024 On-Sale Intoxicating and Sunday Liquor License Application – Redwood County Agricultural Society
3. Quote for Airport Fuel Station Replacement
4. 2023 Fixed Asset Disposal List
5. Declare Street/Police Equipment as Surplus Property and Authorize Sale

Motion passed by unanimous vote.

Mayor Quackenbush opened a public hearing at 5:02 p.m. to discuss delinquent utility accounts and unpaid surcharges.

Finance Director Klages introduced Resolution No. 18 of 2024 – Resolution Adopting Assessments for Delinquent Accounts and Resolution No. 19 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges.

Amy Kerkhoff, AR/Customer Service Coordinator was present.

Ms. Klages stated the proposed Resolutions are to adopt assessments for delinquent utility accounts and I & I surcharges that are more than 30 days past due. Similar resolutions are brought to the City Council on a quarterly basis in order to improve the time between the delinquent billing and the ability to disclose the information to new property owners. The delinquent account resolutions will be presented each year at the first meeting in January, April, July, and October.

Ms. Klages further explained the delinquent process. Delinquent letters are first mailed to the utility account holders. Delinquent letters are then mailed to the property owners if not collected from the account holders. Electricity consumed by a tenant is not assessable to the property. Any unpaid balance is then brought to Council to be approved by resolution. Any pending assessments passed by resolution and still outstanding as of November 1st will be charged a \$50.00 fee and are then transferred to Redwood County to be assessed on the tax rolls.

Ms. Kerkhoff stated the two unpaid I & I surcharges that are being assessed are for one vacant home and one occupied home.

No one was present to voice any concerns.

Mayor Quackenbush closed the public hearing at 5:04 p.m.

A motion was made by Council Member Smith and seconded by Council Member Arentson to waive the reading of Resolution No. 18 of 2024 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to approve Resolution No. 18 of 2024 – Resolution Adopting Assessments for Delinquent Accounts. Motion passed by unanimous vote.

A motion was made by Council Member Buckley and seconded by Council Member Smith to waive the reading of Resolution No. 19 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Kerkhoff to approve Resolution No. 19 of 2024 – Resolution Adopting Assessments for Unpaid Surcharges. Motion passed by unanimous vote.

Library Director Connie Lechner was present to introduce Resolution No. 20 of 2024 – Resolution Accepting Donations to the City.

Mayor Quackenbush declared a conflict of interest due to his employer, Daktronics. Mayor Quackenbush left the Council Chambers and abstained from discussion.

Council President John T. Buckley presided over Resolution No. 20 of 2024.

Ms. Lechner stated Resolution No. 20 of 2024 is to accept a donation of a digital sign from Daktronics and a donation from the Redwood Area Library Foundation to install the sign. Tom Quackenbush reviewed the location and space designated for placement of the sign on library property. The digital sign value is \$21,000. The Redwood Area Library Foundation has agreed to donate \$10,681 as quoted by Quicksigns of Willmar to pay for the installation of the base and surround for the sign. Placement of the two-sided sign would be in the same space where the current sign is located but would face north/south on Lincoln Street. There is currently an electrical line in the expected location for a light. Staff is requesting approval to accept the financial donation from Daktronics and the Redwood Area Library Foundation to fund the placement of a digital sign at the library.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 20 of 2024 – Resolution Accepting Donations to the City. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 20 of 2024 – Resolution Accepting Donations to the City. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 21 of 2024 – Authorization to Execute Award of Contract for the 2024 Seal Coat Improvements.

Mr. Doering stated in response to the Advertisement for Bids, the City received four proposals for construction of the 2024 Seal Coat Improvements. The proposals were opened and publicly read at 10:00 a.m. on March 28, 2024. The low responsible bidder was Pearson Brothers Inc. of Hanover, MN for the 2024 Seal Coat Improvements per bid unit prices for CRS2P bituminous oil, FA-2, Class A Aggregate, and flexible chip seal markers. The resulting base bid was \$277,434.00. The project scope is the same area from 2019 which is the area predominantly east of DeKalb Street and CSAH 101, including North Redwood. In addition, the scope also includes trails and parking lots that were removed last year due to budgetary constraints.

Mr. Doering stated the 2024 Seal Coat Improvement Project has a budget of \$375,000.00 for streets, alley ways and parking lots. Due to the continued rising costs of oil and aggregate, the task order includes splitting the previous area into a base bid and alternates to selectively award items and remain within budget. The engineers' estimate for the base bid and alternates is estimated at \$307,094.00. Staff recommends the award.

A motion was made by Council Member Buckley and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 21 of 2024 – Authorization to Execute Award of Contract for the 2024 Seal Coat Improvements. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 21 of 2024 – Authorization to Execute Award of Contract for the 2024 Seal Coat Improvements. Motion passed by unanimous vote.

Public Works Project Coordinator Jim Doering introduced Resolution No. 22 of 2024 – Authorization to Execute Task Order No. 2024-2 for 2024 Memorial Athletic Complex Bathroom Project.

Mr. Doering stated Resolution No. 22 authorizes Task Order No. 2024-2 with Bolton and Menk, Inc. to provide the entire scope of services for the 2024 Memorial Athletic Complex Bathroom Project. The project scope includes professional services for design and acquiring contractors for new bathrooms adjacent to the concession building at the Memorial Athletic Complex. Completion of the project scope is anticipated to facilitate construction during the 2024 season.

A motion was made by Council Member Kerkhoff and seconded by Council Member Buckley to waive the reading of Resolution No. 22 of 2024 – Authorization to Execute Task Order No. 2024-2 for 2024 Memorial Athletic Complex Bathroom Project. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Smith to approve Resolution No. 22 of 2024 – Authorization to Execute Task Order No. 2024-2 for 2024 Memorial Athletic Complex Bathroom Project. Motion passed by unanimous vote.

Police Chief Jason Cotner was present to introduce Resolution No. 23 of 2024 – Resolution Accepting a Donation to the City.

Chief Cotner stated on March 28, 2024, a long-time resident of the Redwood Falls community, who wished to remain anonymous, met with Police Chief Jason Cotner to make a \$1,000.00 donation to the Redwood Falls Police Department. The donation was given because of the tragic events in Burnsville, Minnesota, and the citizen felt compelled to express support and gratitude for the Redwood Falls Police Department officers and staff. The donation was given without stipulations on how the department could spend the funds. Department Staff have decided to use the funds to purchase an AED for the new squad car arriving later this year.

A motion was made by Council Member Smith and seconded by Council Member Kerkhoff to waive the reading of Resolution No. 23 of 2024 – Resolution Accepting Donations to the City. Motion passed by unanimous vote.

A motion was made by Council Member Arentson and seconded by Council Member Buckley to approve Resolution No. 23 of 2024 – Resolution Accepting Donations to the City. Motion passed by unanimous vote.

Public Works Project Coordinator Doering stated on April 1, the City received notice of approval for a \$1,371,200 grant from the Local Road Improvement Fund to install right-hand turn lanes at Reflections Prairie and Reflections Ridge on CSAH 24. Redwood County is requiring the installation of the right-hand turn lanes into the developments. The project will be scheduled to take place in 2025.

Public Works Project Coordinator Doering stated bids for the Wastewater Treatment Facility were opened on March 28, 2024 at 2:00 p.m. The bids received were favorable and will be presented to Council for approval at the next meeting on April 16, 2024.

City Administrator Muetzel stated the Post Office boxes will no longer be located in the alley south of the Post Office after April 12, 2024. The alley can't handle the amount of commercial traffic that the mailboxes have created. One mailbox has been moved to the The Market at 1111 E. Bridge St. and the other box will be removed from alley. Residents can continue to bring mail into the building or use the box located near the front entrance of the Post Office.

Public Works Project Coordinator Doering stated the new fishing pier at Lake Redwood will be installed prior to fishing opener on May 11, 2024, but there is not a definitive date set yet.

Public Works Project Coordinator Doering stated crews will resume construction on the 4<sup>th</sup> Street Reconstruction project beginning on Monday, April 8 and plan to be done by the end of June.

Bills and Claims were presented to the Council for informational purposes. No questions, comments or concerns were raised.

There being no further business, a motion was made by Council Member Smith and seconded by Council Member Arentson to adjourn the meeting at 5:34 p.m. Motion passed by unanimous vote.

ATTEST:

---

Keith Muetzel  
City Administrator

---

Tom Quackenbush  
Mayor



Ross Nachreiner  
 Redwood Falls Parks & Rec Director  
 Phone: 507-616-7444  
 Fax: 507-644-2199  
 rnachreiner@ci.redwood-falls.mn.us

**Council Meeting:** Tuesday, April 16<sup>th</sup>, 2024

**Agenda Item:** Celebrate Redwood Falls – NightFalls Event

**Date:** Tuesday, April 9<sup>th</sup>, 2024

**Summary/Overview:**

The Celebrate Redwood Falls Committee will be hosting the annual NightFalls Event on Thursday, May 2<sup>nd</sup> thru Saturday, May 4<sup>th</sup> in Ramsey Park.

City of Redwood Falls staff have met and will continue to meet with the Celebrate Redwood Falls Committee as they plan for these community events.


Staff is recommending to the City Council the below assistance, waiving of rental fees, as well as allowing only one way traffic entering Ramsey Park from the west for The Celebrate Redwood Falls-NightFalls event.

**NightFalls Event: May 2<sup>nd</sup> -May 4<sup>th</sup>, 2024**

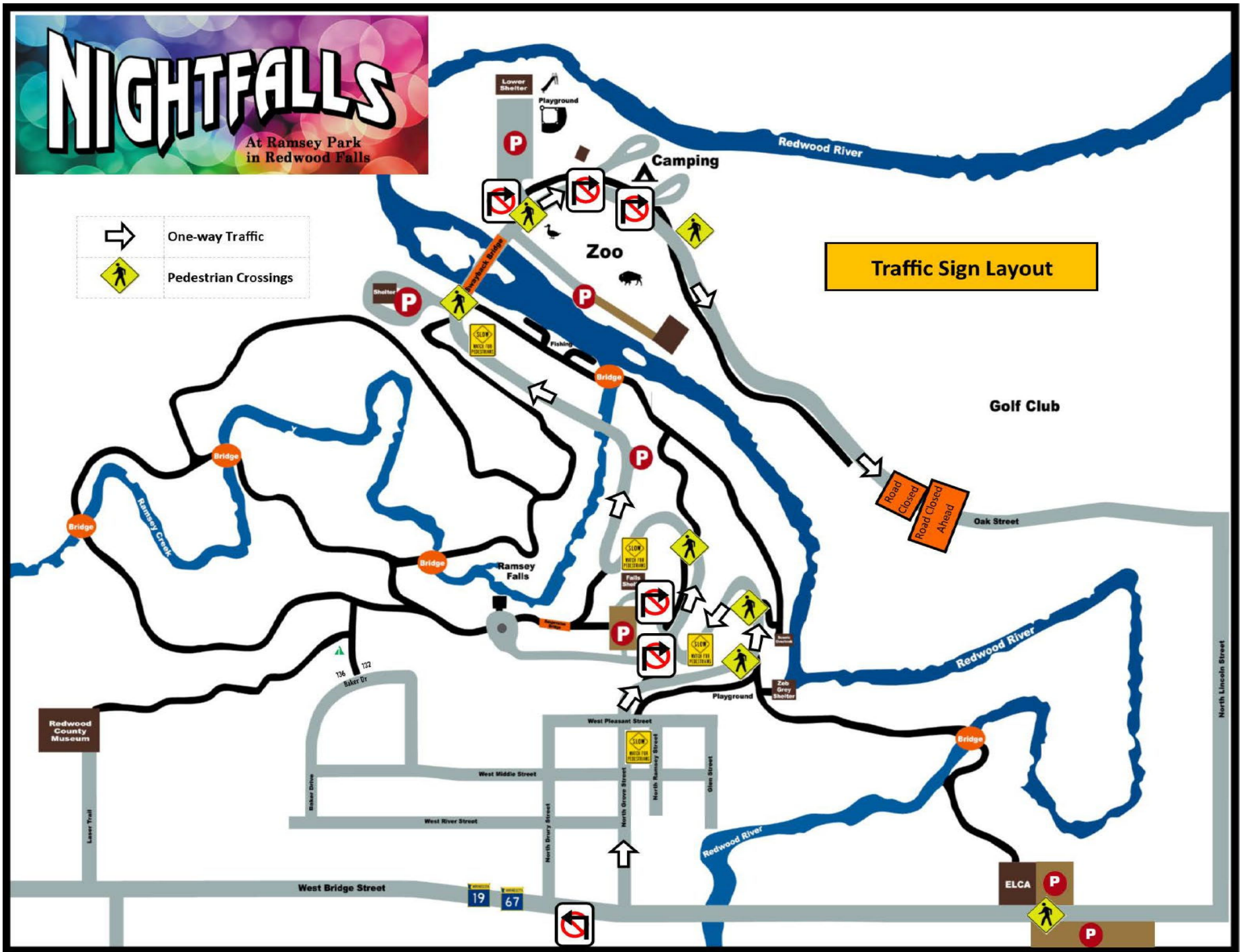
- Setup scheduled for April 20-May 1. Teardown is scheduled for May 5-May 9.
- Use of the Falls & Zeb Gray Shelter (use would include decorating with lights but open for daytime use/reservations)
- Event attendees will have the option to walk the trails or drive through the park to see the light displays. Walking in the park will be encouraged as many of the trails will be lit. One way traffic would enter Grove St. and exit Oak St. The entrance and exit will be staffed by Celebrate Redwood Falls volunteers. They will also have volunteers at all parking entrances/exits to ensure traffic goes the correct direction. See attached map.
- Volunteers will be at all pedestrian crossings within the park to halt traffic for walkers. See attached map.
- Closure of the park road from one direction Grove Street through to the Swayback Bridge from 7:30 p.m. until 11:00 p.m. for all 3 evenings.
- Use of various City equipment such as barricades & cones etc.
- Event Time: 8:30 p.m. – 11:00 p.m. (park closes at 11:00 p.m.)
- Request Redwood Falls Police Department assistance throughout the event. Minimum one officer within Ramsey Park during the event.
- “NEW” Similar to past years vehicle parking will take place at the M & L Parking lot – the Celebrate Redwood Falls Committee has contracted a state patrol person to monitor pedestrian crossing on highway 19/71 near the Synod and M & L crossing.
- “NEW” Those that wish to drive through the park will exit Highway 19 from the east only onto Grove St. Traffic will then turn west onto River St., a right onto Baker Dr. and then a right onto Middle St. to get back to Grove St. to enter the park. Traffic will be staged on residential roads prior to entering the park. See map. This will mitigate traffic that was previously staged on Hwy 19/71.
- Food trucks located near the zoo – City will assist with garbage receptacles.
- All walking trails will be lit in 2024!!!

# NIGHTFALLS

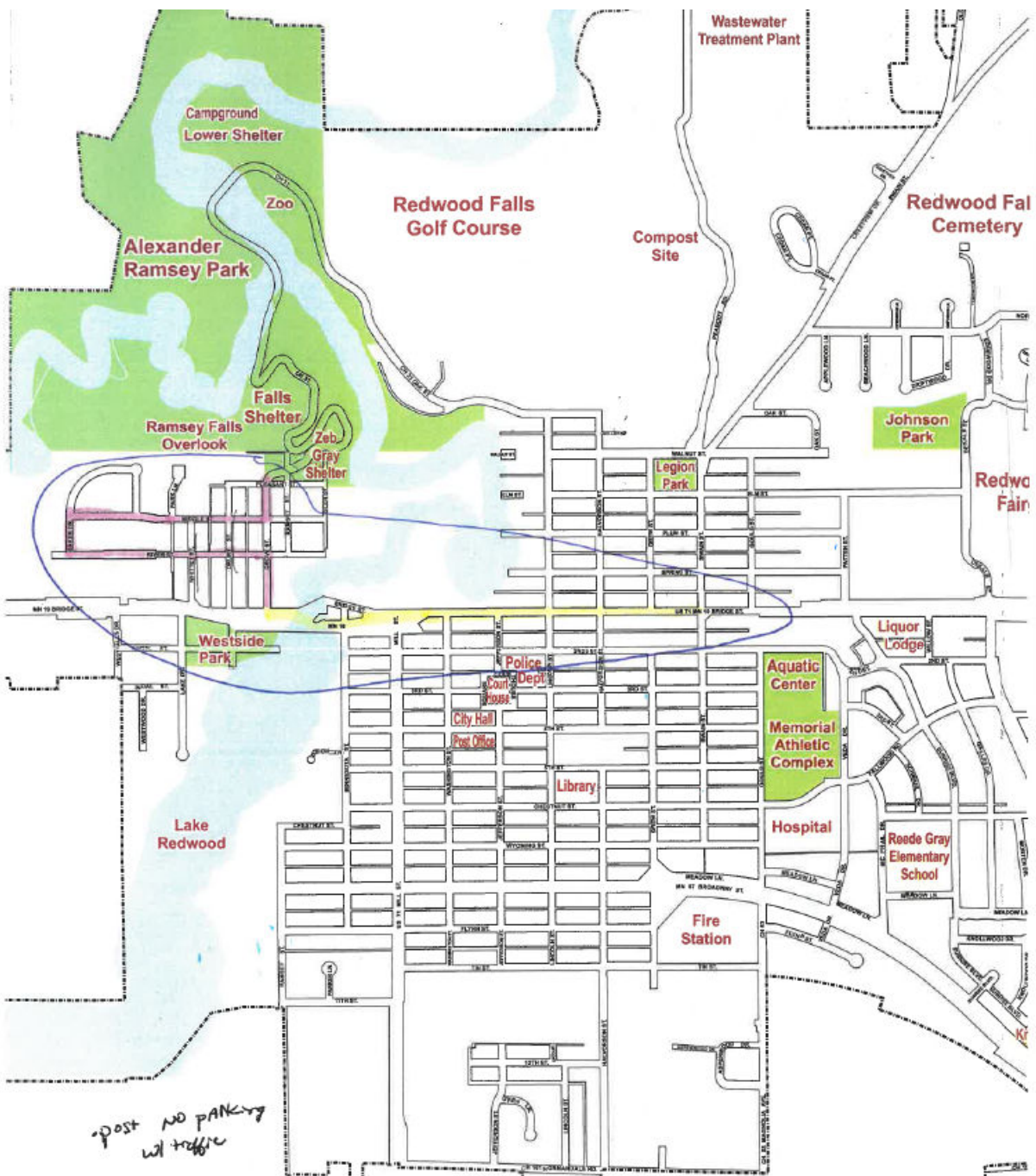
At Ramsey Park in Redwood Falls

	One-way Traffic
	Pedestrian Crossings

## Traffic Sign Layout











Keith Muetzel  
City Administrator  
Phone: 507-616-7400  
Fax: 507-637-2417  
kmuettel@ci.redwood-falls.mn.us

---

**Meeting Date: April 16, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Approve Fire Hall Door Replacement

**Recommendation/Action Requested:** Approve the fire hall door replacement quote from Z Door Men in the amount of \$26,120.00.

**Summary/Overview:**

The 2024 operating budget includes \$25,000 to replace the fire hall overhead doors. Staff obtained two quotes and recommends accepting the quote from Z Door Men in the amount of \$26,120.00.

**Attachments:** Z Door Men Quote - \$26,120.00  
Overhead Door Company of Mankato - \$41,420.00



P.O. Box 71 Lucan, MN 56255

Tom Zeug ~ Matt Zeug

507-829-7500

507-828-2591

## PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO <b>Redwood Falls Fire Department</b>		PHONE	DATE <b>3-29-2024</b>
STREET <b>900 S Gould St.</b>		JOB NAME	
CITY, STATE AND ZIP CODE <b>Redwood Falls, MN 56283</b>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

5- 12'2" X 12' Midland 2" insulated doors, white with 2" continues angle track.  
R=18, W1 windcode, weatherseal, two 24"x12" windows \$20,885.00

1-12'2" X 12'9 Midland 2" insulated door, white with 2" continues angle track.  
R=18, W1 windcode, weatherseal, two 24" x 12" window \$4785.00

cut two 24" x 12" window in existing door \$450.00

Lead time 5 weeks

All prices include instillation  
Removal and disposal of old doors included  
One year service check included

**We Propose** heroby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

Total due within 30 days of completion \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature

Note: This proposal may be  
withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

# Overhead Door Company of Mankato



PO Box 3023  
Mankato, MN 56002  
www.overheaddoormankato.com

Contact: Sam Watts  
Phone: +1507.625.2539  
Email: sam@overheaddoormankato.com

*This proposal is valid till Wednesday, April 24, 2024*

Quote: SQFU001182-1 | Created: 3/25/2024 9:33 AM

**Job:**

Redwood Falls Fire Dept

**Prepared For:**

Commercial

Item	Qty
1 596.CS 596, 12' 2" x 12' 1", White	6
DOOR:	596, 12' 2" x 12' 1", Flush Panel, White, 6 Sect, 3 Pnl, 14.5/-16.4 411161, 26'2x16'1 , SES, Std Btm Seal, Dual Flap
WEATHERSTRIP:	Sides Only, Side: Saverstrip, Gray, Gray
LITES:	Third Section Only, 25" x 12" Clear Acrylic, EVEN Spacing, Window Qty: 2, Full Row
STRUTS:	Standard, S1: HS2 x 1, S2: HS2 x 1, S3: HS2 x 1, S4: HS2 x 1, S5: HS2 x 1, S6: HS2 x 1
LOCK:	ISL, 1
TRK/HDW:	2", 15"R, Angle In, Steel, 0.055 V.Trk, 0.067 H.Trk, 1.375" x 2.375" x .099" H.Ang, 156.125 FTSC
SPRING:	Torsion, Qty: 2, Front, 25K, Tubular, 3-3/4" x 0.313 x 48, 12.52 Turns, D400-144, 1/8" x 164", Bal Wt: 509.49
OPERATION:	Trolley, Single Plate, Heavy Duty
Last Changed:	3/25/2024 9:36 AM CST

Total (USD): \$41,420.00

## **AGENDA RECOMMENDATION**

**Meeting Date:** April 16, 2024

**Agenda Item:** Parade Permit for the Dakota Wicohan MMIR Awareness March

**Recommendation/Action Requested:**

Priscilla Gruendemann with Dakota Wicohan completed the necessary application process and submitted an approved route. The MMIR Awareness March will take place on Sunday, May 5, 2024 at 12:00 p.m. The March will begin at 1881 E. Bridge St. (Clements Lumber) and end at the M&L Parking lot. Traffic will not be detoured. Staff recommends approval.

**Attachment:** Application and Route





Deputy City Clerk's Office  
 333 S. Washington Street, PO Box 526  
 Redwood Falls, MN 56283  
 507-616-7400  
 Email: ckodet@ci.redwood-falls.mn.us

### Application for Parade Permit

Parade Permit = \$25/event

#### APPLICANT INFORMATION:

Name: Priscilla Gruendemann  
 Address: 39243 res Hwy. 1  
 City, State, Zip: Morton mn 56270  
 Telephone: 507 430-6696. Email: priscilladee@dakotawichan.com

#### BUSINESS/SPONSORING ORGANIZATION:

Business/Sponsor Name: Dakota Wichan  
 Address: 230 west 2nd street  
 City State, Zip: Morton mn 56270  
 Mailing Address (if different from above): PO Box 2  
 Phone: 507 697-6272

Alternate Number:

#### PARADE CHAIR PERSON:

Name: Priscilla Gruendemann.  
 Address: 230 west 2nd St.  
 City, State, Zip: Morton mn 56270  
 Telephone: 507 430 6696 Email: priscilladee@dakotawichan.com.

#### PARADE INFORMATION:

Event: MMIR Awareness march.  
 Date and Hours of Event: 05.05.24 12:00  
 Route to be Traveled (attach map of route):  
 Starting at Clements Lumber deadend, ending. Sammers Market parking lot.  
 Length of the Parade: 2.09 miles  
 General Composition of Units:  
 Location of Assembly Area: Clements Lumber dead end near airport

**The City of Redwood Falls reserves the right to request additional information to assist in the evaluation of this application. The City Council shall have at least 14 days from and after receipt of the complete application for review prior to granting or denying issuance of a license.**

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Redwood Falls, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

First

Middle

Last

FOR CITY USE ONLY:	
<input type="checkbox"/> Completed Application and Permit Fee received	<input type="checkbox"/> Route Map Attached to Application
<input type="checkbox"/> Route approved by Police Chief	<input type="checkbox"/> City Council approved Application
<input type="checkbox"/> Permit mailed to Applicant	<input type="checkbox"/> Copy of Permit to Police Department
<input type="checkbox"/> Application, Supporting Documents and Permit scanned to Business License; BL Binder Index updated	





## MMIR Prayer and Honor walk



Map data ©2023

1000 ft

Measure distance

Total distance: 2.47 mi (3.97 km)

1. Start at dead end near Clements Lumber.
2. Take frontage road to Swain, cross Hwy 19.
3. Take sidewalk to Lincoln St., take left ← on Lincoln.
4. Take Lincoln to E. 3<sup>rd</sup> St., take right → on E. 3<sup>rd</sup> St.
5. Circle Redwood Courthouse, exiting on S. Jefferson St.
6. Take S. Jefferson to Hwy 19, take left, ← ending in Farmer's Market parking lot.

## AGENDA RECOMMENDATION

**Meeting Date:** April 16, 2024

**Agenda Item:** Approval of up to \$5,200 from the Capital Project Fund for State Bonding Application by Engan Associates

**Recommendation/Action Requested:** The Redwood Falls Public Library requests approval for Engan Associates to be the lead and complete the Minnesota State Bonding Bill Application.

**Summary/Overview:** The application for the 2023 Minnesota State Capital Library Construction Bonding Bill is available and due by May 17, 2024. There is \$4,000,000 available for library construction projects throughout the state. Dean Reiman and Denise Kerkhoff have reviewed the application. It is 24 pages of data requests, and it is very complex. In addition, it requires a signature from the architect to confirm the details. Some of the information could be supplied by our grant assistants and staff, but it would be very time-consuming. Accuracy of this application is best completed by Engan Associates. Engan has shared that the data collection will take as much as 40 hours to complete. As attached, Engan has agreed to complete this for the bonding bill application at a cost not to exceed \$5,200. Of the \$4,000,000 allocated we can request up to \$1,000,000, which will be the amount of our request.

Staff are requesting up to \$5,200 from the Capital Project Fund to cover the expense of this application process.



## PROPOSAL FOR DESIGNATED SERVICES

Prepared on April 9, 2024 for:

Redwood Falls Public Library  
Connie Lechner, Director  
509 S. Lincoln St.  
Redwood Falls, MN 56283

### RE: Redwood Falls Public Library- Redwood Falls, MN (855.01)

Engan Associates presents the following proposal to provide designated services for the project as described below.

#### SCOPE OF SERVICES

We will provide leadership in collecting and compiling the required data for MN State bonding application. The template to guide this process is available on the MN Department of Administration Website. It is called the "Predesign Document Capital Budget Projects"

#### FEES

Engan will prepare this information on an hourly basis not to exceed \$5,200.00.

All prices are valid for 90 days, after that time they may need to be re-evaluated.

#### IN CLOSING

For any questions regarding this Proposal for Designated Services for Redwood Falls Public Library, please contact Dawn Engstrom at 320-214-7146 or by email at [dawn.engstrom@engan.com](mailto:dawn.engstrom@engan.com). Thank you for your time and attention to this proposal, we look forward to working with you to achieve a successful outcome for your project.

**TEMPLATE**  
**For Preparing the PREDESIGN DOCUMENT**  
**Capital Budget Projects**

# **TITLE & GRAPHIC PAGE**

Enter the title of the project and a graphic (sketch, logo, photo)

Submit the predesign document under a signed cover letter from the State Agency receiving the project or the local government entity that receives the appropriation. See the last page of this template for a sample letter.

NOVEMBER 2015 [enter current date of completion of document]

## CERTIFICATION SIGNATURES

When the final predesign document is submitted to the Commissioner of Administration, the signature of the licensed architect / engineer should accompany the document.

I hereby certify that this report was prepared by me or under my direct supervision and that  
I am a duly registered \_\_\_\_\_ARCHITECT or ENGINEER (select one)\_\_\_\_\_ under  
the laws of the state of Minnesota

\_\_\_\_\_  
Date: \_\_\_\_\_ Registration Number \_\_\_\_\_

## TABLE OF CONTENTS

CERTIFICATION SIGNATURES .....	1
TABLE OF CONTENTS.....	2
INTRODUCTION .....	3
SECTION 1 PREDESIGN SUMMARY.....	4
SECTION 2 BASIS FOR NEED – PROJECT BACKGROUND NARRATIVE.....	7
SECTION 3 AGENCY/ORGANIZATION PLANNING .....	10
SECTION 4 PROJECT DESCRIPTION.....	11
4.A ARCHITECTURAL/ENGINEERING (A/E) PROGRAM .....	11
4.B PRECEDENT STUDIES .....	11
4.C TECHNOLOGY PLAN AND TELECOMMUTING PLAN.....	11
4.D SUSTAINABILITY, ENERGY CONSERVATION, AND CARBON EMISSIONS.....	12
4.E OPERATIONS AND MAINTENANCE REQUIREMENTS.....	14
4.F STATUTE REQUIREMENTS.....	14
4.G SPECIALTY REQUIREMENTS .....	14
4.H PROJECT PROCUREMENT AND DELIVERY.....	16
4.I PROJECT DESIGN SERVICES AND ADDITIONAL OWNER COSTS.....	16
4.J QUALITY CONTROL PLAN.....	16
SECTION 5 SITE ANALYSIS AND SELECTION.....	21
SECTION 6 FINANCIAL INFORMATION .....	24
SECTION 7 SCHEDULE INFORMATION.....	32
PREDESIGN CHECKLIST.....	33
SAMPLE PREDESIGN SUBMITTAL COVER LETTER .....	44



# INTRODUCTION

This template is an outline for the project proposer to use in preparing the final predesign document and it follows the format of the “*Predesign Manual for Capital Budget Projects*” The project preparer should consult with the Manual for more specific information on the requirements.

Focus on describing the project accurately; do not include any “wish list” information; include only the facts about what is to be designed and built. Avoid including meeting minutes or other information that does not add clarity or detail to the scope, cost information, and schedule of the project being proposed. If you wish to include long narratives on how the project came about; include them in the “Project Background Narrative” section.

The final predesign document will be the document used to convey instructions to the future design team. State Agencies will use the predesign document costs to seek legislative funding, advertising for design services, negotiating a design contract, and it will serve as the instructions to a future architect and engineer(s) to design and prepare construction documents.

Questions regarding this document may be directed to Mr. Eric Radel at the Department of Administration at 651-201-2380; email: [eric.radel@state.mn.us](mailto:eric.radel@state.mn.us)

**[ Delete The above from your final submittal document- it is for informational purposes only ]**

**Enter this in your introduction :**

**This predesign document has been prepared for the following purposes :**

- Identifying all project needs and costs to serve as the basis for funding requests.
- To be the source for future decision making during the development of the project by serving as the road map for future development.
- Provide agency management with the information they need so as to effectively communicate project details to legislators and stakeholders.
- Communicate essential project objectives with factual data before the actual design process commences or other decisions are made.
- Explore alternatives that had not been previously considered.
- Identify potential cost savings.
- Identify and minimize of risks associated with the project.
- Analysis of the best construction delivery method.
- Analysis of funding alternatives best suited for the project.
- Provide a basis for a Request For Proposal (RFP) for design services and in negotiating the future design contract.
- Provides instructions to the future architectural and engineering design firms and provide them the foundation on which to base their design.

## SECTION 1 Predesign Summary

Enter specific information on the project that is to be built; if there are multiple phases repeat information and the costs for each phase. Below is an example of required information. [delete these sentences in your final document]

### SECTION 1.A Project (Executive) Summary Statement

**PROJECT TITLE:** MARINE EDUCATION CENTER **Location:** MN Zoo-Apple Valley

**SCOPE** [Enter a narrative of the scope of the work- do not include non-essential information that does not describe what the scope consists of [delete this sentence in your final document]

This project is to support the mission of the Zoo to "strengthen the bond between people and the living earth," according to the Zoo's mission statement.

The improved facility will include a new building that will contain a new pool for six dolphins along with isolation and neonatal pools, two regular and three wet classrooms, an indoor dolphin theater with a 1,500 person seating capacity, eight shark exhibits, and a reception area for 300 people with adjacent catering kitchen for revenue generating events.

**COSTS** [Enter the costs [delete this sentence in your final document]

New space (new construction):

46,000 gsf Estimated construction Cost: \$15.00 million

Remodeled space:

4,200-5,700 gsf Estimated construction cost: \$2.500 million

Total Estimated construction cost: \$17.500 million

Estimated Total Project Cost: \$20.50 million (all costs associated with the project)

**FUNDING SOURCE(S)** [Enter the funding sources ] [delete this sentence in your final document]

State Funding Request: \$9.00 million

Sources for Remainder of Funding:

Friends of the Zoo: \$1.500 million

Federal Grant: \$10.00 million

**OPERATING COSTS** [Enter operating costs] [delete this sentence in your final document]

An anticipated \$847,000 in increased operating expenses will be funded by the Zoo's Special Revenue Fund upon project completion in FY 2024.

**SCHEDULE** [Enter milestone schedule dates ] [delete this sentence in your final document]

Funding: Estimated July 2020

Site Acquisition: July 2020 to January 2021 (7 months)

Design: January 2021 to November 2021 (11 months)

Bidding & Award: March 2022 to May 2022 (3 months)

Construction: June 2022 to September 2023 15 months)

Occupancy: December 2023

*Complete the **Building/Project Data Sheet – Section 1.B** and/or the **Building Audit Sheet – Section 1c**, and insert behind the Summary Statement.*

## SECTION 1.B

### PROJECT DATA SHEET - New Building (or New Work)

(include behind the Project Summary Narrative)

Name of Project:

Agency/Organization:

Project/Building Location:

Building Occupancy Type:

Primary Space Types:

Type of Construction:

Building Size

Number of Stories:

Square Feet per Floor:

Total Square Feet:

Space Efficiency: Usable v. Circulation/Mechanical etc.

Office Space: Gross Sq. Ft. per person:

Typical Work Station Size:

Site Size: Number of Acres:

Parking: (Enter information on new parking or replacement of existing; if not included indicate N/A)

Type (surface or structured):

Number of Stalls:

Area of Parking:

Total Cost of Structure:

Cost per stall:

Parking Structure SF:

Roofing Type:

Exterior Wall Type:

Interior Wall Type:

Structural System Type:

Mechanical System Type:

Fire Protection Description:

Electrical System Type:

Technology Systems:

Life Expectancy of New Work:

Costs: (Enter costs that are included in the project; if not included indicate N/A)

Total Project Cost:

Furniture, Fixtures, Equipment, Signage:

Predesign Cost:

Relocation Cost: (not bondable)

Design Cost (including B3 sustainability):

Phasing Cost:

Site Acquisition Cost:

Technology Cost:

Site Improvements Cost:

Commissioning (req'd for B3):

Parking Structure Cost:

Building Cost:

Hazardous Materials Abatement Cost:

Surface Parking Cost:

State Funding amount:

Other Funding Source(s) Amount(s):

NOTE: Cost Estimates are based upon the information above

## SECTION 1.C

### PROJECT DATA SHEET –Existing Building/Project Data

(include behind the Project Summary Narrative)

Enter information on the existing building or physical asset and the proposed remodeled/renovated.

Name of Project:

Agency/Organization:

Building Location:

Building Occupancy Type	<u>Existing</u>	<u>Remodeled</u>
Primary Space Types:		
Type of Construction:		

#### Building Size

Number of Stories:	Number of Stories to be remodeled:
Square Feet per Floor:	Square Foot of Remodeling:
Total Square Feet:	Total Square Feet of Remodeling:
Space Efficiency: Usable v. Circulation/Mechanical etc.	
Office Space: Gross Sq. Ft. per person:	Typical Work Station Size:

Site Size: Number of Acres/ square feet

Parking: (Enter both existing and new work)

Type (surface or structured):	Number of Stalls:	
Area of Parking:	Total Cost of Structure:	Cost per stall:
Parking Structure SF:		

Roofing Type: (Enter both existing and new work)

Exterior Wall Type (s):

Interior Wall Type(s):

Structural System Type:

Hazardous Material Removal:

Mechanical System Type:

Fire Protection Type:

Electrical System Type:

Technology Systems:

Costs: (Enter costs that are included in the remodeling; if not included indicate N/A)

Total Project Cost:	Furniture, Fixtures, Equipment, Signage:
Predesign Cost:	Relocation Cost: (not bondable)
Design Cost (including B3 sustainability):	Phasing Cost:
Site Acquisition Cost:	Technology Cost:
Site Improvements Cost:	Commissioning (req'd for B3):
Parking Structure Cost:	
Building Cost:	
Hazardous Materials Abatement Cost:	
Surface Parking Cost:	
State Funding amount:	Other Funding Source(s) Amount(s):

NOTE: Cost Estimates are based upon the information above

## SECTION 2

### BASIS FOR NEED – PROJECT BACKGROUND NARRATIVE

#### MISSION

Project Owner's Mission Statement:

For State Agencies, their mission is often grounded in the legislative authority in statute(s). This section should summarize the statute authority or rule and reference the “long version” of the statute in an appendix to this document. Focus on the legislative/mandated authority in statute or ordinance that supports or demands the development of the project either directly or in the form of the creation of programs requiring physical accommodations.

#### STRATEGIC PLAN

Summary of how the requesting agency's/organization's strategic plan serves its mission. (What is the strategic plan for efficiently providing the service or meeting the need of the organization).

#### OPERATIONAL PLAN

Summarize the project owner's (agency/organization) operational program to be supported by the project. This is an opportunity to indicate the effect of expanding programs, sentencing guidelines, or other directives creating the need to provide appropriate facilities. The program should clearly identify the basic elements of what is, what will be done, how, to whom, by whom, with what in terms of resources, and the results anticipated. This summary should not record physical facility requirements.

#### ALTERNATIVE ANALYSIS

Before building new space, the requesting Agency or Organization provides an analysis that results in identifying the physical needs for the project.

The analysis and planning process should define alternative ways that were considered to meet the project's operational program requirements. Alternatives may include using existing space, adapting existing space, new construction, or leasing space. Collocation with other agencies for projects outside of the metropolitan area must also be considered and a determination made and explained. When alternatives have been defined, conduct an analysis and summary of alternatives to meet the project's operational program and service delivery requirements. A preferred alternative should be selected that maximizes program suitability and **minimizes first cost and life of the program costs**. Include clear explanation of the thought process and criteria used to select the preferred alternative. The nature and breadth of participation by user groups within the organization should be clearly indicated. Collocating with another agency is a required alternative for projects outside of the metropolitan area.

When analyzing its space inventory, the requesting agency should answer two questions:

- Is existing space available to meet the program requirements? If the answer is yes, then reusing existing space is an alternative way to satisfy the program requirements.
- Is existing space, worthy of reinvestment, available for adaptation to meet the program requirement? If the answer is yes, then adapting existing space should also be considered an alternative way to satisfy the program.

**FACILITY CONDITION ASSESSMENT (FCA)** The predesign submittal shall include the FCA and identify the upgrades or replacements being included in the project and costs.

Insert the FCA in an Appendix to the predesign and reference it in this narrative.

Additionally, if the project involves remodeling of an existing facility, you will need to estimate the costs of the HAZARDOUS MATERIAL survey, design, monitoring and abatement.

## SECTION 2.A

### Sample of BASIS FOR NEED – PROJECT BACKGROUND NARRATIVE

This section of the predesign submittal describes and justifies the need for the project. A project must be justified based on carrying out the mission, strategic plan, and operational program. During the predesign process, the agency undertaking predesign will need to gather and summarize their MISSION, STRATEGIC PLAN, and OPERATIONAL PLAN to demonstrate the connection and need of their proposed project. This information should then be incorporated into the predesign submittal document. An example is below.

[delete the above your final document]

### EXAMPLE

(this is hypothetical for the purpose of demonstrating the appropriate information to be provided)

**The mission** of Minnesota Zoo is *to connect people, animals, and the natural world*. Modern exhibits provide exciting experiences with animals and their habitats introducing guests to species from around the globe. Education programs engage audiences at the Zoo, throughout the region, and around world. Conservation programs protect endangered species and preserve critical ecosystems.

The current demographics and operations of the Minnesota Zoo are:

*Animal species: 504 Individual animals: 2,961*

*Births at the Zoo: 246*

*23 Species Survival Plan (SSP) species*

*Members Households 44,233*

*Guests: 1,355,260*

*Education program participants: 331,680*

*Zoomobile participants: 43,570*

*Volunteers: 1,000*

*Total operating expense: \$18.7 million*

**The Strategic Plan** for the Minnesota Zoo (the project proposer is to [attach full plan in the appendix and reference it here] includes collaboration with National and World organizations for determining exhibits, education, research pertaining to wildlife and their habitat.

**The Operational Plan** for this project( the project proposer is founded in its activities as a member of the Association of Zoos and Aquarium's (AZA's) Species Survival Plan (SSP) Program. The Minnesota Zoo participates in the AZA mission: to help ensure the survival of wildlife species.

The Minnesota Zoo's Species Survival Plan, or SSP, began in 1981 as a cooperative population management and conservation program for selected species at North American zoos and aquariums. Each SSP manages the breeding of a species to maintain a healthy, self-sustaining captive population, both genetically diverse and demographically stable. SSPs include other conservation activities including research, education, reintroduction, and field projects. Currently, there are 113 SSPs covering 181 species.

The Minnesota Legislature authorized the creation and operation of the Minnesota Zoo in the following statutes:

85A.01, 85A.001 through 85A.05

#### Basis For Need

Based on current revenue analysis and survey of visitors to the zoo, the most popular exhibits are related to the Species Survival Plan (SSP) and in particular the Aquarium Exhibit. And, last year the American Zoo



Association notified zoos with SSP programs that they have matching grants available for facility expansions related to endangered species.

The Minnesota Zoo has applied for and received approval for a 1:1 matching grant from the AZA. This grant becomes available when the grantee provides sufficient documentation that they have secured their portion of the grant. This project will consist of the expansion of the Aquarium Exhibit. The Zoo's financial analysis (See Appendix) indicates that the increased revenue from this proposed project will fund the ongoing operations of the additional operating cost incurred by the expansion.

### **Alternative Analysis**

Before building new space, the requesting Agency or Organization provides an analysis that results in identifying the physical needs for the project.

The analysis and planning process should define alternative ways that were considered to meet the project's operational program requirements. Alternatives may include using existing space, adapting existing space, new construction, or leasing space. Collocation with other agencies for projects outside of the metropolitan area must also be considered and a determination made and explained. When alternatives have been defined, conduct an analysis and summary of alternatives to meet the project's operational program and service delivery requirements. A preferred alternative should be selected that maximizes program suitability and minimizes first cost and life of the program costs. Include clear explanation of the thought process and criteria used to select the preferred alternative. The nature and breadth of participation by user groups within the organization should be clearly indicated. Collocating with another agency is a required alternative for projects outside of the metropolitan area.

When surveying its space inventory, the requesting agency should answer two questions:

- Is existing space available to meet the program requirements? If the answer is yes, then reusing existing space is an alternative way to satisfy the program requirements.
- Is existing space, worthy of reinvestment, available for adaptation to meet the program requirement? If the answer is yes, then adapting existing space should also be considered an alternative way to satisfy the program.

[insert information following the topics in bold font and delete the above your final document]

## SECTION 3      AGENCY/ORGANIZATION PLANNING

Agency planning is to precede predesign and be documented and incorporated into the predesign submittal document. This Section of information is used as backup documents to support and inform other Sections of the Predesign. If Agency/Organization planning assistance is needed, this needs to be identified early on so that these services can be procured prior to or as part of the Predesign activities.

Along with the information from Section 2, Agency planning includes:

**Comprehensive/Master Plan:** Review of area, neighborhood, or campus master plans or other plans that may affect the project: Project decisions should be made with the requirements of existing plans in mind. These plans may include campus or area master plans or other plans prepared and enforced by local levels of government; or masterplans previously prepared by the Agency.

**Site Selection:** If site selection is needed for the project, the Agency will need to provide identification of potential sites and definition of site selection criteria. Though alternative sites should be identified and selection criteria proposed before predesign, actual site selection may occur before predesign, during predesign, or as late as schematic design based upon funding, site control and environmental review.

**Historic Documentation:** If the project is located within a historic district or involves disposal of buildings that are on the National Register of Historic Places, provide all documentation and correspondence for inclusion into the predesign document.

**Disposal of State-Owned Buildings:** If the project involves the disposal or demolition of a State-owned building, the Agency must obtain legislative authority for the disposal or demolition. Contact the Department of Administration's Real Estate and Construction Services for assistance.

**Stakeholders:** Provide a list and narrative regarding the stakeholders involved and affected by the project (i.e. other agencies, organizations, and entities).

**Impacts:** The Agency is to provide a narrative of the impacts the project will have on:

1. Their Operations
2. Their Operational Budget
3. Facility and staff (i.e. include the functional impacts that the facility will need to accommodate during design, construction, relocation, occupancy).

All documents related to the topics above should be referenced in the Predesign document under this Section and placed in the appendix..

## SECTION 4 PROJECT DESCRIPTION

### 4.A ARCHITECTURAL/ENGINEERING (A/E) PROGRAM

#### PREDESIGN REQUIREMENTS FOR THE A/E PROGRAM:

The A/E Program provided in the predesign submittal is to include:

- A detailed space program using a table of space names and sizes.
- Space Needs Inventory data sheets for individual rooms (See Appendix 4a template form)
- Adjacency Diagrams showing the activity and functional relationships among the spaces.
- A listing of Furniture/Fixtures/Equipment/signage (FF&E) needs.
- Narrative descriptions of the major Architectural, Civil, Structural, Mechanical, Electrical, and Specialty systems that are part of the proposed project.
- Projects for new and remodeling of state agency offices are to follow the state's "*Space Guidelines*". Current space guidelines are available online at <http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/design.jsp>
- Include the space program in the format of a table with the name of each space along with the square foot area required of each room, each floor and total square feet.

#### Alternatives/Options

- Show space adjacencies. Develop three options, in bubble diagram format on the site, that will satisfy the program; evaluate each option and select the preferred one. Provide explicit reasons for selecting the preferred option.

### 4.B PRECEDENT STUDIES

1. Visit and investigate at least two project facilities that are similar to the project that is being proposed in this predesign. Include the following:
  - Brief description and location of the project
  - Significance of the project
  - Description of the successful design features, systems, or elements that will be incorporated into the proposed project.
  - When using terms such as "cutting edge", or "at the fore-front" describe what makes those facilities "cutting edge" and specifically what will be incorporated into the proposed project to make it "cutting edge".

### 4.C TECHNOLOGY PLAN

1. This section of the predesign is for the purpose of identifying and documenting the technology requirements for the project. Provide summary information technology and telecommuting plans to be incorporated into the project. Cost-effective information technology investments and telecommuting plans should be provided that would enable an agency to reduce its need for office space, provide more services electronically, and centralize or decentralize its services.

For State agency projects, the predesign preparer shall prepare a Technology Plan using the

*“Technology Guidelines - Building Infrastructure Best Practices for State Owned Buildings”*

(located at <http://mn.gov/admin/images/RECS-CS-AppendixB.pdf> ) The preparer shall work in coordination with the user agency and MN.IT to identify and document the technology needs for the project. And when completed, the Technology Plan is to be reviewed by MN.IT and a letter from MN.IT approving the technology plan is to be included in this section. If needed, the predesign team may need to meet with MN.IT prior to finalizing the plan.

#### **4.C.1 TELECOMMUTING PLAN**

1. Minnesota Statute 16B.335 Subd. 5 requires Agency requests for construction and remodeling funds shall include money for cost-effective information technology investments that would enable an agency to reduce its need for office space, provide more of its services electronically, and decentralize its operations.

Opportunities for combining technology with telecommuting are to be explored. State agency projects are to include an analysis of providing telecommuting for employees as a potential for reducing requirements for physical space. Provide the telecommuting plan with the technology plan to MN.IT for their review.

#### **4.D SUSTAINABILITY, ENERGY CONSERVATION, AND CARBON EMISSIONS**

1. This section is to include instructions to the design team on the sustainability and energy efficiency. Specific information is to be included on each of the following:

Sustainability and Energy Efficiency

- Sustainability and High Performance. Include a summary of sustainable design and construction goals in accordance with the *“The State of Minnesota Sustainable Building Guidelines”* (available at [www.csbr.umn.edu/b3/index.html](http://www.csbr.umn.edu/b3/index.html)). Minnesota Statute § 16B.325 requires that the State’s Sustainable Building Guidelines be applied.

##### **Alternative and Renewable Energy**

The following are state statutes having requirements for providing alternative and renewable energy sources. The predesign submittal must contain the information noted.

- 16B.32 ENERGY USE. Subdivision 1. Alternative energy sources.  
New construction or a renovation of 50 percent or more of an existing building or its energy systems must include designs which use active and passive solar energy systems, earth sheltered construction, and other alternative energy sources where feasible.  
Subdivision 2: A state agency that prepares a predesign for a new building must consider meeting at least two percent of the energy needs of the building from renewable sources located on the building site. For purposes of this subdivision, "renewable sources" are limited to wind and the sun. The predesign must include an explicit cost and price analysis of complying with the two-percent requirement compared with the present and future costs of energy supplied by a public utility from a location away from the building site and the present and future costs of controlling carbon emissions. If the analysis concludes that the building should not meet at least two percent of its energy needs from renewable sources located on the building site, the analysis must provide explicit reasons why not. The building may not receive further state appropriations for design or construction unless at least two percent of its energy needs are designed to be met from renewable

sources, unless the commissioner finds that the reasons given by the agency for not meeting the two-percent requirement were supported by evidence in the record.

### **Solar**

Enter information

Enter Cost/Benefit calculation:

Summary: Provide a summary of why/why not a PV Solar system will/will not be incorporated into the project.

### **Wind**

Enter information

Enter Cost/Benefit calculation:

Summary: Provide a summary of why/why not a wind generation system will/will not be incorporated into the project.

- **16B.323 SOLAR ENERGY IN STATE BUILDINGS**

A project for the construction or major renovation of a state building, after the completion of a cost-benefit analysis, may include installation of "Made in Minnesota" solar energy systems of 40 kilowatts capacity on, adjacent, or in proximity to the state building (a state building is defined as one that receives state bond proceed funding). The cost of the solar system must not exceed 5% of the appropriation.

### **40 KW Photovoltaic Solar System**

Enter information

Enter Cost/Benefit calculation:

Summary: Provide a summary of why/why not a PV Solar system will/will not be incorporated into the project.

- **16B.326 HEATING AND COOLING SYSTEMS; STATE-FUNDED BUILDINGS**

The project proposer must include a study for geothermal and solar thermal applications as possible uses for heating or cooling for all building projects subject to a predesign review ....that receive any state funding for replacement of heating or cooling systems. When practicable, geothermal and solar thermal heating and cooling systems must be considered when designing, planning, or letting bids for necessary replacement or initial installation of cooling or heating systems in new or existing buildings that are constructed or maintained with state funds. The predesign must include a written plan for compliance with this section from a project proposer.

Definition: "solar thermal" means a flat plate or evacuated tube with a fixed orientation that collects the sun's radiant energy and transfers it to a storage medium for distribution as energy for heating and cooling.

### **Geothermal (16B.326)**

Enter information

Enter Cost/Benefit calculation:

Provide a summary of why/why not a geothermal system will/will not be incorporated into the project.

### **Solarthermal (16B.326)**

Enter information

Enter Cost/Benefit calculation:

Summary: Provide a summary of why/why not a solarthermal system will/will not be incorporated into the project.

#### **4.E OPERATIONS AND MAINTENANCE REQUIREMENTS**

1. This section is for the purpose of providing instructions to the design team from those who will be operating the building. The agency building operators should be involved in design meetings and their input included in this section.

The predesign preparer will also need to include the following:

- The impact of the project on the agency/organization operations and budget
  - Documenting and incorporating maintenance requirements (special equipment needed to service the building lighting and equipment)
2. Include changes in staffing levels, anticipated expenses for salaries, operations, maintenance, and utilities as a result of the project. These estimates should be amounts that are anticipated over present levels of funding. The predesign should indicate whether the maintenance and operational services are expected to be performed by agency staff or private sector vendors.

#### **4.F STATUTE REQUIREMENTS**

1. Appendix 4c at the end of Section 4 contains a table of statute requirements for capital projects that receive state funding. Insert this table into your final document and enter a short description on how the project will address each one. Amend the table as needed to convey your information.

#### **4.G SPECIALTY REQUIREMENTS**

1. This Section is for unique requirements related to the project. Project Costs are to take into consideration the special requirements. List these requirements in Section 4G of the body of the predesign and then reference that they are bound in an Appendix. Examples of Specialty Requirements include:
  - Department of Health licensing requirements / rules / legislation for Supportive Living Facilities.
  - Laboratory Certification Requirements (i.e. Contamination/ Biohazard Level design requirements).
  - Data Center Tier Level design requirements
  - Correctional Facility Design Standards
  - Acoustical design requirements
  - Humidification controlled environments (Museum, wood instrument storage, etc)
  - Historical Design /National Register of Historical Places. (Archeological Site Surveys, coordination with State Historical Preservation Office (SHPO)
  - Environmental (National Environmental Preservation Act-NEPA, or State Environmental Assessments and/or Environmental Impact Statements).
  - Federal design standards requirements.
2. In addition to project specific requirements, all State Owned/State Agency projects have the following Specialty requirements: Unless noted otherwise, these documents can be found at: <http://mn.gov/admin/government/real-estate/manuals-guidelines-forms/index.jsp>



- State's *"Design Guidelines"*
  - State's *"Space Guidelines"*
  - *"Minnesota Sustainable Building Guidelines"* (also known as B3 Guidelines which include the Sustainable Building-SB2030 energy conservation requirements).
  - *"Guide to Minnesota Environmental Review Rules"* for site. <http://www.eqb.state.mn.us/program.html?Id=18107>
  - *"Building Infrastructure Guidelines for State Owned Buildings"* Include a Technology Plan for the project.
  - *"Building Air Quality – A Guide for Building Owners, Facility Managers and Agency Contacts"*.
  - *"Criteria For Locating State Offices and Agencies"*.
  - *"Contractors/Vendors Guidelines Related To Buildings and Parking Facilities"* For Projects located on the Capitol Complex.
  - *"Plant Management Preferred Equipment List"* for projects located on the Capital Complex.
  - *"Contractor Security Requirements"* for projects located within a Minnesota Correctional Facility. (Available from the correctional facility).
  - Security & Vulnerability Assessments - Unless an agency has security expertise, a qualified security consultant should be retained during the predesign process and work in coordination with the predesign team.
  - Demolition of State buildings: Legislative Authority is required if the project involves the disposal of a State owned building.
  - Other specialty requirements that are unique to a specific project are to be identified and incorporated into the predesign and estimated costs.
3. Furniture, Fixtures, and Equipment (FF&E). The new building will need to be equipped with furniture and other non-construction related elements. The agency will need to consider office furniture, office equipment, computers, wall hangings/art (See percent for art in State Buildings), plants, files, signage, directories, video conferencing equipment, conference room projection, etc. The predesign is to include costs for all built-in and movable equipment and fixtures.
  4. Exterior landscaping and site amenities. Include all costs for landscaping and site amenities that will be part of the project.
    - a. Landscape design fees and amenities (plants, trees, bushes, benches, bike racks).
    - b. Exterior lighting design and construction (parking areas and building areas).
    - c. Exterior signage (design and signage).
  5. Finally, if the project includes relocation of existing tenants; these costs need to be included in the total project cost. Costs to be considered are:
    - a. Move Consultant (Company that will organize the tenant for the move and assist with bidding)
    - b. Move vendor (company that will do the moving)
    - c. Swing space lease costs (if tenant relocations are needed during construction).

**Note: Relocation costs are not bondable. The State Agency will need to develop a general fund request for relocation costs.**

#### **4.H PROJECT PROCUREMENT AND DELIVERY**

1. This section describes the proposed method for delivering the project. Options for delivery include: Design-Bid-Build (Low-Bid), Design-Bid-Build (Best Value), Construction Manager at Risk, or

Design-Build.

2. The recommended Project Delivery Method is to be accompanied by the reasons it will serve to deliver the project as distinguished from other options.
3. The project cost plan and estimates are to include the costs associated with the recommended delivery method.
4. For public projects, the predesign shall also contain instructions to future design teams regarding product specifications based on the State's guidelines. All product specifications are to be written to allow multiple manufacturers and suppliers to competitively bid the products. No single product or single source shall be specified unless formal prior justification and approval are received.

#### **4.I PROJECT DESIGN SERVICES AND ADDITIONAL OWNER COSTS**

1. This section is for determining the design services required to deliver the project along with additional services the owner/State will need to provide.
2. Carefully consider all of the design services and other owner soft costs that will be needed. The attached Appendix 6 has a comprehensive list of possible design and soft costs that should be considered for the proposed project.
3. Complete the attached Appendix 6 and insert it in the final predesign document.
4. Include these costs in the project budget and financial spreadsheets in Section 6.

#### **4.J QUALITY CONTROL PLAN**

1. Provide the quality control plan outline and a listing of quality control measures that will be incorporated into the project delivery process for the project. Along with code required testing, State Agency projects for new construction, additions and major renovations, are to include the following quality control measures in the project AND project budget:
  - a. Building Envelope Commissioning (design review commissioning and commissioning and inspections during construction).
  - b. HVAC and Electrical Systems Commissioning (Design review commissioning and construction commissioning and inspections during construction).
  - c. Building Envelope Analysis using WUFI software (performed by envelope commissioning agent). <https://wufi.de/en/> Performed during the design phase of the project.
  - d. Specify mock-ups of envelope component systems and pre-installation conferences.
  - e. Specify submittal of a quality control plan by the contractor and subcontractors.
  - f. MN Sustainable Building Guidelines (B3) with SB2030 energy efficient design
  - g. Building Information Modeling (BIM) for clash detection.
  - h. BIM interface with Archibus.

---

#### **Section 4 APPENDICES FOLLOW THIS SECTION**

**APPENDIX 4a – Space Needs Inventory Form**

**APPENDIX 4b – Programming Methodology with Participatory Design**

**APPENDIX 4c – Applicable Statutes for State Funded Projects**

## **SECTION 4 - APPENDIX 4a**

### **SPACE NEEDS INVENTORY**

ROOM/SPACE NAME ►  
SQUARE FOOT AREA ►  
SPACE STANDARD:  
SPACE STANDARD AREA:  
NUMBER OF OCCUPANTS ►

#### **FUNCTION**

*(Describe the activities that will occur in this space)*  
*(Describe the user's objectives for this space)*

#### **ADJACENCIES**

*(Describe the spaces that need to be adjacent to this area)*

#### **FURNITURE, FIXTURES & EQUIPMENT**

*(Describe the equipment and furnishings that will be needed)*

### **ARCHITECTURAL FINISHES**

FLOOR:

WALLS:

WALLS:

WALL BASE:

CEILING:

CEILING HEIGHT:

LIGHTING:

SPECIAL CRITERIA:

#### **MECHANICAL/HVAC/PIPING REQUIREMENTS:**

#### **ELECTRICAL REQUIREMENTS:**

#### **TECHNOLOGY REQUIREMENTS:**

#### **ROOM LAYOUT DIAGRAM**

*(Provide a conceptual layout of the room with furnishings and equipment)*

#### **ADJACENCY LAYOUT DIAGRAM**

*(Provide a conceptual diagram showing all room adjacencies for the building spaces)*

## SECTION 4 - APPENDIX 4b

### PROGRAMMING METHODOLOGY with PARTICIPATORY DESIGN

Note: This is one example of a methodology to use during predesign. You may use any methodology and research to achieve the program. The intent is to facilitate space programming to be a team oriented, discovery process leading to a more functional, efficient and habitable design.

#### A. Goal Setting

##### 1. Organize a programming team.

- The programming team would be made up of the designer and user group representatives. A typical user group would consist of individuals from each department of the organization. (the user group representatives are not the same group as the building committee).
- Obtain the mission statement of the organization, a strategic plan, and operational plan.
- Obtain an organizational chart for the organization.
- Obtain the State's *Space Guidelines*.

**Crucial Step in the Process:** When developing a space program the team and users must focus on job function related needs in conjunction with the State's *Space Guidelines* versus developing a "wish list" of space needs. The guidelines are available at <http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/design.jsp> . Final approval of the space program will be made by the Department of Administration staff; thus, periodic consultation with the Department of Administration needs to occur during the programming phase of predesign.

##### 2. Chose a Goal Setting methodology

- This is where input from the users is gathered. And where the logic foundation for future decisions is based.
- Organize a workshop, have the user group bring a brainstorm list of goal statements. Discuss goal statements with participants and eliminate any multiple Statements. And then prioritize goals.
- These goals should not be detailed items, but should be comprehensive in nature. Something that would have a system wide affect or application. i.e. Our image should be conveyed as a strong, creative force in our industry. Or, we move workstations every 6 months, so the new environment should be a flexible one to accommodate this.
- Prioritize and produce a final list of six goals to achieve. Balance these against the organization's mission statement, strategic plan and operational plan.
- The program team should then formally submit the project goals to the higher echelon of the organization for approval.
- Include the goal setting documentation in the Predesign Document.

## B. Inventory of space

### 1. Identify each "unit" in the organization.

The designer shall create a space needs inventory form. (See attached example).

- Record the activities performed by each unit and the equipment and space needed to carry out the activity. Include days & times this activity is performed in the space (i.e. time can be important if, for instance, with a code compliance office or sales office where the occupants are out of the office for much of the time.)
- On the inventory form, indicate internal and external interactions that take place.
- Have the user groups list desired objectives for the space. (or develop a questionnaire). i.e. view to exterior, more privacy when in meetings, and closeness to a printer.

### 2. Evaluate

- Using the completed inventory form and the list of desired objectives, schedule a workshop to discuss and evaluate the requirements for each functional "unit".
- The designer, using a kits of 1/4" scale models of typical spaces and equipment, will facilitate the workshop in modeling and evaluating various options.
- Summarize conceptual approaches and options resulting from the evaluation.

## C. Define & Develop relationships

### 1. The designer should at this point facilitate two research studies such as:

- Social Mapping
- Behavioral Mapping

Document this research and include in the Predesign Document.

### 2. Bubble Diagram.

In a workshop, have the participants discuss and diagram relationships of the activities. Include this in the Predesign Document

### 3. Activity matrix.

After diagramming and determining desired relationships between activities, the designer will develop a matrix showing the relationships.

## D. Synthesis

1. Synthesize the information from the mission statement, strategic plan, operational plan, project goals, research, questionnaires, activities inventory, and workshops to develop a program and potentials for design.
2. Include the space program in the format of a table with the name of each space along with the square foot area required.
3. Develop three options, in bubble diagram format on the site, that will satisfy the program; evaluate each option and select the preferred one. Provide explicit reasons for selecting the preferred option.

## E. Approval

1. For State Agency projects, obtain approval of the space program from the Department of Administration prior to publishing the final predesign document.

## SECTION 4 - APPENDIX 4c

### APPLICABILITY OF STATUTES FOR PROJECTS RECEIVING STATE BOND FUNDING\*

STATUTE	RECIPIENT		
	State Agency	Higher Ed	Political Subdivisions
1. §16B.241 Coordinated Facility Planning	YES (required)	NO (not required)	NO (not required)
2. §16B.32, Subd 1 Alternative Energy Sources if renovating 50 percent or more of an existing building or its energy systems	YES	NO	NO
3. §16B.32, Subd 1a Renewable Energy Sources - 2% of energy use Solar or Wind-predesign must include analysis	YES	Required by B3 Guidelines	Required by B3 Guidelines
4. §16B.32, Subd 2 Energy Conservation Goals	YES	YES	NO
5. §16B.323 Solar Energy in State Buildings. Up to 5% of appropriation to be used on Solar energy system when doing substantial reconfiguration or replacement of energy systems	YES	YES	YES
6. §16B.325: §16B.325: Apply Sustainable Guidelines (B3-MSBG) ( <a href="http://www.b3mn.org/guidelines/index.html">http://www.b3mn.org/guidelines/index.html</a> ) §216B.241 Sustainable Building 2030 requirements Contact/support: <a href="http://www.b3mn.org/guidelines/index.html">http://www.b3mn.org/guidelines/index.html</a>	YES New Bldgs, Addns & Major Renovations	YES New Bldgs, Addns & Major Renovations	YES
7. §16B.326 Written plan w/predesign to consider providing Geothermal & Solar Energy Heating & Cooling Systems on new or replacement HVAC systems	YES	YES	YES
8. §16B.327 Recycle 50% of Construction & Demolition Waste (B3-MSBG requires 75%)	YES- comply with B3 75%	YES- comply with B3 75%	NO- comply with B3 75%
9. §16B.33 State Designer Selection Board	YES	YES	NO
10. §16B.335, Subd 1, Notification to House & Senate Committees	YES	YES	YES
11. §16B.335, Subd 3 Predesign Submittal See Statute for exempted projects	YES	YES	YES
12. §16B.335, Subd 4 Energy Conservation Standards (Energy Code - MN Rules 1322/1323 <a href="http://www.doli.state.mn.us/CCLD/Codes.asp">http://www.doli.state.mn.us/CCLD/Codes.asp</a>	YES	YES	YES
13. §16B.335, Subd 5 & 6 Review & letter by MN.IT	YES	NO	NO
14. §16B.335, Subd. 3c. Consider the use of MINNCOR products <a href="http://www.minncor.com">www.minncor.com</a>	YES	YES	YES
15. §16B.35 % for Art When considered in original legislative request; & when construction is \$500K or greater	YES	YES	YES
16. §177.42-44 Prevailing Wage Rates- Contractor must pay prevailing wages <a href="https://www.revisor.mn.gov/statutes/?id=177">https://www.revisor.mn.gov/statutes/?id=177</a>	YES	YES	YES
17. §363A.44 Equal Pay Certificate required on contracts over \$500K (prime and subs)agency of the state, the Metropolitan Council, or an agency subject to section <a href="#">473.143, subdivision 1</a> ; \$1M for political subdivisions	YES	YES	YES
18. §16C.285 Responsible Contractor	YES	YES	YES
19. §16C.16, Subd. 13 – Targeted Group Purchasing	YES	NO	YES
20. §16A.695 Use / Grant Agreement	NO	NO	YES
21. §16C.054 – Accommodation for Hard of Hearing	YES	YES	YES
22. Appropriation Language	See appropriation	See appropriation	See appropriation

\*Other statutory requirements may apply to each individual organization

# SECTION 5 SITE ANALYSIS AND SELECTION

## 5.1 CRITERIA FOR LOCATING STATE OFFICES AND AGENCIES

1. For State Agency projects, the Predesign submittal is required to contain an analysis of location(s) using criteria developed by the Department of Administration for locating state offices and agencies using the “*Criteria for Locating State Offices and Agencies*” (available at <http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/predesign.jsp> )
2. The agency and their consultant shall be expected to consider and review numerous site options, then recommend, present and include three site options in the final Predesign document for potential development of the project. The three options are to include financial data and cost estimates for development and building of the project on each site.
  - The agency and their consultant shall work with the Department of Administration’s Division of Real Estate Management to determine potential sites for consideration.
3. Each of the three site options shall have sub-options based on funding strategies:
  - When the proposed project will be large scale, the consultant shall provide financial expertise, experienced in large scale construction funding, to work with the MN Management & Budget Agency to determine cost saving options and delivery methods for funding the construction.
  - The financial options for funding the project are to be integrated in the predesign document and presented with the consultant’s formal submittals.
  - Project cost estimates shall be presented in the State’s Capital Budget format.
4. Issues for each site option, along with photographs shall be maintained . The feasibility of development and construction of the project on each of the three site options shall be presented and integrated into the predesign document. Site selection studies and criteria shall include (but not be limited to):
  - Access by the public client
  - Access by employees
  - Available Transportation
  - Environmental Impact
  - Sustainability
  - Site developmental costs relating to site utilities/infrastructure
  - Parking requirements / costs (Number of stalls/surface parking/structured parking)
  - Phased Development
5. Provide cost estimates for both surface and structured parking for each site being considered.

### **Local Government Projects:**

Costs for three options is not required. Provide a brief description of the site options that were analyzed, the criteria used and why a preferred option was selected. Present the preferred option and its associated costs.

6. Where a site is located and how it functions can impact an organization’s operations and ongoing operational costs. For example: If an organization requires regular shipments and receipts of a product; where and how those shipments/receipts are accommodated on site will affect your operations and your operating costs. Thus, selecting a site for should be accomplished by



identifying needs criteria.

The predesign activities include development of selection criteria, analysis of sites that fit the criteria, and recommendation of a preferred site or sites. Initial criteria include:

- Verify specific site restrictions with municipal zoning ordinances. i.e. park ratios, setbacks, rights-of-ways, need for retention ponds,
- Site is adequate based on coverage of the building, parking and other impervious areas
- Vehicle access, parking, circulation, and delivery on the site meet the needs of the operation.
- Utilities servicing the site along with their capacities are adequate
- Who does the facility serve, where do they commute from and where they will park
- Where staff commute from and where they will park
- Site is serviced by public transportation
- Where shipments and receipts are made
- Surrounding disturbances that may impact operations.
- Environmental conditions – Is hazardous abatement/contaminated soil clean-up needed?
- Is an Environmental Assessment or Environmental Impact Assessment needed?
- Traffic study
- Historical/Archeological requirements.
- Security criteria

7. Sustainable sites criteria. (See requirements under The B3 State of Minnesota Sustainable Building Guidelines (B3-MSBG) at <http://www.b3mn.org/guidelines/index.html> )

Criteria need to consider sustainable strategies for the site of the proposed project.

These include:

- Construction Activity pollution prevention
- Brownfield development
- Storm water design
- Light pollution reduction
- Bird protection
- Community, Habitat, Transportation, Open Space,
- When local/site energy systems have been analyzed and selected, the site criteria may include location of photovoltaic solar panels, wind generators, geothermal systems.

8. Site Amenities and Signage

The predesign is to identify anticipated site infrastructure improvements and site amenities and signage and include their associated costs. Phase I and II Environmental site assessments should be requested prior to purchasing or building to determine the need and cost of soils mitigation.

9. Security

Depending upon the State Agency's needs and operations, a security/vulnerability assessment for site and building may be needed to establish the security criteria for site selection. This should be accomplished along with associated costs to implement.

10. Site infrastructure, zoning and codes

All available information regarding the existing or proposed site is to be included in the predesign submittal including: Existing Conditions Assessment, Hazmat Investigation, Topographic Analysis, Geotechnical/soils Environmental Studies and Reports, etc. Investigate the site utility infrastructure needs to determine if the existing utilities have the capacity or will meet the current codes to support the proposed project. Verify zoning

requirements. When the predesign team has developed the proposed size and location of the project, it is recommended that the predesign team meet with code and zoning officials to obtain information and requirements.

## SECTION 6 FINANCIAL INFORMATION

### 6.1 CAPITAL EXPENDITURES

The Predesign Submittal for a proposed project must include ALL COSTS associated with the project.

Provide a project budget using the *Project Cost Form* in Appendix 6a and the *Construction Costs Form* in Appendix 6b (Appendix 6a and 6b forms are located at the end of this Section). In the *Construction Costs Form* in Appendix 6b, indicate the construction types (new/remodel/renewal).

The total project cost includes all direct and associated costs for all activities and phases, including design, surveys, testing, construction, loose equipment, furniture and fixtures, commissioning, move-in, temporary relocations, environmental site analysis, and contingencies. A qualified cost consultant, cost engineer or a professional consulting firm should be a part of the predesign team for preparation of costs and working with agency staff in developing the total project cost estimate. The construction cost estimate must pull together the program requirements, site conditions, and reasonable project/facility design assumptions.

- Project Delivery Method (Construction Management, Design-Build, Design-Bid Build)
- Owner's Project Representative
- Specialty design consultants and systems. (Security, Acoustics, Food Service, Lab etc.)
- Site/Land Acquisition and development (roads, curbs, parking, lighting, landscaping, site amenities, site signage, and zoning requirements such as setbacks, parking/sf ratios)
- Furniture, Fixtures, Equipment (including interior signage)
- Percent for Art
- Site Surveys & Geotechnical Investigations (Investigate property and include easements).
- Site Environmental Assessments (Phase I and II Environmental Site Assessments)
- Sustainability Design and energy modeling. See Minnesota Sustainable Building Guidelines (B3)- (Add'l service by design team)
- Commissioning (HVAC, electrical, building envelope) Including design review.  
Note: Systems commissioning required by MN Sustainable Building Guidelines (B3)
- Building Information Modeling (required on new or major remodeling of state buildings)
- Sewer/Water Access Charges (SAC & WAC)
- Building Permits and Inspections costs
- Deconstruction/salvage as part of demolition
- Insurance costs to be borne by the contractor and owner.
- Phasing (or interrupted schedules) or schedules requiring overtime
- Temporary Utilities and Facilities
- Facility and site restrictions or conditions that effect costs. Investigate whether the site has sufficient utility infrastructure sizing to accommodate the new project.
- Cold Weather Construction
- Facility Security Requirements (affects cost and schedule)
- Financing Costs
- Facility Condition Assessment (renovations)
- Hazardous Material removal (asbestos, lead paint, mold, PCBs, etc).

#### **Site infrastructure, codes and zoning**

Utility infrastructure needs can be costly and it is important to include infrastructure, zoning and code upgrade costs in the total project budget. When the proposed project will be a major renovation or an addition, investigate the site utility infrastructure needs to determine if the existing utilities have the capacity or will meet the current codes to support the proposed project. Verify zoning requirements for building and site.

When the predesign team has developed the proposed size and location of the project, it is recommended that the

predesign team meet with code and zoning officials to obtain information and requirements.

### **Existing Facilities Analysis**

When the project involves renovation of an existing facility, the agency/organization shall conduct a FACILITY CONDITION ASSESSMENT (FCA) to assist in determining the replacement and upgrade needs of the existing building and all of its systems (structural, mechanical, electrical, civil systems).

The predesign submittal shall then include the FCA and identify the upgrades or replacements being included in the project and costs.

Insert the FCA in an Appendix to the predesign and reference it in this narrative.

[insert information following the topics in bold font and delete the above your final document]

### **Hazardous Material (Remodelings)**

When the project involves renovation or remodeling of an existing facility, any asbestos, lead paint or other hazardous building materials will need to be identified and removal costs included. This can have a significant impact on the overall project budget and it is encouraged that an initial non-destructive survey be undertaken to identify materials and their removal costs.

[insert information following the topics in bold font and delete the above your final document]

### **Site Soils**

Conduct Phase I and II Environmental Site Assessments. For new structures on existing owned or property to be acquired, there should be a query into the history of the site to determine soil bearing conditions and whether there is a history of contaminated soils. Removal and replacement of unsuitable soils can have a significant impact on the overall project budget and it is encouraged to do some initial investigation to identify soil abatement and replacement with their associated costs.

[insert information following the topics in bold font and delete the above your final document]

See 6.5 Risk Mitigation below for additional costs to be considered

Large projects will require owner's project management costs. Since agencies are not staffed to oversee project development and construction, having an individual or company represent the State and perform the day-to-day activities required of a project will be needed. Costs will vary from two to five percent of the construction cost depending upon the level of service desired.

Relocation costs, if applicable, need to be covered in the predesign also. These costs are funded from the general fund and not bond sales. Information regarding the Chart of Accounts will be presented when the Capital Budget Instructions are prepared and forwarded to the agencies in advance of each bonding cycle.

Actual cost histories adjusted for program variations that support the proposed budget are to be included and the source of these costs should be provided as well. Prior to each bonding session and during the Capital Budget Process, an inflation table will be posted on the Department of Minnesota Management and Budget (MMB) web site at: <http://mn.gov/mmb/budget/budget-instructions/capbud2014sess/index.jsp>

Cost planning is based on the principle that new project budget ranges should be derived from analysis of historical data for similar projects. If the proposed project costs do not follow historical cost patterns, then the reasons should be determined and explained in the proposed project budget.

## **6.2 ONGOING OPERATING EXPENDITURES**

1. Along with the initial capital cost of a project, the ongoing operational costs must also be considered and then compared with current levels of funding for operations, maintenance and staffing.
2. The Predesign Submittal must include a breakdown of ongoing operating costs that will be incurred as a result of the project. The *State Operating Costs Form* – Section 6 -Appendix 6c (located at the end of this Section) is to be included. Also indicate the source of funding for the operating costs.
  - Estimate of project impact on the requesting agency's operating budgets (for state agencies): An estimate of project effects on operating budgets including staffing levels and corresponding salaries and building repair, replacement, utilities, and maintenance should be included. This information should follow the format of information supplied in the *State Operating Costs Form* - Appendix 6c, located at the end of this Section. Particular attention should be paid to whether the maintenance and operational services are expected to be performed by agency personnel or will be contracted out to private vendors.
  - Summary of proposed operating revenues and expenditures (nonstate agencies and grants): A five-year estimate of operating budgets that identifies major categories of expenditures and identifies associated revenue sources. If revenue sources include fee generated revenue, a full description of these fees and the assumptions used in making the projections and their justifications should be provided. Potential revenue sources and amounts should also be discussed in this section. All revenue sources (parking decks, dormitories, student centers, cafeterias, etc.) should be listed individually and totaled to show the offset of operational expenses.
  - This section should end with a narrative that illustrates a comparison of costs that are anticipated over or under present levels of funding for operations and maintenance and staffing.
3. Although an outside consultant might prepare this section with information provided by the agency, the agency/organization should review the presentation in detail.

### **6.3 LIFE EXPECTANCY**

This section is used to analyze the costs and life expectancy of primary building components. Provide an estimate the life cycle (life expectancy in years) and cost of the proposed project and major elements. (Walls, Foundation, Roof, Structural System, Mechanical System, Electrical System)

And include a cost comparison analysis of at least 2 to 3 options on those major elements. i.e. Steel vs Concrete vs Precast Structural System

Identify the selected elements that are to be used and that are in the cost plan.

If the project involves abandoning an existing building and building a new one, this section should also include a comparison of the cost to renovate the existing building vs building new.

### **6.4 COMPARATIVE FINANCIAL ANALYSIS**

Any financial studies or analysis to determine whether new space should be leased, leased to purchase, or owned by the State will need to be funded by the agency from sources other than the bonding bill. If the outcome of the study results in a state-owned facility, the predesign (funded by bond proceeds) can then be undertaken.

The predesign document will then contain the analysis showing long term cost comparisons.

### **6.5 RISK MITIGATION**

Identify and assign budget contingencies to risks associated with the project. For State Agency projects

involving new construction, additions and major renovations, are to include the following project quality control plan AND project budget:

- a. Building Envelope Commissioning (Design reviews and construction commissioning and inspections during construction).
- b. HVAC and Electrical Systems Commissioning (Design reviews and construction commissioning and inspections during construction).
- c. MN Sustainable Building Guidelines (B3)
- d. Building Information Modeling (BIM) with interface of equipment with Archibus.

Identify all potential site related risks:

- Ownership of the site (property liens, deed, etc)
- Zoning ordinances. Design standards and setback requirements, parking/sf ratios, exterior lighting, green space or natural amenities that need to be preserved or given special treatment.
- Easements, both existing and what will be required for new development
- Acquisition issues, including timing
- Stakeholders- local/community and whether community stakeholder meetings are a part of the process
- Location, description and dimensions, including soil type, climate and topography
- Potential issues with the surrounding neighborhood or facilities.
- Vibration, or other monitoring during construction
- Utility infrastructure capacity, extension or relocation issues
- Environmental regulations and site mitigation, including history of possible contamination
- Wetlands and shoreline impacts, including a wetlands delineation and the need to fill wetlands
- Shoreline jurisdiction issues
- Requirements for the State Environmental Policy Act and National Environmental Policy Act
- Environmental Worksheet and Impact statement requirement (and schedule impact).
- Other regulatory requirements, such as State licensing requirements or U.S. Army Corps of Engineers or Department of Natural Resources permits
- Site access issues, Parking and access issues improvements required local road impacts and parking demand.
- Impact on surroundings and existing development with construction lay-down areas and phasing
- Historical and/or archaeological considerations
- Site compatibility with sustainability requirements and possible costs

Identify risks associated with the design and construction of the building:

- Building codes
- Bidding climate
- Labor/trades availability
- Labor/trade bargaining agreements
- Availability and delivery lead time of materials or components; or shortages of.
- Impact if construction is not completed by a critical date. i.e. if operations are moving from a leased location into the new construction and leases have an expiration date near the completion date.

**The predesign is to include the risks and the associated plan for mitigating each of the risks along with contingency amounts included in the project budget.**

**SECTION 6 - APPENDIX 6**  
**WORKSHEET FOR DESIGN AND OWNER COSTS**

Item	Scope of Work	Fee/Cost
<b>X</b>	Basic Services -Architectural	
	Civil	
	Landscape	
	Structural	
	MEP (Mechanical, Electrical, Plumbing)	
	Hazardous Material survey, design, air monitoring, abatement	
	<b>Additional Services</b> (See Section 4.J Quality Control Plan)	
	1. Specialty Design Security design Food Service Technology Fire Protection Full time site observation Historical Other	
	2. Interior & Furniture, Fixtures & Equipment (FF&E) bid package(s)	
	3. Minnesota Sustainable Building Guidelines & SB2030	
	4. Building Information Modeling (BIM)	
	5. Move/Occupancy Consultant & Moving company	
	6. Environmental Assessment Worksheet-Impact of selected site	
	7. Presentation model of building	
	8. Presentation Sketches of building	
	9. Presentations to Legislature, Agency Management, others	
	10. Exterior utility costs	
<b>OWNER COSTS</b> (See Section 4.J Quality Control Plan)		
	1. Owner's Project Representative (1 – 2% of construction)	
	2. CM at Risk Preconstruction Fees (0.5% of construction)	
	3. Other State Project Management Costs (0.75% of construction)	
	4. Construction costs auditor – (for CM-Risk & Design Build)	
	5. Building Abatement Design and Removal (Renovation & Demo)	
	6. Topographic (ALTA) Survey of selected site	
	7. Geotechnical Investigation of selected site	
	8. Phase I and II Environmental Site Assessment (for contaminants)	
	9. Environmental Assessment Worksheet-Impact Statement (if required)	
	10. HVAC and Electrical Systems Commissioning (B3 Requirement)	
	11. Building Envelope Commissioning	
	12. Construction Testing and curtainwall testing services	
	13. Permit Costs	
	14. Sewer Access Cost (SAC) and Water Access Cost (WAC)	
	15. Wetlands Delineation and (Design & Mitigation)	
	16. Utility Service Upgrades (Water, sewer, gas, electric) & Const'n	
	17. Traffic Studies	
	18. Historic Structures Report (Historic Preservation Consultant fee)	



**SECTION 6 - APPENDIX 6a**

**PROJECT COST FORM**  
**Fiscal Years 2018-2023**  
**Dollars in Thousands (\$137,500 = \$138 thousand)**

<b>TOTAL PROJECT COSTS</b> All Years and All Funding Sources	Project Costs All Prior Years	Project Costs FY 2018-19	Project Costs FY 2020-21	Project Costs FY 2022-23	Project Costs All Years	Project Start (Month/ Year)	Project Finish (Month/ Year)
<b>1. Property Acquisition</b>							
Land, Land and Easements, Options							
Buildings and Land							
Other Costs							
<b>SUBTOTAL</b>							
<b>2. Predesign</b>							
<b>SUBTOTAL</b>							
<b>3. Design Fees</b>							
Schematic							
Design Development							
Contract Documents							
Construction Administration							
Other Costs							
<b>SUBTOTAL</b>							
<b>4. Project Management</b>							
State Staff Project Management							
Non-State Project Management							
Other Costs							
<b>SUBTOTAL</b>							
<b>5. Construction Costs</b>							
Site & Building Preparation							
Demolition/Decommissioning							
Construction							
Infrastructure/Roads/Utilities							
Hazardous Material Abatement							
Construction Contingency							
Other Costs							
<b>SUBTOTAL</b>							
<b>6. Art</b>							
<b>SUBTOTAL</b>							
<b>7. Occupancy</b>							
Furniture, Fixtures and Equipment							
Telecommunications (voice & data)							
Security Equipment							
Commissioning							
Other Costs (i.e. relocation)							
<b>SUBTOTAL</b>							
<b>8. Inflation</b>							
Midpoint of Construction						Midpoint Date:	
Inflation Multiplier							
Inflation Cost							
<b>SUBTOTAL</b>							
<b>9. Other</b>							
<b>SUBTOTAL</b>							
<b>GRAND TOTAL</b>							

## SECTION 6 - APPENDIX 6b

## CAPITAL BUDGET REQUEST

## CONSTRUCTION COSTS FORM

[illegible]

This Form is for Reporting and Analysis of *Construction Costs* only  
No other cost items from the Project Cost Form should be included on this form.

**SECTION 6 - APPENDIX 6c****CAPITAL BUDGET REQUEST****OPERATING COSTS FORM (This form can be edited as needed or other format can be used)**

<b>CHANGES IN STATE OPERATING COSTS</b>	<b>Current Cost</b>	<b>Projected Cost (Without Inflation)</b>			
	<b>F.Y 2016</b>	<b>F.Y. 2017-18</b>	<b>F.Y. 2019-20</b>	<b>F.Y. 2021-22</b>	<b>F.Y. 2023-24</b>
Compensation (Program and Building Operation)					
Other Program Related Expenses					
Building Operating Expenses					
State-Owned Lease Expenses					
Nonstate-Owned Leased Expenses					
Other Expenses: (specify):					
Revenue Offsets					
<b>TOTAL</b>					
No. of FTE* Personnel					

\*FTE= Full Time Equivalent

**NARRATIVE:** Insert a narrative that illustrates the impact of the proposed project, by comparing costs that are anticipated over or under present levels of funding for operations and maintenance and staffing.

## **SECTION 7     SCHEDULE**

### **7.1   SCHEDULE INFORMATION**

Proposed project schedule: Predesign should include a realistic schedule for all stages of the project. Site selection and acquisition, required government actions and proceedings at all levels, designer selection, design approvals, construction, occupancy/relocation, and commencement of operations (commissioning) should all be included (if applicable). Pay special attention to environmental approvals, phasing and associated costs.

Proposed funding sequence: The schedule should include a funding sequence for the project that reconciles the agency's needs with the alternate year capital budget cycle if the project will receive funds from more than one appropriation cycle. And the schedule shall include relocation time and sequencing.

The schedule should include owner related functions also such as:

- a. Identify and purchase land
- b. Develop land to provided needed utility services.
- b. Environmental Assessments or Impact Statements
- c. Owner required shut-downs
- d. Regulatory reviews (Codes, Health Dept, Environmental, Planning Commissions, etc).
- e. Secured access by contractors (work within a secure facility will extend the construction schedule due to entry/exit inspections, tool inventories, and security functions which typically reduce actual hours worked per day).
- f. Owner review of documents
- g. Commissioning
- h. Move/relocation

### **7.2   SCHEDULE INFORMATION REQUIREMENTS**

A summary of milestone dates are to be provided:

Funding received  
Design Completion Date  
Bidding/Award of Construction  
Construction Start Date  
Midpoint of Construction (see Project Cost Form and Inflation table)  
Construction Completion Date  
Move in dates

The predesign document may also contain a bar chart (such as a Gantt chart) schedule with all milestone events related to the project.

## **PREDESIGN CHECKLIST**

1. Minnesota Statute §16B.335 Subdivision 3 requires submittal of a Predesign Document to the Commissioner of Administration on proposed projects that have a construction cost of \$750,000 or greater (\$1,500,000 for a local government project) when State money (of any amount) is used on the project.
2. When an appropriation is made for a major construction project, Minnesota Statute §16B.335 Subdivision 1 further requires that you not prepare final plans (construction documents) until you present the program plan and cost estimates for all elements necessary to complete the project to the chair of the Senate Finance Committee and the and the Chair of the House Ways and Means Committee and they have made their recommendations and the Chair of the House Capital Investment Committee is notified.

**COMPLETE THE CHECKLIST AND ATTACH AT BACK OF DOCUMENT**

## PREDESIGN CHECKLIST - continued

Complete this checklist, sign, and submit with the predesign document.

Complete    N/A

---

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1.</b> Review the Contents of a <i>Predesign Submittal</i> in the State's <i>Predesign Manual</i> .<br>weblink: <a href="http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp">http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp</a>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2.</b> Structure the format of your Predesign submittal to contain the Components of Predesign. Include component tabs to readily identify and access each component. The components are: <ul style="list-style-type: none"><li>a. Predesign Summary Statement</li><li>b. Basis for Need – Project Background</li><li>c. Agency/Organization Planning</li><li>d. Project Description<ul style="list-style-type: none"><li>1. Architectural/Engineering Program</li><li>2. Precedent Studies</li><li>3. Technology Plan</li><li>4. Sustainability, Energy Conservation, and Carbon Emissions</li><li>5. Operations and Maintenance Requirements</li><li>6. Statute Requirements</li><li>7. Specialty Requirements</li><li>8. Project Procurement and Delivery</li><li>9. Quality Control Plan</li></ul></li><li>e. Site Analysis and Selection</li><li>f. Financial Information</li><li>g. Schedule Information</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>3.</b> <i>Section 1 – Predesign Summary Statement.</i> Work with the user agency to develop the executive summary. Be brief, with a two or three paragraph scope description of the project. Below the description include costs, funding sources and schedule.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>4.</b> <i>Section 1 Predesign Summary Statement:</i> Complete the " <i>Building/Project Data Sheet</i> " to tabulate the pertinent data upon which the cost estimates are based. Include this sheet as a second page to the Section 1 – Predesign Summary Statement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5.</b> <i>Section 1 Predesign Summary Statement:</i> If the project involves remodeling of an existing building, use the " <i>Building Audit Sheet</i> " to perform an audit/survey of the building's major components, systems and their conditions. Use and amend the " <i>Building/Project Data Sheet</i> " to indicate the scope of work for the proposed project. Insert behind the Summary Statement.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6.</b> <i>Section 2 Basis For Need-Project Background:</i> Gather the Section 3 planning information from the Agency/Organization and synthesize it into the format shown in the example. Detailing the Mission, Strategic Plan, Operational Plan and Basis for Need for the project. At the back of this include any additional background information on the project from your work with the agency.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>7.</b> <i>Section 2 Basis For Need-Project Background:</i> <b>Verify that the scope of the predesign complies with the language of the appropriation.</b> (For projects that   |

## PREDESIGN CHECKLIST - continued

Complete    N/A

---

have already received a legislative appropriation).

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>8. Section 3 Agency/Organization Planning:</b> This Section supports the <i>Basis for Need–Project Background</i>. Obtain the following from the user agency/organization:</p> <ul style="list-style-type: none"><li>a. Planning documents such as org charts, mission statement,</li><li>b. Strategic plan, and</li><li>c. Operational plan for the project.</li></ul> <p>This information would include any supporting data, analysis or studies which support the proposed project and demonstrates the need for the project by linking it to the agency’s mission, strategic and operational plans; which, in turn were used to prepare Section 2.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>9. Section 3 Agency/Organization Planning:</b> Included a list and narrative regarding the stakeholders involved and affected by the project (i.e. other agencies, organizations, and entities). Also include issues that remain to be resolved among stakeholders along with budget and schedule impacts upon the project.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>10. Section 3 Agency/Organization Planning:</b> Impacts on Operations, Budget and Facility Staff are detailed.</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>11. Section 4.A Architectural /Engineering Program:</b> ( For State Agency projects) Obtain and coordinate space planning standards with the Department of Administration. Then, include a review sign-off from The Department of Administration’s Real Estate and Construction Services Division. Focus on job related functional needs and the State’s <i>Space Guidelines</i> when developing the square foot areas of spaces. (Space Guidelines are located at <a href="http://mn.gov/admin/government/construction-projects/">http://mn.gov/admin/government/construction-projects/</a> ).</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>12. Section 4.A Architectural/Engineering Program.</b> Work with the user/owner to develop the space program. Employ a participatory programming methodology similar to the example) to analyze operations and activities.</p> <ul style="list-style-type: none"><li>a. Your methodology should consider Post-Occupancy Evaluation (POE).</li></ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>13. Section 4.A Architectural/Engineering Program.:</b> Complete the <i>Space Needs Inventory</i> sheet for each room of the project. Include these sheets in the predesign document. The Space Needs sheet should also identify special Mechanical or Electrical needs or upgrades for the space. For instance, you would state the need for special humidification for wood instrument storage in a music classroom.</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>14. Section 4.A Architectural/Engineering Program.:</b> Prepare and include a detailed architectural space program with a Table of Spaces and their respective areas (square footages) with a total of assignable and gross square feet.</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>15. Section 4.A Architectural/Engineering Program.:</b> Provide adjacency diagrams of all spaces and a diagrammatic/conceptual layout of spaces. Superimpose these diagrams onto the Site Plan to show building/site fit and site relationships.</p>   |



## PREDESIGN CHECKLIST - continued

Complete    N/A

---

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>16. Section 4.A Architectural/Engineering Program.:</b> On state agency projects, identify potential MINNCOR Industries <a href="http://www.minncor.com">www.minncor.com</a> and Minnesota State Industries products <a href="http://stateindustries.org">http://stateindustries.org</a> for the project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>17. Section 4.A Architectural/Engineering Program.</b> (for State Agency Projects): If applicable to the agency, work with the user agency to incorporate a <i>Telecommuting Plan</i> for this project. Include the <i>Telecommuting Plan</i> with the Predesign submittal document. Obtain review & response letter from MN.IT.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>18. Section 4.A Architectural/Engineering Program.</b> Develop the Furniture, Fixtures and Equipment (FF&E) needs and include the associated costs as a line item in the project cost estimate. Consider Interior/Exterior Signage Exterior landscaping and fixtures, Telecommunication devices, Security Camera System, Lockers, Trash compactor, Window washing equipment, phasing costs, and Moving costs. (Note: moving costs are not bondable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>19. Section 4.B Precedent Studies:</b> Research the project. Visit similar building types and include <i>precedent</i> projects into the predesign document and how the precedent affects the proposed project. Include information on the facilities (name, location, size, design features) ; Then indicate any features that will be incorporated into the proposed project. Special attention should be paid to design features that result in efficiency of program operations and ability to reduce long term operating costs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>20. Section 4.C Technology Program</b> (for State Agency Projects): Identify and document the technology needs for the project. Develop a Technology Plan for the project using the State's Technology agency (MN.IT) guidelines (" <i>Building Infrastructure Guidelines for State Owned Buildings</i> ") located at: <a href="http://mn.gov/admin/government/construction-projects/">http://mn.gov/admin/government/construction-projects/</a> . Technology plan is to be reviewed by MN.IT.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>21. Section 4.C Technology Plan</b> (for State Agency Projects): Forward the Technology Plan to MN.IT (The State's Information Technology Agency) for review; and obtain a written letter from MN.IT. Incorporate any changes requested by MN.IT.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>22. Section 4.D Sustainability, Energy Conservation and Carbon Emissions:</b> In accordance with Minnesota Statute §16B.235 identify Sustainable and High Performance goals for the project using " <i>The State of Minnesota Sustainable Building Guidelines</i> " at <a href="http://www.b3mn.org/guidelines/index.html">http://www.b3mn.org/guidelines/index.html</a> . Include a summary table of goals & strategies. Also include the B3-MSBG project submittal report for the Predesign Phase that is generated by use of the B3-MSBG Tracking Tool at <a href="http://www.b3mn.org/guidelines/index.html">http://www.b3mn.org/guidelines/index.html</a> . This requirement applies when the project is new building, addition, or major renovation. See the Applicability rules at the B3-MSBG website. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>23. Section 4.D Sustainability, Energy Conservation and Carbon Emissions:</b> Include a table of strategies to comply with Sustainable Building (SB) 2030 requirements. For SB2030 requirements, see: <a href="http://www.mn2030.umn.edu">http://www.mn2030.umn.edu</a>  |

## PREDESIGN CHECKLIST - continued

Complete    N/A

---

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>24.</b> For the <i>Section 4.D Sustainability, Energy Conservation and Carbon Emissions</i> : In accordance with MN Statute § 16B.32, a identify alternative energy uses and associated systems. This applies to a new building or for a renovation of 50 percent or more of an existing building or its energy systems. Anticipate future designs which use active and passive solar energy systems, earth sheltered construction, and other alternative energy sources where feasible.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>25.</b> <i>Section 4.D Sustainability, Energy Conservation and Carbon Emissions</i><br>When the project is for a State Agency, provide a cost-benefit analysis for<br>a) including alternative energy (wind and/or solar) sources to provide 2% of the proposed building's energy consumption. An example of an analysis is located at: <a href="http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/predesign.jsp">http://mn.gov/admin/business/vendor-info/construction-projects/Guidelines/predesign.jsp</a><br>b) a 40 Kw "Made in Minnesota" photovoltaic solar system |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>26.</b> <i>Section 4.D Sustainability, Energy Conservation and Carbon Emissions</i> :<br>For compliance with MN Statute 16B.326, provide a written plan in the predesign to consider providing Geothermal and Solar Energy Heating & Cooling Systems on new or replacement HVAC systems. An example of an analysis is located at the weblink above.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>27.</b> <i>Section 4.D Sustainability, Energy Conservation and Carbon Emissions</i> :<br>Include a narrative in the predesign that the project specifications are to include requirements for the contractor to submit a "Waste Management and Recycling Program Plan" for both demolition and construction.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>28.</b> <i>Section 4.D Sustainability, Energy Conservation and Carbon Emissions</i> :<br>Estimated yearly energy consumption and associated costs are included.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>29.</b> <i>Section 4.E Operations and Maintenance Requirements</i> : Conduct information gathering and program meetings with operations and maintenance staff. Document and include these needs into the predesign.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>30.</b> <i>Section 4.E Operations and Maintenance Requirements</i> : For Projects located on the Capitol Complex, obtain "Plant Management Preferred Equipment List", "Capitol Complex Guidelines", and "Signage Guidelines". (available at <a href="http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp">http://mn.gov/admin/government/construction-projects/manuals-guidelines-forms/index.jsp</a> ). Include these documents in the Predesign document as instructions for the future design team.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>31.</b> <i>Section 4.F Statute Requirements</i> :<br>See Appendix 4c for statute requirements related to all projects receiving any amount of state funding. Enter information on how the project will comply with each statute and include in the final predesign document.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>32.</b> <i>Section 4.F Statute Requirements</i> ,: Review the table of statutes contained in  |

## PREDESIGN CHECKLIST - continued

Complete    N/A

---

this manual. Identify the statutory requirements for the project. These are to be included in the final Predesign Document.

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>33. Section 4.F Statute Requirements:</b> Include any design requirements or other mandated requirements. <ul style="list-style-type: none"><li>a. The statute that gives authority for the operational program</li><li>b. Licensing requirements. (i.e. Department of Health or other authority)</li><li>c. Design requirements (i.e.. American Correctional Association standards).</li><li>d. Operating Standards (required State, Federal, &amp; Industry standards)</li><li>e. Federal Statutes/Laws/Requirements.</li><li>f. Significant Building Code or land use/ zoning requirements.</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>34. Section 4.G Specialty Requirements:</b> Review the need to conduct a security and/or vulnerability assessment for the project. Include the study in the predesign document along with associated costs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>35. Section 4.G Specialty Requirements:</b> Include any unique requirements that are applicable to the specific project. i.e. performance requirements, unique testing requirements, environmental reports, assessments, impact statements, facility condition audits that may have been done, hazardous materials surveys, unique construction, restrictions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>36. Section 4.G Specialty Requirements:</b> For renovations and demolitions, verify if the building or structure or amenity is on the register of historic places and/or within a historic district. Meet with the State Historic Preservation Office (SHPO) to determine requirements. Include all SHPO requirements in the predesign as well as all specialty consultants (historic preservationist, archeologist) required for the future design team.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>37. Section 4.H Project Procurement and Delivery:</b> Provide a written statement and recommendation of the proposed construction delivery method to be used on the project. Include the reasons for this selection. Options include: Design-Bid-Build, Best Value, Construction Manager at Risk, Design-Build.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>38. Section 4.I- Project Design Services and other Owner Costs:</b> Provide a listing of all costs that will be incurred in order to build the project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>39. Section 4.J- Quality Control Plan:</b> Provide a listing of all quality control services and costs that are needed and will be incurred in order to building the project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>40. Section 5 Site Analysis and Selection:</b> Provide a narrative on why the preferred site was selected for the project based on the locations that best meet pre-identified site criteria. For State-owned buildings/State Agency projects, coordinate this effort with the Department of Administration, Real Estate and Construction Services.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>41. Section 5 Site Analysis and Selection:</b> When locating or relocating or when proposing a new building or renovation, the Predesign Document must include an  |

## PREDESIGN CHECKLIST - continued

Complete    N/A

---

analysis of the agency's location(s) using "*Criteria for Locating State Offices and Agencies*" located at: <http://mn.gov/admin/government/construction-projects/>

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>42. Section 5 Site Analysis and Selection:</b> If the proposed project is a new building that will be in a campus setting (i.e. school, university, prison, extended care); review location options on the campus in regards to efficient operation and programs provided on the campus. (i.e. Agency masterplanning of a campus should occur in order to give direction as to future growth and organization - Note: Masterplanning is not a bondable activity).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>43. Section 5 Site Analysis and Selection:</b> Verify if the project will be required to undergo a State Environmental Review. To determine this, go to: <a href="http://www.eqb.state.mn.us/EnvRevGuidanceDocuments.htm">http://www.eqb.state.mn.us/EnvRevGuidanceDocuments.htm</a> . If required the predesign will need to include all applicable information and direction to the future design team to provide assistance to the owner and responsible government unit in conducting an environmental assessment (EAW) and environmental impact statement (EIS).<br>Note: If the project includes federal dollars, determine the need to complete an Environmental Assessment in accordance with the National Environmental Protection Act (NEPA).<br>Include all applicable guidelines for EAWs and EISs into the predesign submittal document if available; if not include costs for these in the project budget. Identify required timelines in the project schedule. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>44. Section 6 Financial Information:</b> Compile the project costs using the Department of Minnesota Management and Budget's <i>Capital Budget Request</i> spreadsheet form (this form is included in this manual). Complete this form and include it in the submitted Predesign document.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>45. Section 6 Financial Information:</b> Compile the projected operating costs using the <i>State Operating Costs</i> form (this form is included in this manual). Other formats/forms are also acceptable.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>46. Section 6 Financial Information,</b> review the Project Delivery Method (single prime, multiple prime, design/build )for impact on the <i>Cost Plan</i> for the project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>47. Section 6 Financial Information,</b> include design fees for special consultants in the project costs (i.e. food service, acoustical, security, etc.).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>48. Section 6 Financial Information,</b> verify existing utility infrastructures for adequate capacity needed to support the proposed building/facility or renovation. Incorporate costs for upgrades into the budget.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>49. Section 6 Financial Information:</b> If applicable and/or desired, include percent for Art in the project cost. Statute 16B.35 Subdivision 1 applies [up to 1% of the appropriation can be allocated to art in public buildings – Detention facilities and non-public buildings are exempt.]  |

## PREDESIGN CHECKLIST - continued

Complete    N/A

---

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>50. Section 6 Financial Information:</b> Assist the user agency in identifying and incorporating contingency phasing and funding plans into the predesign to anticipate questions during legislative hearings.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>51. Section 6 Financial Information:</b> When the proposed project is for an existing correctional facility, obtain the contractor security requirements for the facility and include appropriate cost and schedule adjustments. (Working in a secure facility will add approximately 15-20% cost to the project).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>52. Section 6 Financial Information:</b> On major building projects, use the predesign to develop an options based strategy for the agency to use in approaching the governor and legislature when requesting funding. The predesign should anticipate possible questions by presenting options for varying scopes and costs. Examples are:<br>1) It may make sense to break out options (and costs) to spread the funding over several capital bonding sessions.<br>2) Phasing of the project |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>53. Section 6 Financial Information:</b> For renovations, a Facility Condition Assessment has been conducted on the existing building and associated upgrade costs are included in the estimate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>54. Section 6 Financial Information:</b> Conduct an industrial hygiene investigation to determine if there are any hazardous material/asbestos abatement clean-up costs, fuel tank removal and/or contaminated soils clean-up costs for the proposed project or site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>55. Section 6 Financial Information:</b> Provide the Life Expectancy of the major building components and building as a whole and included in the predesign document. Show comparison costs of varying construction systems/components and their life span. Indicate the selected system that was used to prepare the cost estimates.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>56. Section 6 Financial Information:</b> (For State Agency projects) State's Design Guidelines were reviewed and associated costs accounted for.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>57. Section 7 Schedule Information:</b> Include a schedule narrative and bar chart in the submittal document. Include time for hazardous material abatement, site clean-up, fuel tank removal and soils replacement costs, project schedule phasing time, relocation/move time, and any potential long-lead material deliveries.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>58. Section 7 Schedule Information:</b> Include a quality control/coordination review of the construction documents by a third party. Include the cost of this in the design budget. Indicate a minimum of 2 months in the schedule for this review.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>59. For State Agency projects:</b> Complete the Technology Checklist. Insert the MN.IT letter indicating they have reviewed and approved the Technology and  |

**PREDESIGN CHECKLIST** - continued

Complete    N/A

---

Telecommuting Plans.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>60.</b> This predesign document contains all the necessary requirements and costs for:</p> <ul style="list-style-type: none"><li><b>a.</b> The owner to confidently pursue funding based on the cost estimates contained.</li><li><b>b.</b> The owner to advertise for design services and structure their contract with a design firm as to the design scope of work and fee; and,</li><li><b>c.</b> The future design team for all project requirements in order to carry out the proposed design.</li><li><b>d.</b> All owner costs required to deliver the proposed project.</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b>61.</b> Include the SIGNATURE sheet, with signature of the ARCHITECT (see page 1).</p>   |

**PREDESIGN CHECKLIST – continued**  
**TECHNOLOGY & TELECOMMUNICATIONS**  
**Complete    N/A**

---

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1.</b> Obtain a copy of MN.IT’s “ <i>Building Infrastructure Guidelines For State-Owned Buildings</i> ” and review the requirements for costs to be included in the project. For future design use, should the project be funded, include the Technology Plan and guidelines in the predesign submittal.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2.</b> In coordination with MN.IT, determine the need for and develop a Technology & Telecommunications Plan for the project. Form and convene a Predesign meeting to determine the agency’s technology needs, goals, timelines and objectives. The Predesign Team will consist of, but will not be limited to: <ul style="list-style-type: none"> <li>   Agency/customer</li> <li>   Real Estate and Construction Services’ (RECS) Project Manager</li> <li>   Telecommunications Analyst (S)/Designer (if required for predesign)</li> </ul> Note: The State’s (RECS) Project Manager will provide the MN.IT contact name. |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>3.</b> For remodeling projects, verify existing technology infrastructures for adequate capacity. Include upgrade costs in the Cost Estimate.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>4.</b> Identify the user agency’s short and long range plans for technology needs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>5.</b> Identify if the project is or will be a single building or campus configuration.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>6.</b> Identify existing distribution rooms and their capacity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>7.</b> Identify requirements for new distribution rooms.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>8.</b> Identify Fiber Optic requirements, existing locations, new fiber lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>9.</b> Identify copper-wiring requirements, existing and new.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>10.</b> If information technology work is to be within an existing building, identify existing conditions; i.e. floor & ceiling heights & conditions, piping and duct conditions, water problems, feeder cable limitations, equipment room limitations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>11.</b> Identify existing telecommunications infrastructure service to the building.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>12.</b> Identify types of existing cable trays and requirements for new cable trays.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>13.</b> For projects in existing buildings, identify available communications “pairs” coming into the building.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>14.</b> Identify MPOP (Main Point of Presence), APOP (Alternate Point of Presence), Internet Point of Presence locations and needs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>15.</b> Forward a copy of the project Technology Plan and Telecommuting Plan to MN.IT.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>16.</b> Obtain a written letter from MN.IT indicating acceptance of the Technology   |



**PREDESIGN CHECKLIST – continued**  
**TECHNOLOGY & TELECOMMUNICATIONS**

Complete    N/A

- 
- |                          |                          |  |
|--------------------------|--------------------------|--|
|                          |                          | Plan and Telecommuting Plan for the project. Incorporate MN.IT's letter into the Predesign Document.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>17.</b> Incorporate any changes into the Technology Plan as requested by MN.IT (resulting from review of agency's technology plan for the project).     |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>18.</b> Verify existing utility infrastructures for adequate capacity and cost upgrades needed to support the proposed building/facility or renovation. |

**PREDESIGN CHECKLIST**

Check off the above items as they are completed and include this checklist with your final submittal document. Completion of this checklist is **MANDATORY**.

**CONSULTANT SIGNATURE:**

Signature: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Facility: \_\_\_\_\_

Company: \_\_\_\_\_

State Project No. \_\_\_\_\_

## SAMPLE PREDESIGN SUBMITTAL COVER LETTER

LETTERHEAD  
of Agency or Organization

**[insert date]**

Commissioner **[insert name of Commissioner of Administration ]**  
c/o Eric Radel  
Real Estate and Construction Services  
309 Administration Building  
50 Sherburne Ave  
St. Paul, MN 55155

Dear Commissioner **[insert name]**,

RE: Predesign Submittal for **[insert “a new”]** or **[“the remodeling of”]** **[insert name]** building

In accordance with Minnesota Statutes §16B.335, Subdivision 3, enclosed you will find the Predesign submittal document for the **[insert name of project, building & location]**. This predesign outlines the **[insert name of agency/political subdivision]** ‘s capital budget request for the **[insert year]** state legislative session.

This project consists of the **[new construction of]** or **[remodeling of]** **[insert number of square feet]** of space to support **[insert operational plan/goal]**. The total project cost is estimated to be **[ insert amount ]**. This proposal seeks **[insert “full funding”]** or **[“matching funds”]** in the amount of **[insert amount]**.

Sincerely,

**[insert Commissioner/Authority Name]**  
[or head of political subdivision or other approving authority]

Enclosure

cc:



Jim Doering  
Public Works Project Coordinator  
Phone: 507-616-7400  
Fax: 507-637-2417  
jdoering@ci.redwood-falls.mn.us

**Meeting Date: April 16, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No. 24 of 2024

**Recommendation/Action Requested:** Read the proposed Resolution or make a motion to waive the reading of the Resolution. Discuss the proposed Resolution. If no concerns, adopt proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** In response to the Advertisement for Bids, the City received one electronic bid through QuestCDN for construction of the Wastewater Treatment Facility Improvements. The bid was opened and publicly read at 2:00 p.m. on March 28, 2024.

The lowest and sole responsible bidder was Gridor Construction Inc. of Buffalo, MN for the Wastewater Treatment Facility Improvements. The resulting base bid was \$5,980,400.00 and \$1,695,800.00 for the Alternate A add item for a total of \$7,676,200.00. The engineer's estimate was \$10,000,000.00. Staff recommends the award.

The base bid is eligible for 80 percent grant coverage from the Point Source Implementation Grant (PSIG). The Alternate A, an add item, is not PSIG eligible but it is for low interest loan dollars in addition to the remaining 20 percent construction costs from the Public Facilities Authority (PFA) over a term of 20 years.

The current estimation of PSIG grant dollars reflects up to 5.9 million and 3.6 million in PFA loan dollars. These numbers are derived by adding in accrued/anticipated hard costs of predesign, design, and construction engineering along with the (Soft Costs) 5% contingency projected admin and legal costs with the construction award amount. Final project costs will be determined at the end of the project and will be dependent on the accrual of the estimated soft costs.

**Attachments:** Resolution No. 24 of 2024  
Recommendation to Award by John Graupman P.E. Bolton & Menk Inc.

**RESOLUTION NO. 24 OF 2024**

**AUTHORIZATION TO EXECUTE  
AWARD OF CONTRACT  
FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT**

**WHEREAS**, the City of Redwood Falls is authorized to enter into a contract with Gridor Construction Inc. of Buffalo, MN pursuant to Minnesota Statutes § 412.221, subd. 2 for the benefit of its citizens; and

**WHEREAS**, at the February 20, 2024, City Council meeting, the Council authorized the Advertisement for Bids for the Wastewater Treatment Facility Improvement Project; and

**WHEREAS**, on Thursday, March 28, 2024, at 2:00 p.m. CST, one bid was received electronically through QuestCDN service and opened publicly at City Hall and on the MS Teams meeting platform; and

**WHEREAS**, Gridor Construction Inc. of Buffalo, MN is the lowest responsible bidder with the base bid of \$5,980,400.00 and bid add Alternate A of \$1,695,800.00 for the construction of the Wastewater Treatment Facility Improvement Project. The total combined bid of \$7,676,200.00 came in below the engineers' estimate of \$10,000,000.00; and

**WHEREAS**, the recommendation to award the contract to Gridor Construction Inc. has been made by the City's appointed Engineer, John Graupman, Bolton and Menk, Inc.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA, AS FOLLOWS:**

1. The bid and subsequent contract described above is awarded, approved, and executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The Water/Wastewater Superintendent shall be listed as the Project Representative on behalf of the City of Redwood Falls.
3. The Mayor and/or City Administrator are authorized to execute this contract and any amendments on behalf of the City of Redwood Falls pursuant to the Redwood Falls Procurement Policy
4. The awarded contract described above shall be maintained and insured as allowed by law.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 16<sup>th</sup> day of April, 2024.

ATTEST:

\_\_\_\_\_  
Keith Muetzel  
City Administrator

\_\_\_\_\_  
Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public



**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

April 8, 2024

**BID EVALUATION FOR THE  
WASTEWATER TREATMENT FACILITY IMPROVEMENTS  
REDWOOD FALLS, MINNESOTA**

One (1) bid was received on March 28, 2024, for the Wastewater Treatment Facility Improvements project. The bid for the project was a \$5,980,400 base bid and \$1,695,800 for the Alternate A add item, for a total of \$7,676,200 from Gridor Constr., Inc. located in Buffalo, Minnesota. The engineer's estimate was \$10,000,000 for these two bid items.

The specifications and bid documents did not contain any wording or ambiguities so as to force the Contractor to build in additional contingencies. The project had bidder interest based on plan holders; therefore, we feel that the bid received was cost-effective and responsive, and rebidding the project would not provide any cost savings.

The lowest responsive bid for this project was received from Gridor Constr., Inc. They have successfully constructed numerous similar projects in the region, and we have a long history of projects with them including current projects in Worthington, Westbrook, Willmar, and Glacial Lakes.

The base bid is eligible for 80 percent grant coverage from the Point Source Implementation Grant (PSIG) the City has been certified for. The \$1,695,800 alternate is not a PSIG-eligible line item. Preliminary calculations show approximately \$5.8 million in eligible grants (including soft costs) and approximately \$3.6 million in low-interest loans from the State Clean Water Revolving Fund.

Gridor Constr., Inc. is experienced in the type of work required for this project and has fulfilled the bidding and contract requirements. Therefore, we recommend that the bid from Gridor Constr., Inc. be accepted.

Respectfully Submitted,

**Bolton & Menk, Inc.**

**John Graupman, P.E.**

Principal Environmental Engineer

**Meeting Date: April 16, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Resolution No.25 of 2024

**Recommendation/Action Requested:** Read the proposed Resolution or make a motion to waive the reading of the Resolution. Discuss the proposed Resolution. If there are no concerns, adopt proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Resolution No. 25 Authorizes Task Order No. 2024-3 with Bolton and Menk, Inc. (BMI) to provide the listed scope of construction services for the Wastewater Facilities Improvement Project. Completion of the project scope is anticipated to facilitate construction during the 2024 and 2025 seasons.

Staff recommends approval. Please refer to the attached task order for the full scope and list of services and anticipated fee.

**Attachments:** Resolution No. 25 of 2024  
Task Order No. 2024-3

**RESOLUTION NO. 25 OF 2024**  
**AUTHORIZATION TO EXECUTE TASK ORDER NO. 2024-3**  
**FOR THE WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT**

**WHEREAS**, the City of Redwood Falls (“City”) is authorized to enter into a contract with Bolton & Menk Inc, pursuant to Minnesota Statutes Section 412.221, subd. 2 for the benefit of its citizens; and

**WHEREAS**, Bolton & Menk, Inc. of Mankato, MN is the designated Redwood Falls Municipal Civil Engineer under a Professional Service Contract also known as the “Master Agreement;” and

**WHEREAS**, Task Order No. 2024-3 outlines the specific professional tasks to be completed by Bolton & Menk, Inc. and is estimated to be \$680,000.00 which is not to be exceeded without prior authorization; and

**WHEREAS**, with approval, the Council authorizes the use of State awarded Point Source Implementation Grant Program (PSIG) funds and Public Facilities Authority (PFA) low interest loan dollars to cover the expense of Task Order 2024-3; and

**FURTHERMORE**, the Water/Wastewater Superintendent be listed as the Project Representative on behalf of the City of Redwood Falls; and

**FURTHERMORE**, the Mayor and/or City Administrator are authorized to execute this contract, pre-applications, grant applications, subsequent federal and state grant agreements and amendments and negotiate in good faith, as are necessary to implement the project pursuant to the Redwood Falls Procurement Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF REDWOOD FALLS, MINNESOTA, AS FOLLOWS:**

1. The task order described above is approved and shall be executed in the form submitted to the City Council and made a part of this Resolution by reference.
2. The task order described above shall be maintained and insured as allowed by law.

**BE IT FURTHER RESOLVED** that the City Council of the City of Redwood Falls, Minnesota, approves the request contingent upon compliance with all the requirements of the Minnesota State Statutes.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 16<sup>th</sup> day of April 2024.

ATTEST:

\_\_\_\_\_  
Keith Muetzel  
City Administrator

\_\_\_\_\_  
Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
16<sup>th</sup> day of April 2024.

\_\_\_\_\_  
Notary Public

**CITY OF REDWOOD FALLS AND BOLTON & MENK, INC.  
TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES**

**TASK ORDER NO: 2024-3**

**CLIENT: City of Redwood Falls**

**CONSULTANT: Bolton & Menk, Inc.**

**DATE OF THIS TASK ORDER: April 16, 2024**

**DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: January 3, 2024**

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services ("Master Agreement") as dated above, and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Task Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

**1.0 Scope of Services:**

CONSULTANT shall perform the Services listed below or in the attached Scope. All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

**2.0 Fees:**

CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as follows or as described in the attached Scope. The total cost of services provided by CONSULTANT for this Task Order shall not exceed \$680,000.00 without prior approval of CLIENT.

**3.0 Schedule:**

The schedule for the performance of services will be as follows or as set forth in the attached Scope, such that all services will be completed by September 30, 2026.

**4.0 Deliverables**

Deliverables will be as follows or as set forth in the attached Scope.

**5.0 Term**

In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT'S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.



**6.0 Project Managers**

Project managers and contact information for the CLIENT and CONSULTANT for this Task Order, if different than the Master Agreement, are as follows:

CITY OF REDWOOD FALLS  
Attn: Keith Muetzel, City Administrator  
333 S. Washington St.  
P.O. Box 526  
Redwood Falls, MN 56283  
Office Phone: 507-616-7400  
Email: [kmuetzel@ci.redwood-falls.mn.us](mailto:kmuetzel@ci.redwood-falls.mn.us)

BOLTON & MENK, INC.  
Attn: Seth Peterson, P.E.  
12224 Nicollet Ave  
Burnsville, MN 55337  
Office Phone: 952-890-0509  
Email: [Seth.Peterson@Bolton-Menk.com](mailto:Seth.Peterson@Bolton-Menk.com)

CLIENT: City of Redwood Falls

CONSULTANT: Bolton & Menk, Inc.

---

---

---

---

---

---

**ATTACHMENTS TO THIS TASK ORDER:**

- Project Scope

**PROJECT SCOPE:**

The project is for construction services of wastewater improvements recently bid and awarded to Gridor Construction. The work related to expanding the treatment process is eligible for the Point Source Implementation Grant (PSIG) along with the Clean Water Revolving Fund low-interest financing. The project includes construction phase services for:

- Install one new disk filter system with two filter units for redundancy. The filter system will include integral backwash pumping and disk cleaning skid.
- Furnish and install a new chemical feed system compatible with ferric chloride, aluminum sulfate, and rare earth metals to allow operational flexibility. Provide bulk storage for cost-effective deliveries.
- Construct a new precast building to house the filter system, chemical feed equipment, and electrical gear.
- Provide an intermediate pumping station to pump to filters after the final pond. Filter building would be designed to flow by gravity back to the existing transfer station to the regional facility.
- Provide electrical and SCADA control.
- Backup electrical generator.
- Site piping as required, including backwash waste return to the aeration lagoon.
- Site improvements to allow efficient truck access for chemical delivery, site drainage, and stormwater control.
- Blower and aeration system replacement.

---

AGENDA MEMO

**Meeting Date:** April 16, 2024

**Agenda Item:** Ordinance No. 90, Fourth Series – An Ordinance Adopting the 2014 Unified Development Ordinance with Amendments as Provided in §14.02 and §15.02 of Redwood Falls City Code.

**Recommendation/Action Requested:** Read the proposed ordinance or make a motion to waive the first reading of the ordinance. Discuss the proposed ordinance. If no concerns, proposed ordinance will be discussed again at the next Council Meeting on May 7, 2024, and request for approval by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** Staff is proposing changes to the Unified Development Ordinance (UDO). The current UDO was approved in 2014 and recently City Staff has identified a few areas that need to be updated. Included in the packet is Ordinance No. 90, Fourth Series, which details all the proposed changes to the UDO. The wording that is proposed to be removed is shown as strikethrough text and the remaining text is the added suggestions. Provided below is a summary of the significant changes being proposed.

The first proposed change in Section 7.18 - Residential Accessory Buildings, modifies Table 7.1 and allows for increased accessory structure square footage based on the size of the lot. The setback requirements and total lot coverage requirements will remain the same. With the addition of 1 acre and 1.5 acre lots in the Reflection Prairie subdivision, staff feels it is important to allow for larger accessory buildings where residents have the space available.

The second proposed change is in Section 7.20 - Private Swimming Pools. The only requested change is to remove the wording, “and have a have a capacity of 1,000 gallons or more.” It is difficult for Staff to know the total number of gallons a pool can hold based on a site inspection. For better enforcement, Staff is requesting to remove that requirement and allow for enforcement of private pools when they are capable of holding water at a depth of more than 24”. This change also harmonizes the UDO with pool regulations found in the current property maintenance code.

The final proposed change is to Section 7.24 Solar Energy Systems. Due to changes and advancements with solar energy systems since 2014, and the complexity of the section, Staff is proposing to remove all of Section 7.24 except subdivision (A) and replace it with new language for the entire section. Staff feels the new language and layout of the revised section better fits the current standards for solar energy systems. The most significant change is the removal of the Conditional Use Permit requirement for all rooftop solar systems over 120 sq. ft. All rooftop mounted systems would be allowed so long as they meet the required standards and approval process. All solar energy systems would still require a building permit and approval from the Building Official as well as approval from the Public Utilities Department. A conditional use permit would still be required for ground mounted solar energy systems over 120 sq. ft.

On April 9, 2024, a public hearing was held by the Planning Commission to discuss Ordinance No. 90, Fourth Series. After the hearing, the Planning Commission recommended approval of Ordinance No. 90 with two

amendments to Table 7.1, increasing the maximum height allowed from 16 feet to 20 feet for detached accessory structures in R-1 and R-2 Zones on parcel sizes of 1 acre or greater. The remainder of the text within 7.18 was added to the Ordinance, with renumbering to correct a previous typo. No other changes were made to the proposed ordinance.

**Attachment:** Ordinance No. 90, Fourth Series

**ORDINANCE NO. 90, FOURTH SERIES**

**AN ORDINANCE ADOPTING THE 2014 UNIFIED DEVELOPMENT  
ORDINANCE WITH AMENDMENTS AS PROVIDED IN §14.02 AND  
§15.02 OF REDWOOD FALLS CITY CODE**

**THE CITY COUNCIL OF REDWOOD FALLS ORDAINS:**

**SECTION 1.** Pursuant to State Statute §462.357 which enables cities to enact land use plans through zoning ordinances, a certain document, one (1) copy of which is on file in the office of the City Administrator of the City of Redwood Falls, being marked and designated as the Unified Development Ordinance, 2014 Edition, was adopted, after public hearing, as the Unified Development Ordinance of the City of Redwood Falls, State of Minnesota by Ordinance No. 44, Fourth Series, on November 7, 2014 by the City Council of Redwood Falls. The Unified Development Ordinance of the City of Redwood Falls, State of Minnesota, was adopted for regulating and governing zoning ordinances for the purpose of promoting public health, safety and the general welfare; for the future layout and landscape of the City for years to come; for the development or preservation of open space; for the redevelopment and revival of existing properties; and to develop future plans for harmonious and healthy land use patterns that are consistent with the goals of the City's Comprehensive Plan.

That Ordinance No. 69, Fourth Series, adopted on April 6, 2021, purportedly repealed Ordinance No. 44, Fourth Series, however, no public hearing was held prior to the adoption of Ordinance No. 69, Fourth Series and the intent of the Council in adopting Ordinance No. 69, Fourth Series in conjunction with the adoption of Ordinance No. 70, Fourth Series (also adopted on April 6, 2021) was not to repeal or amend the Unified Development Ordinance of the City of Redwood Falls but rather to relocate the Unified Development Ordinance within the City Code of Ordinances from Chapters 11 and 12 to Chapters 14 and 15.

That the Unified Development Ordinance, 2014 Edition continues, remains, and shall be adopted as the Unified Development Ordinance of the City of Redwood Falls, State of Minnesota, replacing the entirety of Chapter 14 and Chapter 15 of the City Code of Ordinances.

That the Unified Development Ordinance, 2014 Edition remains on file in the office of the City Administrator of the City of Redwood Falls, is hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance with amendments as noted below.

**SECTION 2.** That any and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3.** That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Redwood Falls City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that anyone or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**SECTION 4.** That nothing in this ordinance or in the Unified Development Ordinance hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 2 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

**SECTION 5.** That Chapter 14, Section 14.01 of the Redwood Falls City Code continue to read as follows:

**"SEC. 14.01. UNIFIED DEVELOPMENT ORDINANCE.** The Unified Development Ordinance, 2014 Edition, is hereby adopted by reference as though set forth verbatim herein. One copy of said Code shall be marked CITY OF REDWOOD FALLS-OFFICIAL COPY and kept on file in the office of the City Administrator and open to inspection and use by the public."

**SECTION 6.** That Chapter 14, §14.02 of the Redwood Falls City Code be amended to read as follows:

**~~SEC. 14.02 [RESERVED]~~**

**"SEC. 14.02. AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE.** *The Unified Development Ordinance, 2014 Edition, as adopted by reference as though set forth verbatim in §14.01, is hereby amended to read as follows, in relevant part:*

**1. Section 7.18 Residential Accessory Buildings**

*(A) In general. In all residential districts, the design and construction of any garage, carport, or storage building shall be similar to or compatible with the design and construction of the principal building. All new single family residential construction, whether attached or detached units, shall require the construction of at least a single stall garage. In no case shall a single family use, where detached or attached, with a garage be permitted to eliminate the garage or to provide less than a one stall garage on the property, either through conversion, demolition or other means of destruction.*

*(B) Attached structures. An accessory structure shall be considered attached, and an integral part of, the principal structure when it is connected by an enclosed passageway. Such structures shall be subject to the following requirements:*

- (1) The structure shall meet the required setbacks for a principal structure, as established for the zoning district in which it is located.*
- (2) In no case shall the total floor area of an attached garage, carport, or other accessory structure exceed the ground floor area of the principal building located on the same lot.*

- (3) *The structure shall not exceed the height of the principal building to which it is attached.*

*(C) Detached structures. Up to two detached accessory structures shall be permitted on a residential property in accordance with the requirements as follows:*

- (1) Detached accessory structures shall be comprised of a shed and/or garage, you shall be allowed to have two sheds, but not permitted to have two detached accessory structures which are considered garages.*
- (2) Detached accessory structures shall be located to the side or rear of the principal building, and are not permitted within the front yard or within a corner side yard. When such structure is located in a side yard, the required setback shall be the same as that for the principal structure.*
- (3) Detached accessory structures located completely behind the rear plane of the home shall be allowed to reduce the side yard setback to five (5) feet, instead of the required side yard setback designated by the zoning district. These structures are still required to maintain the distance between structures as outlined in table 7.1.*
- (4) Exterior materials and finish must match or compliment the exterior finish of the principal structure in material, color, and texture. Structures with a corrugated metal exterior finish shall not be permitted, unless they match the color of the primary structure and are well maintained.*
- (5) Garages, when accessed from and situated perpendicular to a public alley, shall maintain a setback of at least five (5) feet from said alley right-of-way and five (5) feet from rear side yard.*
- (7)(6) Maximum lot coverage for detached structures is regulated under Section 11.13. For those properties that are exempted under Section 11.13 no more than thirty (30) percent of the rear yard area may be covered by accessory structures.*
- (8)(7) Distance between structures shall be measured from wall to wall.*

**Table 7.1 Requirements for detached accessory structure in residential districts**

<b><i>Use</i></b>	<b><i>R-1 or R-2</i></b>	<b><i>Other Multi-Family residential use</i></b>	<b><i>Permitted non-residential use</i></b>
<b><i>Number of Structures Allowed</i></b>	<b><i>2</i></b>	<b><i>2</i></b>	<b><i>2</i></b>
<b><i>Maximum size—Detached Garage</i></b>	<b><i>864 sq. ft.</i></b>	<b><i>300 sq. ft./unit</i></b>	<b><i>1,000 sq. ft.</i></b>

<del>Maximum size - Shed</del>	<del>120 sq. ft.</del>	<del>250 sq. ft.</del>	<del>250 sq. ft.</del>
<del>Maximum height</del>	<del>16 feet</del>	<del>16 feet</del>	<del>20 feet</del>
<del>Required Setbacks</del>			
<del>— Side</del>	<del>8 feet*</del>	<del>15 feet</del>	<del>15 feet</del>
<del>— Rear</del>	<del>5 feet</del>	<del>15 feet</del>	<del>15 feet</del>
<del>— Between Structures</del>	<del>8 feet</del>	<del>10 feet</del>	<del>10 feet</del>

\*See number 7.18(c)(3)

Table 7.1 Requirements for detached accessory structures in residential districts

Use	R-1 or R-2			Other Multi-Family residential use	Permitted non-residential use
<b>Land Area</b>	Under 1 Acre	1 – 2 Acres	2+ Acres		
<b>Number of Structures Allowed</b>	2	2	2	2	2
<b>Maximum Combined Sq. Footage</b>	1000 sq. ft.	2000 sq. ft.	3000 sq. ft.	300 sq. ft./unit	1000 sq. ft.
<b>Maximum size - Shed</b>	120 sq. ft.			250 sq. ft.	250 sq. ft.
<b>Maximum height</b>	16 feet	20 feet	20 feet	16 feet	20 feet
<b>Required Setbacks</b>					
Side	8 feet*	8 feet*	8 feet*	15 feet	15 feet
Rear	5 feet	5 feet	5 feet	15 feet	15 feet
Between Structures	8 feet	8 feet	8 feet	10 feet	10 feet

\*See number 7.18(c)(3)

## **2. Section 7.20 Private Swimming Pools**

*All private swimming pools, both above the ground and in the ground, that are capable of holding water at a depth of more than 24" ~~and have a have a capacity of 1,000 gallons or more,~~ are subject to the following standards:*

(A) *The pool is not operated as a business or private club, except when allowed as a permitted home occupation.*



(B) *The pool, including any related walks, paved areas, or other structures, shall not be located in a front yard, and must be set back at least five (5) feet from any property line.*

(C) *The pool, or the rear yard, or the entire property, shall be enclosed by a wall or fence or combination thereof which is at least four (4) feet in height, with a self-closing gate capable of being secured with a lock so as to prevent uncontrolled access by children from the street or adjacent properties. Any exterior release mechanism shall not be located less than 45 inches from grade. A cover capable of being locked, but not easily penetrated, when the subject is not in use may be substituted for fencing.*

(D) *If the only access to a pool is through a principal or accessory structure, all points of access shall be made lockable.*

(E) *Required fencing shall be of durable wood, chain linked, masonry, or metal, and shall be so designed as to discourage climbing. Building walls may contribute to enclosure requirements.*

(F) *In the case of aboveground pools, sides that are vertical or slanted outward may contribute to required fencing, provided all points of access are controlled to prevent access by children, including the removal of all ladders and/or stairs whenever the pool is not in use. A cover capable of being locked, but not easily penetrated, when the subject is not in use may be substituted for fencing.*

(G) *Hot tubs or spas with approved locking safety covers meeting industry standards shall be exempt from the fencing requirements, provided the cover is locked at all times during periods of non-use.*

(H) *Existing pools, as defined by this ordinance, shall comply with all provisions of this ordinance within one year of the effective date of this ordinance.*

## **2. Section 7.24 Solar Energy Systems**

(A) *Purpose. This section is established for the purpose of providing for the appropriate location and development of solar energy systems which are often needed to serve the residents and businesses within the City, to reduce potential negative visual impacts of such facilities, to maximize the use of existing towers and structures, and to provide restrictions which do not conflict with any federal statute or FCC rule or regulation. Towers and antennae provided for use by a Municipality shall be exempt from the regulations identified in this section.*

~~(B) *General Provisions. Solar energy systems shall be permitted in all zoning districts. A property is permitted to have up to four (4) square feet of solar panels before the following standards are required to be met. All panels and/or systems with over four (4) square feet of solar panels are subject to the following requirements:*~~

~~(1) *A maximum of 120 square feet of solar panels are permitted on a property. A system over 120 square feet in size may be permitted by conditional use.*~~

~~(2) All roof mounted systems shall meet the following requirements:~~

~~(a) The rooftop solar collector shall not project beyond the peak of the roof.~~

~~(b) A roof mounted system on a flat roof shall not extend more than nine (9) feet above the average height of that of the roof segment it is on. The height of the system shall be measured from the roof surface to the highest extent the system is capable of reaching. If attached on a pitched roof, it shall not be more than five (5) feet above the roof surface.~~

~~(c) Shall be mounted so that the edge of the system is at no less than one foot in from the edge of the roof, if mounted to the roof on the front of the building. In no case shall a system extend past the wall line of a structure.~~

~~(d) If mounted to the wall of a building, the solar energy systems may not extend into or over any applicable lot line setbacks;~~

~~(e) Exterior piping for solar hot water systems shall be allowed to extend beyond the perimeter of the building on a side yard exposure.~~

~~(3) All ground mounted systems shall meet the following requirements:~~

~~(a) A ground system shall not extend over ten (10) feet in height in all residential zoning districts. An institutional use may apply for a conditional use permit to allow for a taller structure. The height of the system shall be measured from the ground surface to the highest extent the system is capable of reaching.~~

~~(b) A ground system shall not extend over fifteen (15) feet in height in all other zoning districts. A taller system may be permitted by conditional use. The height of the system shall be measured from the ground surface to the highest extent the system is capable of reaching.~~

~~(c) All ground systems shall meet the setbacks required of an accessory structure. The setbacks shall be measured from the property line to the closest extent the system is capable of reaching.~~

~~(d) All ground systems within residential zoning districts shall be located in a side or rear yard. Church and school uses shall be exempt from this requirement provided the lot exceeds one (1) acre in size.~~

~~(e) A ground system shall not be located within a drainage and utility easement.~~

~~(f) Be located so as to minimize glare directed toward an adjoining property.~~

~~(g) The total surface area of all ground-mounted and freestanding solar collectors on the lot shall not exceed 15% of the lot size or 1,000 square feet, whichever is less.~~

~~(h) Shall be considered in determining the maximum coverage of structures on the lot.~~

~~(4) The majority of all associated utilities shall be installed underground.~~

~~(5) A visible exterior disconnect shall be provided per the National Electrical Code.~~

~~(6) All solar energy systems shall be UL-listed or certified by an equal agency recognized by the State of Minnesota and American National Standards Institute (ANSI) standards.~~

~~(7) Building and Electrical permits shall be required for all systems over four (4) square feet in size.~~

~~(8) A property owner who has installed or intends to install a solar energy system shall be responsible for negotiating with other property owners in the vicinity for any necessary solar easements and shall record the easement with the Redwood County Recorder. If no such easement is negotiated and recorded, the owner of the solar energy system shall have no right to prevent the construction of structures, planting of trees, or any other items that may affect the performance of the solar energy system permitted by this ordinance on nearby properties on grounds that the construction would cast shadows on the solar energy system.~~

~~(9) All solar energy systems, unless it is an integral part of the structure, that remain nonfunctional or inoperative for a continuous period of twelve (12) months shall be deemed abandoned and shall constitute a public nuisance. The owner shall remove the abandoned system at their expense after a demolition permit has been obtained. Removal includes the entire structure, including but not limited to the foundation, transmission equipment, structure, and any associated accessory structures. Any owner that has not removed the system within these twelve (12) months shall be notified by the Zoning Administrator in writing and given thirty (30) days to comply with the removal. Upon failure to comply with the notice within the specified time period, the Zoning Administrator is authorized to cause removal of such system, and assign any expenses incidental to the removal of the same to the property or the property owner.~~

~~(10) Active solar energy systems shall be designed to blend into the architecture of the building or be screened from routine view from public right-of-ways other than alleys. Collector surfaces shall minimize glare and reflected light. The color of the solar collector shall be consistent with or complement other roofing materials.~~

~~(11) The solar energy system must be anchored in such a manner as to withstand wind speeds as required of other rooftop mechanical equipment in the building code, and must be set back from adjoining properties far~~

~~enough so as to present to threat to accidental contact with electrical components.~~

~~(C) General standards. Solar energy systems shall be subject to the following additional requirements:~~

~~(1) Location and color shall be in a manner to minimize off site visibility to the greatest possible extent.~~

~~(2) Building permits shall be required for the installation of solar energy systems. All such structures shall be designed and installed in compliance with pertinent building codes and other regulations.~~

~~(3) No signs, other than public safety warning or equipment information, shall be affixed to any portion of the structure.~~

~~(4) No artificial illumination, except when required by law or by a governmental agency to protect the public's health and safety, shall be utilized.~~

~~(5) The placement of transmitting, receiving, and switching equipment shall be integrated within the site, being located within an existing structure whenever possible. Any new accessory equipment structure shall be attached to the principal building, if possible, and be constructed of materials and a color scheme compatible with the principal structure and/or surrounding area, or within an equipment encasement not exceeding ten (10) feet by ten (10) feet in area and five (5) feet in height.~~

~~(6) Accessory equipment or buildings shall be screened in accordance with the provisions required within Chapter 5, Site Plan Review.~~

~~(7) Towers, and any equipment attached thereto, shall be unclimbable by design for the first twelve (12) feet or be completely surrounded by a six (6) foot high security fence with a lockable gate.~~

~~(8) No grid-intertie photovoltaic system shall be installed until evidence has been given to the Planning and Zoning Department that the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer owned generator. Off grid systems are exempt from this requirement.~~

(B) *Applicability.* The provisions of this Section shall apply to the construction and reconstruction of all solar energy systems within the City.

(C) *Residential Districts.*

(1) Ground mounted solar energy systems are permitted as accessory uses in all residential zoning districts subject to the following standards.

(a) Location: rear yard only

(b) Setbacks: (i) Must comply with applicable side and rear yard setbacks of the zoning district in which the system is located. (ii)

Must be located a minimum of five (5) feet from any other principal or accessory structure. (iii) Must be located a minimum of 30' from all buildings located on adjacent lots or parcels of property.

(c) Height: (i) Shall not exceed fifteen (15) feet in height when oriented at maximum vertical tilt. (ii) The height of a ground mounted solar energy system shall be measured from the ground surface to the highest extent the system is capable of reaching.

(d) Coverage: (i) The total surface area of all ground mounted solar energy systems on the lot shall not exceed 120 square feet. (ii) A system over 120 square feet in size may be permitted by conditional use permit. (iii) Square footage of the solar energy system shall be considered in determining the maximum amount of allowable square footage for accessory buildings and structures permitted on the lot.

(2) Roof or building mounted and building or architecturally integrated solar energy systems are permitted on principal or accessory buildings in all residential zoning districts subject to the following standards:

(a) Location: on principal or accessory buildings. (i) If mounted to the wall of a building, the solar energy system may not extend beyond the exterior perimeter wall of the building. (ii) Shall be flush mounted on a pitched roof.

(b) Setback: all solar energy systems must have a three (3') foot clearance around all roof edges to facilitate emergency responder access.

(c) Height: no part of the solar energy system shall project beyond the peak of the roof to which it is attached.

(d) Coverage: there is no percentage or square footage limitation.

(e) Flat Roof: Solar collectors may be bracket mounted on flat roofs no more than three (3') feet above the surface of the flat roof, or extending to the height of the roof's parapet without regard to projection and must maintain a setback of not less than three (3') feet from all roof edges.

(D) *Business, Industrial, and Agricultural Residence Districts.*

(1) Ground mounted solar energy systems are permitted as accessory uses in all business, industrial and agricultural residence zoning districts subject to the following standards.

(a) Location: rear yard only

(b) Setbacks: (i) Must comply with applicable side and rear yard setbacks of the zoning district in which the system is located. (ii) Must be located a minimum of ten (10) feet from any other

principal or accessory structure. (iii) Must be located a minimum of 30' from all buildings located on adjacent lots or parcels of property.

(c) Height: (i) Shall not exceed fifteen (15') feet in height when oriented at maximum vertical tilt. (ii) The height of a ground mounted solar energy system shall be measured from the ground surface to the highest extent the system is capable of reaching.

(d) Coverage: (i) The total surface area of all ground mounted solar energy systems on the lot shall not exceed 15% of the lot size or 1,000 square feet, whichever is less. (ii) Square footage of the solar energy system shall be considered in determining the maximum amount of allowable square footage for accessory buildings and structures permitted on the lot.

(2) Roof or building mounted and building or architecturally integrated solar energy systems are permitted on principal or accessory buildings in all business, industrial and special purpose zoning districts subject to the following standards:

(a) Location: (i) If mounted to the wall of a building, the solar energy system may not extend beyond the exterior perimeter of the building. (ii) Shall be flush mounted on pitched roofs.

(b) Height: no part of the solar energy system shall project beyond the peak of the roof to which it is attached.

(c) Setback: all solar energy systems must have a three (3) foot clearance around all roof edges to facilitate emergency responder access.

(d) Coverage: there is no percentage or square footage limitation.

(e) Flat roof: (i) Solar energy systems shall be set back as follows: at least one (1) foot from the exterior perimeter of the building on which the system is mounted, for every foot that the system extends above the height of the roof at its exterior perimeter. (ii) The maximum height of any component of the solar energy system shall be not greater than 10 feet.

(E) *Other applicable standards for all zoning districts.*

(1) Feeder lines. All power exterior electrical or other service lines must be buried below the surface of the ground.

(2) A visible exterior disconnect shall be provided per the National Electrical Code.

(3) The solar energy system must be anchored in such a manner as to withstand wind speeds and snow load as required of other rooftop mechanical equipment in the Minnesota Building Code.

- (4) Exemption. Building integrated solar energy systems are exempt from the requirements of this Section and shall be regulated as any other building element.
- (5) Compliance with building codes. All solar energy systems shall comply with the Minnesota Building Code.
- (6) Compliance with electric code. All solar energy systems shall comply with the National Electrical Code.
- (7) Compliance with plumbing code. All solar thermal systems shall comply with the Minnesota State Plumbing Code.
- (8) No signs, other than public safety warning or equipment information, shall be affixed to any portion of the structure.
- (9) Institutional uses may install solar energy systems in a side yard that does not have street frontage, provided the lot exceeds one (1) acre in size.
- (10) The placement of transmitting, receiving, and switching equipment shall be integrated within the site, being located within an existing structure whenever possible. Any new accessory equipment structure shall be attached to the principal building, if possible, and be constructed of materials and a color scheme compatible with the principal structure and/or surrounding area, or within an equipment encasement not exceeding ten (10') feet by ten (10') feet in area and five (5') feet in height.
- (11) Accessory equipment or buildings shall be screened in accordance with the provisions required within Chapter 5, Site Plan Review.
- (12) Towers, and any equipment attached thereto, shall be unclimbable by design for the first twelve (12) feet or be completely surrounded by a six (6) foot high security fence with a lockable gate.
- (13) The City prohibits ground mounted solar energy systems in flood plain districts.
- (14) No solar energy system shall violate Minnesota Pollution Control Agency noise standards, air quality standards or otherwise result in a nuisance source of noise.
- (15) All solar energy systems shall be operable and maintained in good repair.
- (16) All solar energy systems and building integrated solar energy systems are subject to any and all applicable federal, state, and local laws and regulations.
- (17) All solar energy systems shall be UL listed or certified by an equal agency recognized by the State of Minnesota and American National Standards Institute (ANSI) standards.

(18) Any solar energy system exceeding 40kW shall require a Conditional Use Permit.

(19) Any community solar or solar farm project must be located in an R-R or industrial district and shall require a Conditional Use Permit.

(20) All solar energy systems shall comply with the height requirements in the applicable zoning district in which the system is placed.

(F) *Approvals.*

(1) Permits: The erection, alteration, improvement, reconstruction, and movement of a solar energy system requires building and electrical permits and supplemental application from the City prior to installation of the system.

(2) Utility notification: The owner of a solar energy system that will physically connect to a house or other building's electrical system and/or electric utility grid shall provide the City of Redwood Falls with proof of an interconnection agreement with the City of Redwood Falls Public Utilities prior to the issuance of a building permit.

(G) *Aesthetics.*

(1) All solar energy systems shall use colors that blend with the color of the roof or other structure or be screened from routine view from public rights-of-way other than alleys as much as possible.

(2) Reflection angles from collector surfaces shall be oriented so as not to interfere with the use and enjoyment of other properties. Where necessary, screening may be required to address glare to the extent possible without impeding their function.

(3) Screening from routine view from the public right-of-way and immediate adjacent residences shall be required in an attempt to minimize the visual impact of ground mounted solar energy systems and any extensive or imposing perimeter security fencing that is proposed.

(4) The City may require additional landscaping or other means of screening to limit the visual impacts of the solar energy system.

(H) *Easements.*

(1) A property owner who has installed or intends to install a solar energy system shall be responsible for negotiating with other property owners in the vicinity for any solar easements and shall record the easements with the Redwood County Recorder's Office (per MN SS 500.30, as it may be amended from time to time). If no such easement is negotiated and recorded, the owner of the solar energy system shall have no right to prevent the construction of structures, planting of trees, or any other items that may affect the performance of the solar system permitted by this Ordinance on nearby properties on grounds that the construction would



cast shadows on the solar energy system. The City does not assure access to sunlight.

(2) Solar energy systems shall not be located within any easement areas.

- (I) *Abandonment.* All solar energy systems, unless it is an integral part of the structure, that remain nonfunctional or inoperative for a continuous period of twelve (12) months shall be deemed abandoned and shall constitute a public nuisance. The owner shall remove the abandoned system at their expense after a demolition permit has been obtained. Removal includes the entire structure, including but not limited to the foundation, transmission equipment, structure, and any associated accessory structures. Any owner that has not removed the system within twelve (12) months shall be notified by the City in writing and given thirty (30) days to comply with the removal. Upon failure to comply with the notice within the specified time period, the City is authorized to cause the removal of such system as a public nuisance and assign and specially assess any expenses incurred from the removal of the same to the property or the property owner.

- (J) *Historic Structures.*

(1) All roof, wall, and ground mounted solar energy systems shall not be permitted on any property where a "Historic Structure," as defined in 44 C.F.R. § 59.1., is located.

**SECTION 7.** That Chapter 15, Section 15.01 of the Redwood Falls City Code be amended to read as follows:

"**SEC. 15.01. UNIFIED DEVELOPMENT ORDINANCE.** The Unified Development Ordinance, 2014 Edition, is hereby adopted by reference as though set forth verbatim herein. One copy of said Code shall be marked CITY OF REDWOOD FALLS-OFFICIAL COPY and kept on file in the office of the City Administrator and open to inspection and use by the public."

**SECTION 8. EFFECTIVE DATE.** That this Ordinance becomes effective from and after its passage and publication of its adoption and reference that a printed copy of the Unified Development Ordinance is available for inspection by any person during regular office hours at the office of the City Administrator.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 7th day of May, 2024.

ATTEST:

---

Keith Muetzel  
City Administrator

---

Tom Quackenbush  
Mayor

(City Seal)

Subscribed and sworn to before me this  
7th day of May 2024.

---

Notary Public

**Introduction:**           **04/16/2024**  
**Posting:**  
**Adopted:**  
**Approval Published:**

**Meeting Date: April 16, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Quotes for Park Bathroom Improvements.

**Recommendation/Action Requested:** Staff recommends Council approval of the low quotes provided by Everstrong Construction of Redwood Falls, MN for the sum of \$73,396.00, Schmidt Construction of Redwood Falls, MN for 54,280.00 and Minnesota Pump Works for \$22,488.12 for the Ramsy Park Utility Improvements.

**Summary/Overview:** On February 12, 2024, the Council approved the DNR grant agreement GMRPTC23-12 for \$137,500.00 with match requirement of \$7,000.00 for a total project cost of \$144,000.00. This grant is to install a new lift station at the Falls Bathroom complex to replace the failing at-grade septic system and install a new single stall bathroom with an accompanying lift-station replacing the seasonal port-a-potty. At the same time, boring in new water and sewer lines to each of the facilities.

The project was broken into 3 parts. First is to purchase two E-one lift stations from certified distributor Minnesota Pump-Works of Dundas MN. This comprised of a larger lift station for the Falls Bathroom and a smaller system for the new Zeb Gray Bathroom as a sole recognized MN approved distributor for Minnesota, their quote is for \$22,488.12 for both stations.

Second, Staff solicited quotes for the Zeb Gray Bathroom, both for a set-in place version like the one by Perks Park and concrete site-built version from local contractors. The set-in place versions ranged from \$70,000.00 to \$80,000.00 no electrical, plumbing, concrete or site work included. The site-built quotes included a similar bathroom design and plumbing, electrical, concrete with installation of the lifts station. Two quotes were received: Everstrong Construction for \$73,396.00 and Salonek, Concrete-Construction Inc. for \$99,300.00.

Third, Staff solicited quotes from local contractors for boring the water and sewer lines to both bathrooms, which includes exposing the watermain and sewer manhole at the Intersection of Pleasant and Grove Street at the park entrance and installing new curb stops and connecting the water lines along with putting the sewer lines into an inside drop in the manhole itself. An alternative was added to install the lift station at Zeb Gray if a set-in place bathroom was selected which was part of the bid package for a site-built unit. Schmidt Construction submitted a bid of \$54,280.00 less the amount for the listed Alternate. GM Contracting of Lake Crystal cordially passed on submitting a bid.

Received quotes not supported by this recommendation can be viewed separately upon request.

**Attachments:** Corresponding Quotes.



30263 County Highway 1, Redwood Falls MN 56283  
www.EverstrongConstruction.com

Ph. 507-644-3616 Fax 507-644-8188  
uren@everstrongconstruction.com

## Proposal

Proposal To: City of Redwood Falls

Date: 3/19/24

Proposal For: Zeb Gray Bathroom

Bid Good For: 30 days

Proposed Start Date: \_\_\_\_\_

### Scope of Work

Provide all labor and materials to build a unisex bathroom per the design and specs provided by the City of Redwood Falls. Includes site work, grinder pump installation, concrete work, building, fixtures, electrical and plumbing.

For stainless steel fixtures, add \$2,100.00

Not in Scope:

- Building permit/plan check fees
- Site utility relocations
- Performance and payment bonds
- Architectural, engineering, and utility company fees
- Equipment relocations
- Unsuitable soil import/export
- Hazardous materials survey and abatement
- Permitting authority comments
- Landscaping
- Concealed and unforeseen conditions

We propose to furnish labor, material, and equipment, complete in accordance with above specifications, for the sum of:

Seventy-one thousand two hundred ninety-six dollars and no cents

\$ 71,296.00

Payments to be made as follows: On completion

Peter U'Ren

3/19/24

Contractor's Signature

Date

### ACCEPTANCE

Interest of 1.5% monthly will be added to all invoices not paid within 30 days of date of invoice.

Reasonable collection and attorney fees will be added to all accounts placed for collection.

A transaction fee of up to 4% will apply to invoices paid by credit card.

Acceptance of contract: The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
Owner's Authorized Signature

\_\_\_\_\_  
Date

**Pre-Lien Notice:** 1) Subcontractors or materials suppliers may file a lien against the property upon which the work is being done if they are not paid for their contributions; 2) The property owner has the right to pay subcontractors or materials suppliers directly and deduct the amounts paid from the contract price or withhold the amounts due them under certain circumstances. This notice is part of the contract between the owner and the contractor and is given per Minnesota Statute 514.01. This notice is not a reflection on the integrity, business relationship, or credit worthiness of you as project owner, Everstrong Construction, or any other party to this.

## Jim Doering

---

**From:** Schmidt Construction <schmidtconstructioninc@yahoo.com>  
**Sent:** Thursday, April 11, 2024 12:10 PM  
**To:** Jim Doering  
**Subject:** Ramsey Park Utilities  
**Attachments:** Ramsey Park Utilities.pdf

[EXTERNAL E-MAIL]

Hello Jim,

Attached please find our quote.

Thanks,

Jeff

Schmidt Construction Inc  
30103 US HWY 71  
Redwood Falls, MN 56283

Office: 507-644-5596  
Nick Amunrud (work cell): 507-430-3341  
Jeff Schmidt (cell): 507-430-2743

Base Quote		Qty	Price/	Total	
Mobilization	lump		1500.00	1500.00	
Common Excavation	lump		500.00	500.00	
Traffic Control	lump		600.00	600.00	
Bore SDR9 PE Blue waterline (w/tracer wire) - two 500' pulls		1200'	14.00	16800.00	Color Blue, SDR9, 2" Copper tube size outside diameter, Grade PE 3408 or PE 4710 rated for 200PSI Compression type connection with type 304 stainless Steel Inserts. Air test for leaks.
Bore PE SDR11 Black sewer force main - two 500' pulls		1200'	14.00	16800.00	Color Black, SDR11, 1 1/4" discharge force main per provided specs, air test for leaks
Wet tap and install two curb stops purchase from City		2	1940.00	3880.00	From 4" water main, copper tube sized compression, contractor to provide corp stop, saddle may be purchased from City for conformity.
Core drill and install one inside drop (combine both 1 1/4" force mains into one drop)			350.00	350.00	Core drill one inside drop to combine both 1 1/4" force mains utilizing an intraflow low profile inside drop or approved equal.
Fill and compact bore pit around manhole and water connection	LUMP		5100.00	5100.00	Fill and compact subgrade 95-100% compaction with 18" of class 5 aggregate 5 inches from top of bituminous The bottom 6" can be salvage aggregate with a minimum of 12" new compacted class 5 for the top.
Install, DH152 Eone lift station	lump		2600.00	2600.00	See provided specs
Plumb, DH152 Eone lift station to existing wasteline and new forcemain	lump		800.00	800.00	See provided specs
Install and energize post mounted E/One Sentry Plus Control/Alarm panel	lump		2200.00	2200.00	See provided specs
Alternate					
Install, DH071 E/One lift station	lump		2600.00	2600.00	See provided specs
Plumb, DH071 E/One lift station to existing wasteline and new forcemain	lump		800.00	800.00	See provided specs
Install and energize post mounted E/One Sentry Plus Control/Alarm panel	lump		2200.00	2200.00	See provided specs
		Total		59,880.00	

 V.P., 4/11/24

Schmidt Construction Inc  
30103 US Highway 71  
Redwood Falls, MN 56283



Minnesota Pump Works  
1 Cannon St W  
Dundas, MN 55019

Quote  
#QTE006253  
04/08/2024

**Bill To**  
Redwood Falls MN, City of  
333 S Washington St  
Redwood Falls MN 56283  
United States  
Phone:

**Ship To**  
Redwood Falls MN, City of  
Public Utilities 511 E Tin St  
Redwood Falls MN 56283  
United States

**Details**

**Prepared By**  
Scott Swenson

**Phone**  
877-645-8004

**Email**  
[info@minnesotapumpworks.com](mailto:info@minnesotapumpworks.com)

**Sales Rep**  
John Roth

**Expires**  
04/18/2024

**Terms**  
Net 30

Item	Comment	QTY	Rate	Amount
<b>24503</b> E/ONE DH152-129 D206L26E01BF Duplex Station	No factory inlet installed.	1	\$12,998.85	\$12,998.85
<b>14249</b> E/ONE GROMMET, 4" PVC, 1/4" WALL, (9604)	For field installation	1	\$18.42	\$18.42
<b>14423</b> E/ONE SENTRY DUPLEX PROTECT PLUS PANEL, 240V, 2P, 10X12 DF (SJ1A210C2AA)		1	\$1,899.05	\$1,899.05
<b>14539</b> E/ONE TANK WRENCH 9088 ASM, 79" FOR 124"-129" STATIONS PA1002G05		1	\$0.00	\$0.00
E/ONE DH071-93 PP STATION Group		1		
<b>14278</b> E/ONE INSULATION DISC D/C 2" NOM X 24.25" DIAMETER W/ 2.3125" HOLE & .875" SLIT		1	\$30.00	\$30.00
<b>14160</b> E/ONE DT071-93, TANK ONLY (D001B14E10BF)	4" S40 inlet grommet @ 180 degree. Factory installed.	1	\$2,378.80	\$2,378.80

Thank you for your business.  
Toll Free: 877-645-8004 | Email: [info@minnesotapumpworks.com](mailto:info@minnesotapumpworks.com) | Website: <http://www.minnesotapumpworks.com>



QTE006253



Minnesota Pump Works  
1 Cannon St W  
Dundas, MN 55019

Quote  
#QTE006253  
04/08/2024

Item	Comment	QTY	Rate	Amount
<b>13994</b> E/ONE D206A01A01AA EXTREME CORE 240V WIRED PRESSURE SWITCH LEVEL SENSING 12' CORE CABLE CC D/C W/REDUNDANT CHECK VALVE		1	\$3,678.00	\$3,678.00
<b>14433</b> E/ONE SENTRY PROTECT PLUS SIMPLEX PANEL SE1A210C2AA WITH PROTECTION PKG & CONTACT GROUP, 220-240V, 2- POLE, HOUR/CYCLE METER, WITH PADLOCK, 10X12 FRP ENCLOSURE, DEADFRONT		1	\$810.00	\$810.00
<b>14537</b> E/ONE TANK WRENCH 9086 ASM, 45" FOR 93" STATION PA1002G03		1	\$0.00	\$0.00
<b>End of Group</b>				\$6,896.80
<b>23288</b> SHIPPING & HANDLING		1	\$675.00	\$675.00

**Subtotal** \$22,488.12

**Total** \$22,488.12

*Pricing is valid for 10 days and does not include freight charges or applicable taxes.*

**Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your business.  
Toll Free: 877-645-8004 | Email: [info@minnesotapumpworks.com](mailto:info@minnesotapumpworks.com) | Website: <http://www.minnesotapumpworks.com>



QTE006253





201 Industrial Drive  
Redwood Falls, MN 56283  
(507) 697-5150

April 2, 2024

Dear Mayor Quackenbush and City Council,

We are proud to be part of the Redwood Falls community and want to make sure you know if there are ever opportunities to be part of improvements or volunteer efforts in the community, please let us know!

Secondly, Clayton Homes takes pride in ensuring our Team Members are happy and safe at all times while on our properties. That being said, we have an issue with not enough parking on the property our building complex is located on and as a result have leased parking space from the American Legion across Industrial Drive. We are seeing more and more vehicle traffic on Industrial Drive that for some reason does not adhere to the speed limit signs, making it very unsafe for our TMs to cross the street, especially during winter mornings when it is dark, due to the fact that our start time is 7am.

We are asking the City Council to honor a request to purchase and install a walkway with flashing lights, activated by crosswalk buttons, on both sides of Industrial Drive. We also request the faded painted yellow crosswalk lines be refreshed with a new coat of paint as it currently can barely be seen. I have included some photos of current conditions for your review. Our thinking is that something similar to the crosswalk that was installed by Subway would work for us, but we are open if you think there is something better.

Clayton Homes is willing to pay for this modification in full as long as we can get a solid estimate for material and labor to install. We will need to get the expense approved through our Home Office in TN and will need a quote in order to accomplish this. I have a current estimate of \$8,800 for material and \$4,000 for installation, but please let me know if we are looking at something different.

Thanks in advance for your consideration in this matter and we look forward to your response.

All the best,

Scott Thomas  
General Manager  
Schult Homes, Redwood Falls



201 Industrial Drive  
Redwood Falls, MN 56283  
(507) 697-5150



Figure 1 - Site Plan



Figure 2 - Current Crosswalk from Overflow Parking



Figure 3 - Looking South from Plant

**Meeting Date: April 16, 2023**

## **AGENDA RECOMMENDATION**

**Agenda Item:** Establish City Council Work Session Agenda

**Recommendation/Action Requested:** Staff requests the City Council formally establish the agenda for the April 30, 2024, work session.

**Summary/Overview:** The next City Council work session is scheduled for April 30, 2024. In order to prepare for the meeting, and ensure adequate time is allowed for each agenda item, staff is requesting the City Council formally establish the work session agenda. The following item has been suggested as an agenda item:

- Review Draft Employee Classification and Compensation Study

**Attachments:** None

**Meeting Date: April 16, 2024**

## **AGENDA RECOMMENDATION**

**Agenda Item:** State of MN Workforce Housing Development Program Grant Application for the Reflection Cove Housing Development Project – Resolution #26

**Recommendation/Action Requested:** Read the Resolution or make a motion to waive the reading of the Resolution. Discuss the proposed Resolution. If there are no concerns, adopt the proposed Resolution by motion in accordance with Chapter 4 of the City Charter.

**Summary/Overview:** In April of 2023, the Port Authority requested proposals from housing developers to develop a 12-acre parcel in the Reflection Prairie Addition. The Request for Proposals sought to identify a developer to construct a mix of privately owned, market rate single-family and multi-family housing units along with the possibility of some light retail space. There were two proposals submitted, one of which was from the Southwest MN Housing Partnership.

The Southwest MN Housing Partnership is a non-profit community development corporation serving communities throughout Southwest and South-Central Minnesota. The Mission of the Southwest MN Housing Partnership is to “partner with communities to develop places for people to call home.” The Southwest MN Housing Partnership carries out its mission by supporting and developing high quality housing services and products.

On December 19, 2023, the City Council granted conceptual approval to the multifamily housing development proposal from the Southwest MN Housing Partnership. The proposal outlines the phased development of a mix of single-story townhomes (28 units) and single-family homes (4 units) that will be available for sale or rent. Future phases included the possibility of larger apartment buildings for additional rental housing.

By approving the proposal, the City made the following commitments to the proposed project:

1. Transfer of land ownership at no cost for each phase of the project.
2. Provide short-term loan funding to subdivide the property for phase 1 construction.
3. Provide up to \$1,000,000 in low interest revolving construction loan funding.
4. Install the necessary infrastructure and assess those costs to each lot that is developed.
5. Consider future financial support for future construction phases.

The Southwest MN Partnership has finalized plans for phase 1 of their project which they have named Reflection Cove. The first phase of development will feature 9 rental homes offered at market rental rates and include amenities such as laundry and garages as highlighted in orange on the attached concept design.

The estimated phase 1 construction cost for nine housing units is \$4,694,117. To assist with this project, the Southwest MN Housing Partnership is seeking \$1,898,489 from the State of MN Workforce Housing Development Program. The Workforce Housing Development Program targets small to medium-sized cities in Greater Minnesota with rental workforce housing needs and provides grant funds to housing projects that increase the available inventory of workforce housing.

One of the program requirements is that local municipalities provide a \$1.00 match for every \$2.00 in State grant funds received. Fortunately, the prior City commitments approved on December 18, 2023, fulfill the match requirements and no additional City assistance is needed nor requested.

Adoption of the attached resolution is a Workforce Housing Development Program requirement. The resolution provides that the City of Redwood Falls will sponsor the \$750,000 Workforce Housing Development Program grant application. The grant award is structured as a 0% interest “deferred loan” to the City with no repayment obligation if the project maintains compliance with MN Housing program guidelines.

**Attachments:** Resolution Approving Submittal of Grant Application  
Reflection Cove Phase 1 Concept Design

RESOLUTION NO. 26 OF 2024  
AUTHORIZATION TO SUBMIT GRANT APPLICATION  
TO THE WORKFORCE HOUSING DEVELOPMENT PROGRAM  
IN ORDER TO OBTAIN FUNDING FROM THE  
MINNESOTA HOUSING FINANCE AGENCY

**WHEREAS**, the City of Redwood Falls ("Recipient"), a Home Rule charter City, is eligible to submit an application (the "Application") for a project (the "Project") pursuant to the Workforce Housing Development Program ("Program") in order to obtain funding from the Minnesota Housing Finance Agency ("Minnesota Housing"); and

**WHEREAS**, on this 16<sup>th</sup> day of April, 2024 there has been presented to the meeting of the City Council of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter into a Deferred Loan Agreement pursuant to the Program in order to obtain funding from Minnesota Housing.

**NOW, THEREFORE BE IT RESOLVED**, that Recipient is authorized to enter into a Deferred Loan Agreement, substantially in the form as attached to this Resolution as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed \$1,898,489.00 (the "Loan").

**BE IT FURTHER RESOLVED**, that Recipient is an Eligible Project Area, as defined in Minnesota Statutes Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

**BE IT FURTHER RESOLVED**, that Recipient certifies that it will use the Loan for qualified expenditures for the Project to serve employees of businesses located in the City of Redwood Falls or surrounding area.

**BE IT FURTHER RESOLVED**, that the Loan will be matched by the City of Redwood Falls with at least \$1 for every \$2 provided.

**BE IT FURTHER RESOLVED**, that Recipient certifies that the average vacancy rate for rental housing located in the City of Redwood Falls, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

**BE IT FURTHER RESOLVED**, that the Loan will not exceed 50 percent of the Project costs.

**BE IT FURTHER RESOLVED**, that the Mayor and City Administrator, or their successors in office, are hereby authorized to execute the Deferred Loan Agreement and such other

agreements, and amendments thereto, as are necessary to implement the Project on behalf of the Recipient.

**BE IT FURTHER RESOLVED**, that Minnesota Housing is authorized to rely on the continuing force and effect of this Resolution until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from Recipient of any amendment or alteration of such Resolution.

**PASSED AND ADOPTED** by the City Council of the City of Redwood Falls, Minnesota this 16<sup>th</sup> day of April, 2024.

ATTEST:

---

Keith Muetzel  
City Administrator

---

Tom Quackenbush  
Mayor

(Seal)

Subscribed and sworn to before this  
16<sup>th</sup> day of April, 2024.

---

Notary Public

EXHIBIT A

MINNESOTA HOUSING FINANCE AGENCY  
DEFERRED LOAN AGREEMENT

**(Insert Deferred Loan Agreement)**



