



Board of County Commissioners Agenda Request

6B

Agenda Item #

Requested Meeting Date: April 22, 2025**Title of Item:** Wideseth proposal for B3 requirements

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jim Bright		Department: Maintenance
Presenter (Name and Title): Jim Bright Facilities Coordinator		Estimated Time Needed: 10 Min
Summary of Issue: Wideseth provided a proposal for the extra cost associated with the B3 requirements that are associated with the money we are receiving from the state for the remodel of the HHS building. The extra cost over the original contract comes from the extra reporting, designs, closeout, B3 tracker portal updates and creating a predesign manual.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the proposal to Wideseth for the design services required with the B3 standards		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 40,000 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> The cost of the proposal will come out of the HHS remodel budget.		

April 16, 2025

Mark Wedel
Board Chair
Aitkin County
307 2nd St NW
Aitkin, MN 56431

Professional Design Services Proposal

Aitkin County Health & Human Services B3 & Predesign Services

Dear Mr. Wedel,

Thank you for the opportunity to continue assisting Aitkin County in the Health & Human Services Renovation. Widseth Smith Nolting & Associates, Inc. (dba Widseth) is pleased to submit the following proposal for design services. This proposal, as dated above, shall be governed by the attached General Provisions of Professional Services Agreement and amended to include the following information.

Project Understanding

Widseth understands that the ongoing Health & Human Services Renovation project is required to comply with both the State of Minnesota's B3 Guidelines and the Predesign requirements as called for by the terms of the General Obligation Bond used in part to fund the project.

Scope of Services

Based on the Project Understanding outlined above, Widseth proposes the following Scope of Services:

- B3 Process & Submittal – Widseth will review the Minnesota B3 Guidelines pertaining to this project, provide responses to the required phases (predesign, design, final design, and closeout) and categories indicated within the B3 tracker, and adjust the remodel design to maintain guideline compliance to the extent feasible for the project. Widseth will coordinate with the Construction Manager and Commissioning Agent throughout the B3 process.
- Predesign Manual – Widseth will develop a predesign document based on Minnesota's Predesign Template outlining the intent of the project, programmatic needs, and spatial design justification. Widseth will submit this document to the State of Minnesota for review and provide responses as required.

Not Included in the Scope of Services

Any service not specifically described herein to be performed, if mutually agreed to by the Owner and Widseth, will be considered an Additional Service. This will result in an increase in Widseth's professional services fee and an adjustment in the contract time.

Proposed Fees

Widseth proposes to complete the Scope of Services described above for a Total Lump Sum fee of \$40,000.00 (forty thousand dollars). This total fee is broken down as follows:

B3 Submittal	\$30,000.00
Predesign Submittal	\$10,000.00
Total	\$40,000.00

Your signature below and return of this document will indicate your agreement with this Letter Proposal and attachments and shall constitute an Agreement between Widseth and Aitkin County. If this proposal meets your approval, please sign and return a copy of the executed agreement to our office and we will schedule our work accordingly.

This proposal will remain valid for 45 days after the submission date.

If you have any questions or would like to discuss any items in more detail, please call me directly at 218-263-6868 to address your concerns.

Thank you for this opportunity to propose and serve as your Architect and Engineers. Widseth is eager to contribute our expertise and we look forward to working with you on this exciting project.

Submitted:

Approved:

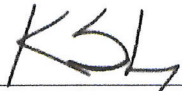
WIDSETH



4/16/2025

Katie Hildenbrand
Interior Designer, VP

Mark Wedel
Board Chair



4/16/2025

Kara Sharp
Architectural Designer

DATE: _____