



**CITY OF SAINT PAUL**  
Christopher B. Coleman, Mayor

Real Estate Division  
1000 City Hall Annex  
25 W. Fourth Street  
Saint Paul, MN 55102-1660

Telephone: 651-266-8850  
Facsimile: 651-266-8855

February 27, 2012

TO: Paul Nahurski, Regional Rail Authority  
FROM: Barbara Morin, City RE/Design Group  
RE: Union Depot Building Square Footage

**SCOPE OF WORK:**

The Design Group proposes to prepare drawings which will include Cad Drawings designating suite spaces, used by the occupants of each level in the Union Depot building. To these spaces, attributes will be applied to reflect their respective square footages, which can be then tied into an Excel spreadsheet to be used by county staff for tenant rental agreements and accounting purposes. In order to complete these layouts, we propose to provide the following services:

- Obtain current Cad Drawings from RRA (or Ramsey County) – visit site to verify floor plans.
- Determine boundaries for new offices, retail & or other tenants within building, for each floor.
- Make any changes/modifications to computer drawings to obtain accurate square footages.
- Finish product will be Cad drawings presented on 11x17 sheets, with colors designating for each of the tenant spaces, along with their respective attributes indicating the square footages for each suite. These attributes will be linked to a matrix, which can be linked to Excel. The information gathered in the attribute will be noted on the plan and include both the gross and net square footages for each space. Space designations include; building support spaces (utility, stairs/elevators, shared spaces), tenant office space, and train access areas.

**DESIGN FEES:**

Site visit to verify spaces	\$ 1,000.00
Drawing prep & formatting for attributes	\$ 1,000.00
Laying out boundaries & creating custom attributes	\$ 2,000.00
Linking Attributes into Excel Spreadsheet	\$ 2,000.00
Providing plans & spreadsheets	\$ 1,000.00
<b>*Total Lump Sum Fee</b>	<b>\$ 7,000.00</b>

\*Lump Sum Payment of \$7,000.00 will be due upon project completion. This cost excludes any construction, bidding or project management work relating to any construction work within the building.

**DESIGN TEAM:**

Barbara Morin, Certified Interior Designer .....\$105.00/hr  
Mike Michaud, Project Manager III .....\$95.00/hr

**SCHEDULE:**

Unless otherwise requested, the project will be completed by April 1, 2012.

**CHANGES:**

In the event the scope of the project should materially increase or decrease, the fees for services will be subject to renegotiation. Any work performed by this office and not indicated in this proposal shall be considered "Additional Services" and shall be billed at the hourly rate. Such changes and the method of compensation for changes must be identified and authorized in writing in advance by the Division.

If you choose to accept this proposal, please provide an authorization signature and return a copy to my attention at the address noted in the letterhead.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Dept: \_\_\_\_\_

Attachment:  
Sample of completed project (CHCH Lower Level Flr)