

**MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE OF MINNESOTA, SECOND
JUDICIAL DISTRICT AND THE COUNTY OF RAMSEY**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between Ramsey County, Minnesota hereinafter referred to as “County” and the State of Minnesota, Second Judicial District, hereinafter referred to as “State.”

WHEREAS, the Kellogg Courthouse needs additional judges’ chambers to be constructed to have a sufficient number of chambers for the States’ judges and the State desires the twelfth floor CourtSmart room to be converted into a Judicial Chambers, Room 12D in Ramsey County; and

WHEREAS, Minnesota § Statute 484.77 and the MOU between the State of Minnesota Judicial Branch and Ramsey County executed in January 2024 that governs the relevant time period of this MOU requires in Section II. STATE USE OF COUNTY FACILITIES the County to provide suitable facilities for court purposes and shall also be responsible for the costs of renting, maintaining, operating, remodeling, insuring, and renovating those facilities occupied by the court; and

WHEREAS, notwithstanding Minnesota § Statute 484.77 and the existing above-referenced MOU, due to funding and urgency of the need for additional judicial chambers, the State has agreed to provide funding for the specific remodeling project set forth in this MOU; and

WHEREAS, for the purposes of this Project, the County agrees to provide all supplies, equipment, material, labor, and incidentals for the Ramsey County Courthouse Chambers Room 12D Remodeling Project located in Ramsey County Courthouse, 15 West Kellogg Blvd., Saint Paul, Minnesota 55101 within the scope of the county provided court facilities; and

WHEREAS, a cooperative effort between the County and State is the appropriate method to facilitate the completion of the Project; and

WHEREAS, the County sought an informal RFP, attached hereto as Appendix A, and awarded the project to McMonigal Architects, attached hereto as Appendix B, to design and construct the 12th floor chambers; and

WHEREAS, the County and State desires to complete these design and construction in a phased approach for budgetary purposes, but commits to completion of entire project by December 31, 2025; and

WHEREAS, all chamber and clerk’s furniture is a separate matter from this MOU; and

NOW THEREFORE, in consideration of the mutual benefits that each party shall derive here from, the parties do hereby agree as follows:

1. The entire Project shall be completed by December 31, 2025. Phase 1 for professional design services to include Schematic Design, Design Development, Construction Documents, and Bidding Assistance shall be completed by June 30, 2025. Upon approval of project and funding to proceed, Phase 2 for professional services related to Construction Administration and Close-out, and physical construction for the project shall be completed December 31, 2025. Phase 2 will be handled under a separate MOU agreement.
2. The County shall use best efforts to contract with McMonigal Architects within thirty (30) days of this contract being fully executed.
3. The County shall contract with McMonigal Architects for phase 1 professional services for the 12th floor chambers, as set forth in the attached Appendix B, covering this work.
4. Based on design costs, see attached Appendix B, the State will provide the County up to \$37,350 after presentation of valid invoices to the Second Judicial District Administrator or their designee. The State's committed funds are available through the State's current fiscal year, and therefore, must be invoiced prior to June 30, 2025.
5. Any amendment to this MOU must be in writing and will become effective upon execution of the same parties who executed and approved the original agreement, or their successors in office.
6. The MOU contains all negotiations and agreements between the County and the State. No other understanding regarding this MOU, whether written or oral, may be used to bind either party. In the event of any inconsistency or conflict between the terms of this MOU and any other agreement between the parties, the terms of this MOU shall govern.
7. Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. 3.736 and other applicable laws govern each party's liability.
8. This MOU is the present expression of the understanding of the parties. There are no representations or stipulations either oral or written not contained herein.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives.

STATE OF MINNESOTA

Approval and certification that State funds have been encumbered, and applicable procurement policies have been followed:

Heather Kendall
Judicial District Administrator

Where contract exceeds \$50,000, signature of the State Court Administrator or his Deputy is also required:

Jeff Shorba
State Court Administrator

APPROVED AS TO FORM AND EXECUTION:

SCAO Senior Legal Counsel

Funds have been encumbered as required by State Court Finance Policy by:

By: _____

Title: _____

Date: _____

Contract Number: _____

P.O. Number: _____

RAMSEY COUNTY

Rafael E. Ortega
Chair
Date: _____

Jason Yang,
Chief Clerk
Date: _____

Approval recommended:

Jean Krueger

Jean Krueger, Director
Property Management Department

Approved as to form:

Kathleen Ritter

Kathleen Ritter, Assistant County Attorney

APPENDIX A



Ramsey County Courthouse/Saint Paul City Hall – Room 12D Renovation Project - RFP Solicitation

Solicitation Contact: Mehrshad Parsakalleh

Solicitation Email Address: Mehrshad.Parsakalleh@ramseycounty.us

Solicitation Issued: 11/26/2024.

Pre-proposal Conference: 12/4/2024 2:00pm at 15 West Kellogg Blvd. Saint Paul, MN 55102

Solicitation Questions Due: 12/6/2024 by 4:30pm

Addendum/Responses to Questions Issued: 12/10/2024.

Proposals Due: 12/17/2024

Anticipated Start Date: Week of January 6, 2025

Project Information

Purpose

Ramsey County, through the Property Management Department, seeks a design firm with demonstrated experience to design and produce a biddable set of documents for the Ramsey County Courthouse/Saint Paul City Hall – Room 12D Renovation Project, located at 15 West Kellogg Blvd., Saint Paul, MN 55102 ("Project").

Background

The Second Judicial District now has 29 judges but only 27 chambers at the Kellogg Courthouse. This means two judges are displaced when they are on a different assignment, while another judge occupies their chambers. It also limits available space when a displaced judge to be at the Kellogg courthouse to cover other assignments.

Project Team

The Project will be developed with the assistance of Ramsey County Property Management. Mehrshad Parsakalleh, a Project Manager for Ramsey County Property Management, will be the primary contact. Project team will include representatives from the Ramsey County Property Management department and State of Minnesota 2nd Judicial District. Ramsey County Property Management will provide feedback throughout the design process and will assist with the design team's understanding of existing conditions.

Project Objectives

The Project goal is to convert the existing CourtSmart office space (12D) into a judicial chamber with an ADA accessible restroom and staff office. Existing walls will either need to be removed and/or moved to conform to a standard chamber office design.

Project Budget

The Project will be primarily funded by the State of Minnesota 2nd Judicial District.

Project Timeline and Schedule

The successful proposer shall complete all design services as described in this RFP no later than three months from the date of purchase order issuance.

The County's Project Manager can work with the design team to develop an alternate schedule that is acceptable if the proposed schedule is deemed unsuitable.

Design Process and Deliverables

The delivery method for this Project is design-bid-build. The County expects the design team to lead the County and 2nd Judicial through Schematic Design, Design Development to include options and cost estimates, Construction Documentation, County-lead Bid process (which will include attending the pre-bid conference, issuing addendums, and assisting to answer contractor questions), and Construction Administration Phases.

As part of this solicitation, cost estimating services are required at the completion of the Design Development stage to assist the County/2nd Judicial determine how feasibility and budgeting processes.

Proposal Requirements

1. Proposal Format

Proposals shall not be more than 16 single-sided pages. If a design team ("contractor") exceeds the page limit identified above, the excess pages will not be reviewed, regardless of content. Note that a cover letter will count as part of the page limit.

2. Solicitation Questions

All questions concerning this RFP solicitation shall be submitted in writing (via email) to the solicitation contact at the email address listed on the first page of this solicitation. Any solicitation changes, additions, alterations, or revisions will be made in writing via an addendum within reasonable time to allow the prospective Contractor to consider the changes in preparing its solicitation response.

3. Proposal Information

The contractor shall include the following information in its response. To facilitate review of information submitted, proposals must contain the following information in the order listed:

3.1 Firm Information

Include the following information about your firm:

- Name of firm
- Address
- Primary contact person
- Telephone number
- Email address

3.2 Addenda received.

3.3 Qualifications

Resumes of key Project participants, including a list of projects of similar scope for which participants played the same or similar role as proposed for the County's Project. Include a brief description of the design team's experience with public safety campus security projects. Project examples should highlight similarities to this Project. Proposals must include the same information for sub-consultants.

3.4 Project Understanding

Description of the design team's overall approach and understanding of the Project.

3.5 Work Plan

The design team must provide a work plan that identifies the major tasks to be accomplished. The design team must describe what will be done and how each task will be accomplished. The Work Plan must include the following:

- A list of personnel working on the Project, including their role, by task
- Time commitment for each person
- Overall Project schedule
- County responsibilities during each phase of the Project

3.6 Deliverables

The contractor must identify major deliverables for each Project phase.

3.7 Cost

3.7.1 Basic Services:

The contractor must provide an hourly, not-to-exceed cost based on the contractor's understanding of the scope of services as described herein along with the following:

- A breakout of the hours by phase for each employee
- Contractor's Professional Hourly Fee Schedule based on the *Ramsey County Architectural/Engineering Professional Services Master Contract*
- Identification of any assumptions made while developing this cost proposal.

3.7.2 Reimbursable Expenses:

The contractor must identify anticipated reimbursable expenses based on the *Ramsey County Architectural/Engineering Professional Services Master Contract*.

3.7.3 Additional Services:

The contractor must identify any cost information related to any other additional services or tasks. This should be clearly identified as additional costs and not made part of the hourly not-to-exceed fee.

4. Proposal Submission

The contractor shall submit one PDF copy of the proposal via email to the solicitation contact

listed on the first page of this solicitation no later than the deadline noted on the first page of this solicitation. Late proposals and proposals not sent via the instructions above will not be considered.

5. Evaluation and Selection Process

The Project team will evaluate each proposal based on the following criteria. Proposals will not be scored if the proposal does not note the number of addenda received.

5.1 – Evaluation Criteria and Maximum Points

Proposals are scored per the evaluation criteria and maximum points system below:

20 pts. Contractor’s Qualifications

20 pts. Project Understanding

25 pts. Work Plan and Deliverables

35pts. Cost

100 Total Points

5.2 – Interviews (When Applicable)

After the County’s Project team has evaluated written proposals, the County may then choose to interview one or more Contractors. Extension of an invitation to interview is at the sole discretion of the County. Interviews, when conducted, are part of the overall selection process and will be scored with a total of 100 additional points.

6. Selection

The County is not bound to accept the lowest cost.

A written notice of intent to award shall be sent to the contractor with the greatest number of evaluation points in accordance with the process outlined in Section 5.

If only one solicitation proposal is received, an award may be made to the single contractor if the County finds that the price submitted is fair and reasonable, and that either other contractors had reasonable opportunity to respond, or there is not adequate time for the re-solicitation.

7. Project Award

Ramsey County will issue a purchase order and a Notice to Proceed to the successful contractor according to the *Ramsey County Architectural/Engineering Professional Services Master Contract* between Ramsey County and the Contractor.



RAMSEY COUNTY

Ramsey County Courthouse/St. Paul City Hall - Room 12D Renovation Project



Firm Information

McMonigal Architects
1227 Tyler Street Northeast, Suite 100
Minneapolis, MN 55413

Primary Contact

Rosemary McMonigal FAIA, LEED AP, CID
612.331.1244
rosemary@mcmonigal.com

Addenda Received

We acknowledge receiving Addendum One

Table of Contents

Page	Content
2	Cover Letter
3-6	Qualifications
7-11	Project examples
12-13	Project Understanding
14-15	Work Plan / Deliverables
16	Fee Summary Additional Services

December 17, 2024



Mehrshad Parsakalleh
Ramsey County
Property Management
121- 7th Place East, Suite 2200
St. Paul, MN 55101

Mehrshad,

Thank you for the opportunity to submit a proposal for the Ramsey County Courthouse/ Saint Paul City Hall – Room 12D Renovation Project. We understand the importance of providing a safe and productive workplace for judges and staff of the State of Minnesota Second Judicial District. Because the courtroom taping function of CourtSmart has changed and is no longer needed, it's a natural to convert that space to help with the judge chamber shortage.

As this proposal outlines, our team has worked within the historic Courthouse previously, including recent accessible renovations to 13 restrooms, skyway, and break area on the lower floor through third floor. We will bring that insight to this project. Our team has designed private and open offices, and some examples are included where security was carefully integrated. Our process will collect and engage input with your department, the Second Judicial District, and Courthouse staff.

McMonigal Architects is teaming with Edi-Dolejs, mechanical, electrical, plumbing, and technology engineers (MEP) who worked with us on the last Courthouse project. The same engineers will be on our team. Edi-Dolejs has extensive experience with designing MEP for remodeled spaces within secure buildings. Our team brings experience working in historic buildings with governmental agencies and institutions on projects with similar scope to these chambers.

From the start, we will listen closely to your requirements and carefully document meetings in order to promote clear communication between everyone. We have earned a reputation for providing quality and thoughtful design services, and understand the importance of project schedules and budget.

We will listen to, collaborate, and build consensus with Ramsey County and the other groups. McMonigal Architects has researched the Courthouse, studied drawings, assessed conditions, and found ways to design updates for current day needs within the historic framework.

Sincerely,

A handwritten signature in black ink that reads "Rosemary McMonigal". The signature is written in a cursive, flowing style.

Rosemary McMonigal FAIA, CID, LEED AP

McMonigal Architects, LLC
1227 Tyler Street NE Suite 100
Minneapolis MN 55413
612.331.1244
mcmonigal.com

Qualifications

Founded in 1984, McMonigal Architects provides the full range of architectural services. For 40 years, we have specialized in the design of civic, workplace, housing, institutional, educational, and recreational projects.

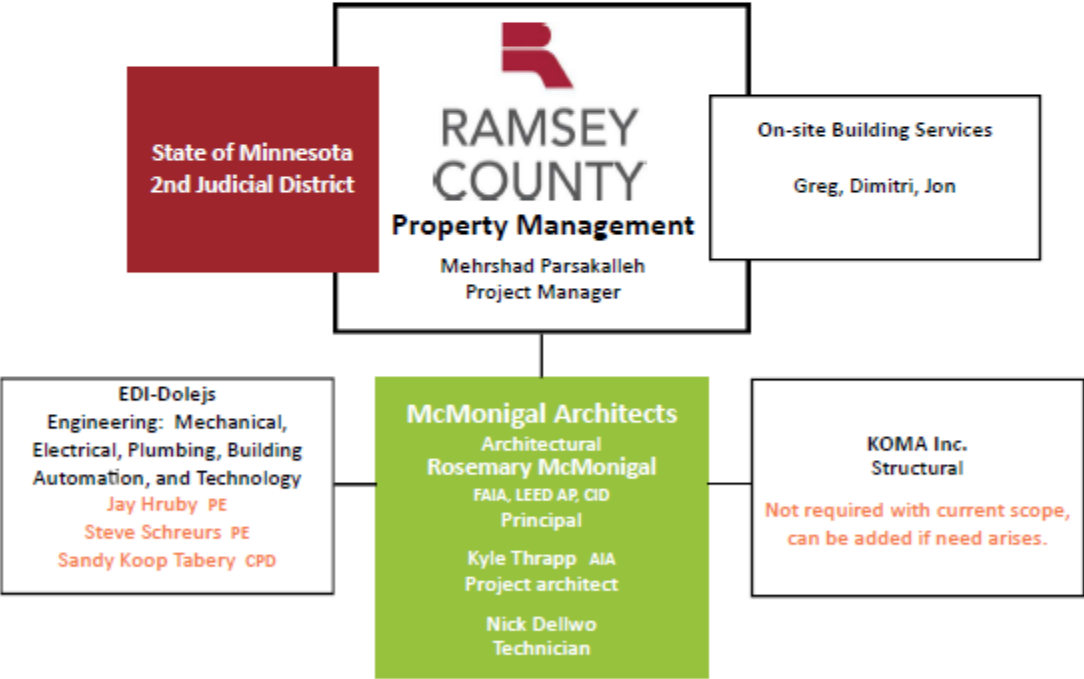
Healthy work environments, energy efficiency, and sustainability are central themes of our work. Ramsey County will benefit from our years of research and technical experience.

Successful projects require both careful planning and creative problem solving. Our approach involves the clear assessment of the clients' needs combined with a broader view of the opportunities that are a part of every project.

While our focus is building design, we are also experienced with site planning, studies, predesign, and post-occupancy. We work quickly and efficiently to meet your schedule.

Our responsibility to Ramsey County is to deliver quality architectural services on time and on budget. We provide close attention to all aspects of the project. Our process is built on listening, building trust, and thinking together to achieve results.

McMonigal Architects is dedicated to open communication between owners, team members, contractors, and government officials, which we know is key to successful projects. We have long working relationships with consultants. Each consultant we work with brings years of experience and insight to the team.



Qualifications

McMonigal Architects

Rosemary McMonigal FAIA, LEED AP, CID
Principal, Project Architect

Rosemary formed McMonigal Architects in 1984. Her experience includes collaborating and reaching consensus with multiple client groups and leading governmental, institutional, corporate, educational, and housing projects. She listens carefully while identifying goals, vision, parameters, and challenges.

Rosemary is active in the American Institute of Architects nationally and in Minnesota. For 15 years, she served as a volunteer architectural advisor to the Capitol Area Architectural and Planning Board for the State of Minnesota. Rosemary was honored as the 2013 Architect of Distinction by AIA MN, and was named a fellow of AIA in 2015. At the University of Minnesota, Rosemary taught for five years in Design and Housing.

Rosemary has extensive experience in complex building renovations, including projects for Ramsey County and at the courthouse. Her focus is on the careful integration of architectural, mechanical, and electrical systems, interiors, and landscape architecture. She leads the design team. These projects gained better performance, new technology, code compliance, and enhanced aesthetics.

Project Examples

Ramsey County
Court House, accessible upgrades
lower floor through third floor
Phase 1, remodeling at 13
restrooms, vending, and skyway
Accessibility survey of 27 county
facilities and sites
Family Service Center (FSC)
Parking Lot Separation
Law Enforcement Campus (LEC)
Exterior and grounds improvements
Mounds View Library exterior ADA
and site improvements
Roseville Library roof assessment
Workplace Projects, Plato 4th floor

**Minneapolis Park and Recreation
Board**
Central Gym Park Restroom Remodel
Francis A. Gross Golf Club
Seasonal storage building
Human Resources relocation at
MPRB Headquarters
Logan Recreation Center remodel
Theodore Wirth Home and
Administration Building remodel

Hennepin County
Sheriff's Wellness Center
South Minneapolis Human
Service Center, 2 projects
Supervised Visitation Human
Services
Department of Community
Corrections and Rehabilitation
Southdale Service Center Elevator
Assessment

University of Minnesota
Campus Wide Elevator
Modernization Predesign
Comstock Hall Renovations
East River Road Garage Elevator Mod
Middlebrook Hall Elevator Mod
and Electrical Upgrade
Sanford Hall Study
Washington Ave Ramp Elevator Mod

Minnesota Army National Guard
Predesign for 154,000 sf
Administration, National Guard
Training, & Community Center
Army National Guard Armories,
Hastings and Red Wing
National Guard Training and
Community Centers, and Offices
and Classrooms, Inver Grove
Heights, Rosemount, and St. Paul
Windom Armory, Windom



Rosemary is a Registered Architect, LEED AP, Certified Interior Designer, and is certified with the National Council of Architectural Registration Boards. Rosemary advances the profession and strengthens its image through project-based research, technical innovation, and public outreach.

State of Minnesota
Surveys of over 100 buildings and
properties for ADA
Bureau of Criminal Apprehension,
St. Paul
Capitol Child Care Center
Department of Economic Security,
elevator modernization and
remodeling, St. Paul
Department of Health Building,
Minneapolis
MN Correctional Facility,
Shakopee
MnDOT Transportation Building
New Facility Study, Interior
Architecture Standards, offices
& conference rooms
National Guard Maintenance
Facility, New Brighton
PERA Space Planning and Remodeling
Predesign, St. Paul
Regional Treatment Center,
St. Peter
Services for Visually Impaired,
St. Paul
Split Rock Lighthouse Visitor Center,
renovation, Two Harbors

Qualifications

McMonigal Architects

Kyle Thrapp AIA
Project Architect

Kyle has worked at McMonigal Architects for the past 10 years after being employed at several other firms in the Twin Cities in the five years prior. He became a licensed architect in the State of Minnesota in 2017.

With extensive experience in designing highly detailed buildings, Kyle's skills cover many stages of the design process, from conceptual design and detail drawings, to material coordination and research, and construction administration.

Kyle is directly involved in the design and management of projects. He has worked on Ramsey County projects including the RC Courthouse Lower Floor through Third Floor Restroom Remodeling project which includes accessibility upgrades to 13 restrooms, vending, and skyway. Kyle also did Plato 4th floor offices, LEC sitework, and miscellaneous library work.



Having started his career in 2004, Kyle received his Bachelor of Architecture degree from Iowa State University in 2006.

Nick Dellwo
Technician

In 2003 Nick received an Associate's Degree in Architectural Drafting and Design from Northwest Technical Institute. Nick has 20 years of experience in drafting and detailing, and has been with McMonigal Architects since 2006.

Nick has significant experience with commercial design and detailing. He coordinates thorough building verification through on-site field investigation and document research. He provides detailing expertise, on-site field work, shop drawings, and construction administration.

Nick has worked on projects for governmental and public agencies, and private companies. Nick was an integral part of the recent Ramsey County Courthouse Restroom Remodeling Project, Plato 4th floor offices, LEC sitework, and miscellaneous library work.



*Ramsey County Workplace Projects,
Plato Building, 4th floor.*

Qualifications

EDI-Dolejs

Consulting Engineers

Jay Hruby PE, IEEE, USGBC, NFPA

Principal, Electrical Engineer

Jay has committed much of his electrical engineering career to the promotion of energy conservation and sustainability within his designs of correctional, institutional, and commercial buildings. Nearly all of Jay's recent projects have incorporated technologies that allow the buildings to exceed current energy codes. Jay has teamed with utilities, environmental groups and energy conservation organizations to provide owners with sustainable buildings that meet the owner's performance goals. Jay has designed and been the engineer of record of security electronics systems for scores of correctional facilities.



Jay

Steve Schreurs PE, ASHRAE, USGBC

Mechanical Engineer

Steve has over thirty-five years of experience in mechanical equipment and system design for industrial, commercial, institutional and electric power plant facilities. This experience includes feasibility, system design, environmental permitting, plans, specifications, public bidding, construction management, commissioning, equipment startup and project closeout. Notable projects include parks, schools, commercial and public facilities, corrections, public works, water/ wastewater facilities, diesel electric generating plants, fuel oil storage systems, commercial and industrial energy audits and facility assessments.



Steve

Sandy Koop Tabery CPD

Certified Plumbing Designer, Mechanical Designer

Sandy has been drafting and designing plumbing and HVAC systems for various types of buildings for more than 37 years. The types of buildings she has been involved in includes jail and law enforcement facilities, schools, churches, multi-family, industrial, dental, medical, and government facilities. In addition to new facilities, Sandy's work includes building additions, and building renovations of existing facilities. Sandy is detail oriented and skilled in each phase of the design, from project set-up to construction administration.



Sandy

Project examples

Ramsey County Court House,
accessible upgrades lower floor
through third floor Phase 1,
remodeling at 13 restrooms,
vending, and skyway

Hennepin County (HC) Government
Center, 6 different levels

HC Family Justice Center Remodeling
and Lobby Heating Study,
Minneapolis

HC Forensic Science Bldg Emergency
Generator, Minneapolis

HC Forensic Science Building
Condensing Unit Replacement,
Minneapolis

HC Juvenile Justice Center Lobby
Heating Study, Minneapolis
HC 5170 West Broadway,
Minneapolis

HC E911 Facility Study, Golden Valley
HC Passport Services, Minneapolis

HC Radio Communications Site,
Rogers

HC Service Centers
Minneapolis
Maple Grove

Eden Prairie
Ridgedale, Minnetonka

HC Emergency Communications
Facility Commissioning, Plymouth

HC BAS Upgrade 5 Libraries,
Multiple Locations
HC Library Signage, Various Sites
HC Library Electrical Improvements,
Various Sites

HC Sheriff's Wellness Center,
Minneapolis

HC Libraries: Edina,
Minneapolis Central Library,
Plymouth, Ridgedale, Minnetonka
Roosevelt, Walker

MPRB: Human Resources
relocation at headquarters

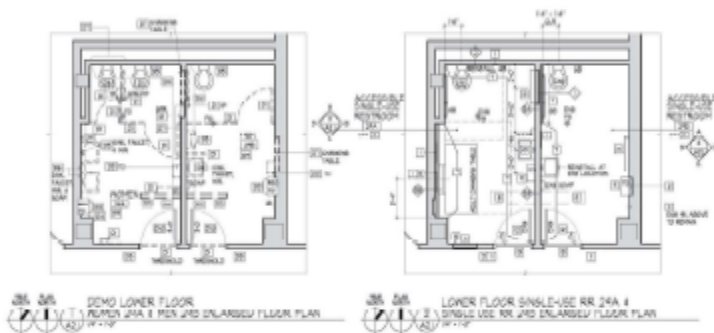
Project Examples

Ramsey County Court House

Lower Floor through Third Floor Remodeling for Accessibility

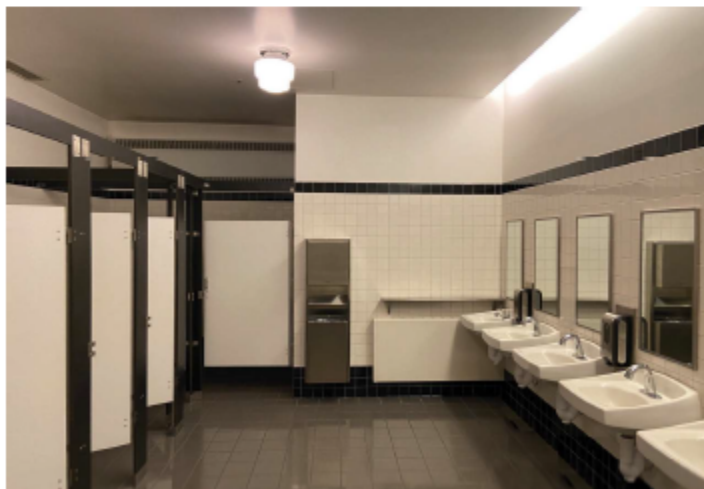
The historic 1932 Court House in downtown St. Paul is listed on the National Register of Historic Places. This project remodels 13 restrooms, skyway, and break area on the lower through third floors. Designing layouts that worked for accessibility and maintained as many plumbing fixtures as possible, which on some floors were already deficient, was critical to Ramsey County. McMonigal Architects brought a keen eye for detail to maintain character defining historic features.

McMonigal Architects identified deficiencies within the existing restrooms, and designed solutions to address the issues. Four men's and women's restrooms were converted to single-user restrooms to support those with physical disabilities, trans-gender, and accompanying children or people needing assistance. Anti-liturgical fixtures and accessories were installed at the first floor holding cell.



A single-use restroom includes an adult changing table. This makes inclusion possible, not just for people with disabilities but also the caregivers and families.

Finishes, such as tile, terrazzo, and toilet partitions, were carefully studied and matched to minimize demolition and replacement. Matching historic door hardware while upgrading for occupancy indicators was a challenge. Tight plumbing chases sometimes dictated restroom fixture layouts.



Women's second floor restroom

Project by McMonigal Architects and EDI-Dolejs
(mechanical, electrical, plumbing, and technology.)



First floor holding cell

McMonigal Architects, LLC

7

Project Examples

Ramsey County ADA Assessment and Report

McMonigal Architects and Julee Quarve-Peterson, Inc. surveyed 27 buildings and sites in Ramsey County (RC) for accessibility, including the Courthouse. The facilities were reviewed for usability by persons with disabilities and for compliance with various state and federal laws, regulations and guidelines for accessibility. The surveys focused on the public areas of the facilities and employee work areas were not included within the scope of this project.

Meetings and discussions with RC representatives assisted in the development of options and priorities. The results and recommendations were documented in a building report, with a database format sorted by priority of high, medium, and low. Individual reports were provided for each facility. Captioned photographs are referenced within the reports. The report identifies those elements that do not currently meet the intent of codes and guidelines for accessibility. Each barrier has been assigned a priority to assist RC in developing a plan and schedule for the removal of barriers.

Cost estimates were provided for planning purposes and serve as a preliminary benchmark. Each recommendation has an approximate cost based on the method of corrective action recommended. Recommendations are grouped by priority and the total preliminary costs calculated.

Excerpts from report:



Photo 1: The east entry to the courts building currently provides a power operated door opener. The clear floor space for the button is currently within the arc of the door swing.



Photo 2: Courtrooms are provided on 3rd through 5th floor (2 courtrooms per floor). Tables that provide a forward approach with knee and toe clearance are provided and located on an accessible route. This is a good example of accessibility.

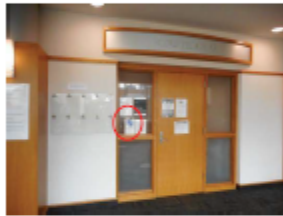


Photo 4: A sign indicating the availability of an assistive listening system is posted at the entry to Courtroom 4B. This is a good example of accessibility.



Photo 5: There are 2 courtrooms with jury seating. An accessible route is provided to both levels of the jury seating; the main level is deep enough to allow for a wheelchair space. This is a good example of accessibility.

Each courtroom should have a sign posted indicating the availability of a the assistive listening system.

	Overall	Parking - Qty	Parking - Size / Configuration	Exterior Route	Main Entry	Service Counter	Public Toilet
Judicial / Correctional							
402 Building	●	●	▲	▲	●	●	▲
Courthouse	▲			▲	▲	■	▲
Emergency Communication / 911	●			▲	●	●	
Juvenile & Family Justice Center	●▲			●	●	■	■
Law Enforcement Center	▲	●	■	▲	●	■	●
Ramsey County Correctional Facility	▲	●	●	▲	●	▲	●
Suburban Court	●	●	●	●	●	●	●

Project Examples

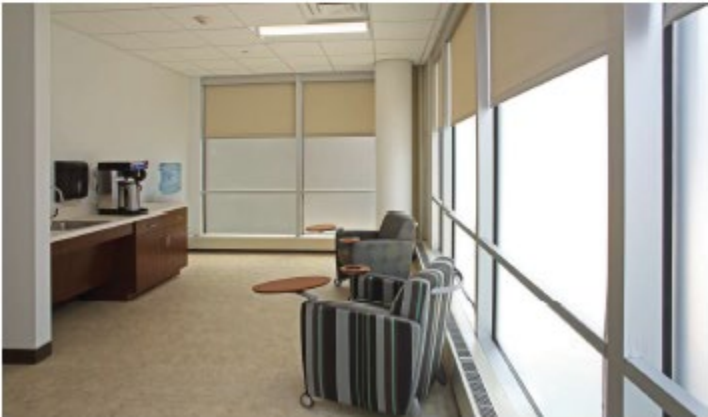
Sheriff's Wellness Center Hennepin County

Hennepin County Sheriff's Wellness Center offers a calm, inviting space for officers that are dealing with stress from the line of duty, to come and seek treatment. A former HMC clinic space was remodeled to create this wellness center. The location on the first floor of a downtown high-rise allows for easy access for those in need.

Spaces include a lobby, reception, a small conference room, a large conference/multipurpose room, six therapy offices, a quiet room, lounge/kitchenette, copy/work area, single-use restroom, storage rooms, and a communications room.

Allowing occupants within the space to exit in case of emergency, while also maintaining a secure environment, was challenging. McMonigal Architects worked with a door hardware consultant, Hennepin County and a Minneapolis code official to devise a solution that met code, security, and the user group's program requirements. All entrances are passcard controlled.

Project by McMonigal Architects and EDI-Dolejs (mechanical, electrical, plumbing, and technology.)



Project Examples

4th Floor Remodeling at Plato Building

The Ramsey County (RC) Plato Building contains offices for the County Assessor, Property Tax, Election Services, Examiner of Titles, County Recorder, Tax Forfeited Lands, Public Health, Emergency Management, Vital Records and Veterans Services.

The 12,000 SF fourth floor previously housed a department with traditional staff cubicle workstations and now serves as a flexible work area for any RC employee. The design features options for staff to use touchdown stations, group work areas, huddle rooms, conference rooms, and enclosed pods and phone booths for sensitive conversations. New and existing furnishings were coordinated with a RC designer.

The open layout enables even better exterior views of greenery and downtown skyline views. In order to meet accessibility requirements, the kitchenette countertop was replaced with a thinner countertop, which eliminated a costly cabinet remodel. All entrances are passcard controlled.



Project by McManigal Architects and EDI-Dolejs (mechanical)

McManigal Architects, LLC

Project Examples

Human Resources at Mary Merrill MPRB Headquarters

Minneapolis Park and Recreation Board

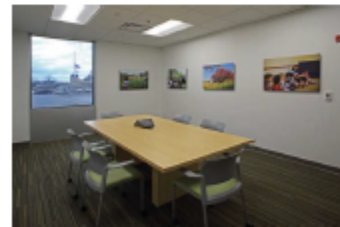
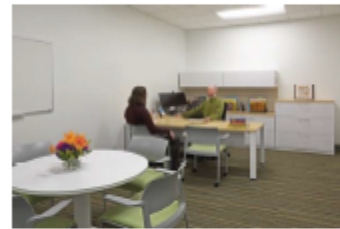
The existing Human Resources office space on the second floor of the Minneapolis Park and Recreation Board Headquarters Building was undersized, had no natural daylight, and was in a remote location from the main entry.

MPRB employs a large workforce and has an in-flux of over 1,000 seasonal employees. By relocating the HR department to the first floor near the main entry, HR is better able to serve staff and visitors.

McMonigal Architects worked closely with MPRB to design the 3,700 SF space to meet the needs of the HR department. The space includes a waiting area, reception, two conference rooms, three offices, an open office with 10 workstations, copier area, secured file storage, break area, and IT room. New and existing furnishings were coordinated.

Because sound privacy was critical to the HR staff, sound transmission class (STC) ratings were studied for partitions, and several interior glass demountable systems were researched and considered for the enclosed offices. Without the ability to have exterior windows, the offices feel brighter with the demountable systems.

Staff security was a concern, and the design incorporated two staff entry/exits separate from the public access and waiting area. All entrances are passcard controlled, including between waiting and offices.



The project had accessibility upgrades including the replacement of the front concrete walk, relocation of door openers, and striping of accessible parking spaces and adjacent aisles. The front awning was repaired and the canopy was replaced.

*Project by McMonigal Architects and EDI-Dolejs
(mechanical, electrical, plumbing and technology.)*

Project Understanding

The historic Courthouse in downtown St. Paul is listed on the National Register of Historic Places. McMonigal Architects and Edi-Dolejs are familiar with the building having recently completed the remodeling of 13 restrooms, skyway, and break area for accessibility at the lower through third floors. Knowledge gained through facing challenges such as running plumbing and electrical in the historic chases, walls, and ceilings, will be applied to this project.

There are 27 office chambers at the RC Courthouse/St. Paul City Hall for the 29 total Second Judicial District judges. Two judges are left without a dedicated space. When a judge goes on another assignment, other judges use their chambers. Space is limited for the displaced judges to work at the Courthouse. Adding a secure and dedicated chamber for a judge will provide a safe and productive workspace, away from the stresses of a courtroom.

This project will convert existing office space at the west corner of 12th floor, CourtSmart (12D).

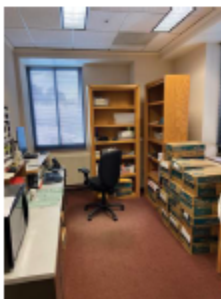
- Remove/modify walls, floors, and ceilings in Waiting 1210, Conference Rooms 1211, 1212, and 1213.
- Existing walls extend to structural deck above, about 13' high.
- Walls are thought to be clay brick. We encountered clay brick, block, and metal framing as part of the recent Courthouse remodeling project, with difficulties for mounting fixtures, installing blocking, running electrical, etc.
- Add judicial chamber with an ADA accessible restroom.
- Conform with standard chamber design.
- Add workspace for law clerk and court recorder.
- Include entry area with counter/furniture separation to workspace.
- Design is to be similar to opposite chambers at north corner of 12th floor; Clerk 1215, Chamber 1216, and Restroom (small, non-accessible) 1217.
- Replace carpet.
- Finishes to match other chambers except painted gypsum board walls without millwork (except base board) is acceptable. We are very familiar with both the Courthouse and RC finish standards.
- Because 12D space is slightly smaller than opposite chambers, and the accessible restroom will take more space, either the entry, clerk area, or the chamber will need to be reduced. It is preferred that the chamber size be kept the same as other chambers, and reduce the entry or clerk area.
- At 11th floor below, there is a restroom stacked below Waiting 1210.



Chamber 1216 Seating



Chamber 1217 Restroom



Conference 1211



Conference 1213

Project Understanding

The new HVAC layout will reduce the existing four VAVs to likely two. Comfort will be addressed. Sprinklers will be changed.

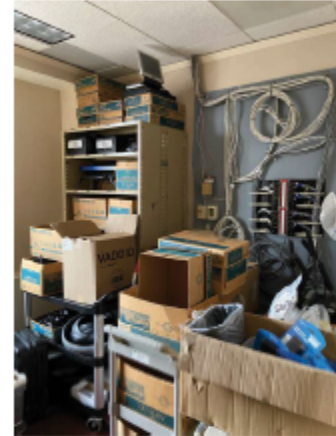
Outside the scope of this project, Ramsey County is partnering with another firm to replace all Courthouse lighting with LED fixtures. Existing light fixtures are unusual in that they are located between the grids of the ceiling tiles, with returns through light fixture. New LED fixtures and acoustical ceilings will be provided.

In Conference 1213, the existing technology panel will be removed. Full technology scope to be given to awarded firm, and in concept will include card access to 12D and chambers, two wired duress alarms (one at chambers, one between desks at clerk area). Card access will be by others, but hollow metal door and frame prep and an empty conduit within the frame will be done as part of this project. The location of these are critical safety considerations.

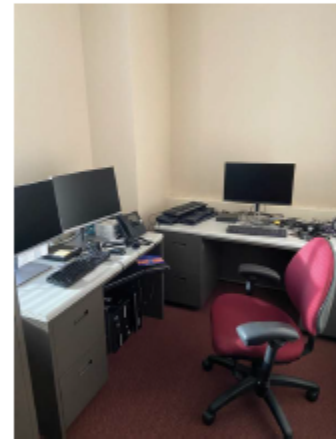
MacDonald and Mack Architects is completing a historic survey of the Courthouse. This survey will be provided to the awarded firm. We are familiar with the historic hardware at the Courthouse. Doors will be replaced with solid core, no glass, hopefully from existing surplus doors stored in basement. The historic marble window sills will need to be preserved and reused.

Structural engineering may be required for cutting or core-drilling the existing concrete floor slab. On a recent project, the concrete floor slabs were x-ray scanned during design to locate reinforcing and plan openings. We have a long term working relationship with structural engineers.

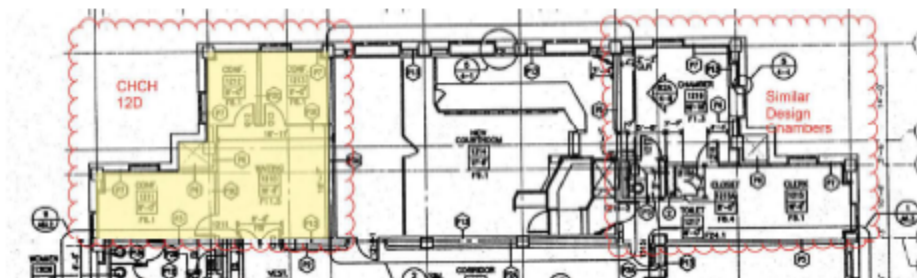
Furniture, Fixtures, and Equipment (FF&E) is not part of the scope. The 2nd Judicial District plans to reuse existing FF&E. Chamber FF&E is changing as work evolves. Sit to stand desks are desirable. Bookshelves are not needed for law books but more for display, and can be priced as an alternate if built-in, or done with furniture. Noise requirements for contractors will be listed in the spec as well as hours for work. The project is primarily funded by 2nd Judicial District, which has fiscal year end on June 30. If construction cost is more than \$175,000, RC will bid through Demandstar to secure a contractor. If construction cost is less than \$175,000, RC can select contractor from master contract list.



Conference 1213 technology panel to be removed



Conference 1212



Work Plan / Deliverables

Major Tasks, Phases, and Schedule

All the personnel shown on the Qualifications page 3 will be working on all phases of the project.

The time commitment for each person is listed by phase on Fee Summary, page 16.

Schematic Design (SD) Jan 6 - Jan 27, 2025

The project will begin with a kick-off meeting #1, where our team, Ramsey County (RC) stakeholders, and State of Minnesota 2nd Judicial District will confirm roles and establish a clear understanding of the goals, needs, budget, schedule, and work process. The meeting will help the team understand the users' needs and the relationship with other 12th Floor spaces that will remain in use during construction. A written program will summarize needs and requirements. A schedule will be developed.

Existing site CAD drawings, specifications, standards and other information from RC and McMonigal Architects will be provided to the team. We will review documentation and visit the site to field verify conditions, and document areas needing more study. Base drawings of existing will be prepared. For MEP engineers, this will require an investigation in some areas that may be out of project scope and confirm operation of some systems.

RC and judicial to provide FF&E. IT staff to give direction on requirements, standards, and security needs.

SD architectural drawings and MEP written narrative will be prepared and submitted to RC for review, and a review meeting #2 will be held.

Design Development (DD) Jan 28 - Feb 25, 2025

With SD input, the design will be developed in greater detail. The materials and design will be further refined. Drawings will show size of spaces and clearances. We know available space is finite, is a smaller footprint than other 12th floor chambers, and the accessible rest room will be larger. Space will be taken from clerk space to maintain chamber size.

Materials appropriate to the Courthouse will be used. We researched and found matching restroom tile at our last project, and established standards for restroom accessories.

Documents will be produced that show architectural, mechanical, electrical, plumbing, and technology. The schedule will be updated. A cost estimate for the anticipated construction cost will be generated. DD documents will be submitted to RC for review and a review meeting #3 will be held.

MEP engineering will address

- Fire Protection
- Plumbing for newly created restroom
- HVAC modifications/upgrades
- Electrical lighting and power design
- Life safety fire alarm modifications as needed
- Technology upgrades - data cabling
- Security - card access and security cameras

Work Plan / Deliverables

Major Tasks, Phases, and Schedule

Construction Documents (CD) Feb 26 - April 2, 2025

Working drawings and specifications are prepared which translate the design into the technical language of the contractor, estimators, vendors, and workers- in a way that makes them clear and easy to understand. These documents describe the quantity and quality of construction work and are used to obtain permits and to bid the work.

The team will do cross reviews of the set including formal red-line process reviews. We will continue to work with RC staff to confirm design meets expectations and standards. The schedule will be updated.

The specification, alternates, and unit prices will be coordinated with RC. CD documents will be submitted to RC for review at 75% completion. A review meeting #4 will be held.

MEP engineering will include:

- Fire Protection Sprinkler performance specification
- Final Engineered Certified Drawings and specifications
- Final Technology and Security Drawings and specification.

Bidding Assistance April 3 - on

RC will lead the bid process. McMonigal Architects and our team are familiar with RC's procurement process. We will attend the solicitation conference, answer questions, clarify information, and issue addenda to the documents during the bid period.

Construction Administration (CA) Schedule will be established with RC

A preconstruction meeting is held prior to the start of construction. As work progresses, we visit the site to observe the progress of work, answer questions, review shop drawings and submittals, and attend virtual meetings. We also review monthly payments to the contractor and any change orders, and issue proposal requests for unforeseen conditions or changes. When the project is substantially complete, team members walk through and prepare a punch list of items to be completed.

McMonigal Architects has included:

- Preconstruction meeting
- 2 virtual meetings and one site meeting during construction
- Substantial completion site visit

EDI-Dolejs has included:

- One site meeting during construction
- Substantial completion site visit

Close-out Schedule will be established with RC

Final completion of punchlist items
Warranty site visit

Fee Summary

Below is a summary of fees by phase for each firm, including staff, hours, and hourly rate. Consultant fees are not marked up. We propose to work hourly, not to exceed the total fee.

Fee Summary

McMonigal Architects			Schematic Design		Design Development		Const Documents		Bidding		Construction Admin		Total
Position	Staff	Rate	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	
Architect, Principal	McMonigal	\$225	5.00	\$1,125	6.00	\$1,350	7.00	\$1,575	2.00	\$450	4.00	\$900	\$5,400
Architect, Registered	Thrapp	\$170	11.00	\$1,870	11.00	\$1,870	22.00	\$3,740	4.00	\$680	25.00	\$4,250	\$12,410
Senior Technician	Deltwo	\$130	12.00	\$1,560	6.00	\$780	23.00	\$2,990	1.00	\$130	4.00	\$520	\$5,980
Subtotal			28	\$4,555	23	\$4,000	52	\$8,305	7	\$1,260	33	\$5,670	\$23,790

EDI-Dolejs			Schematic Design		Design Development		Const Documents		Bidding		Construction Admin		Total
Position	Staff	Rate	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	Hours	Subtotal	
Electrical Engineer	Jay Hruby	\$160	6	\$960	8	\$1,280	8	\$1,280	1	\$160	6	\$960	\$4,640
Mechanical Engineer	Steve Schreurs	\$160	6	\$960	10	\$1,600	8	\$1,280	1	\$160	6	\$960	\$4,960
Plumbing Designer	Lauren Svitak	\$120	6	\$720	10	\$1,200	10	\$1,200	1	\$120	6	\$720	\$3,960
Subtotal			18	\$2,640	28	\$4,080	26	\$3,760	3	\$440	18	\$2,640	\$13,560

Reimbursables \$0

Total time and reimbursables \$37,350

Assumptions

No meetings have been included with the City of Saint Paul.

No time is included for changes to existing or new signage.

Scanning of existing slab can be handled by RC during design through master list of consultant and/or contractor.

Thank you for the opportunity to continue our work at the Courthouse!