

**Blair Service Center
Ad Hoc Consultant Selection Subcommittee
March 9, 2010
6:30 p.m.
Agenda**

Blair Service Center Ad Hoc Consultant Selection Subcommittee:

Rick Kolowski, Chairperson
John Conley
Scott Japp
Dave Klug
Jim Thompson
Alternate – Fred Conley

Staff Liaison: Ralph Puls

1. Meeting Called to Order – Chairperson Kolowski
2. Notification of Open Meetings Act Posting and Announcement of Meeting Procedure – Chairperson Kolowski
3. Quorum Call
4. Adoption of Agenda
5. Proof of Publication of Meeting Notice
6. Review and Recommendation on Final Plans for Blair Office Facility – Ralph Puls, Dick Sklenar, Michael Alley and Nate Gieselman, Alley Poyner Macchietto Architecture
7. Adjourn

MEMORANDUM

TO: Blair Service Center Ad Hoc Subcommittee

SUBJECT: Review of Blair Service Center Design

DATE: March 3, 2010

FROM: Ralph Puls, Land/Water Programs Coordinator

The P-MRNRD Board of Directors at their May 14, 2009 meeting authorized the General Manager to execute a professional services contract with Alley Poyner Macchietto Architecture for the architectural design and other professional services necessary for the construction of a Natural Resources Center in Blair.

The facility would house the District's Rural Water employees and the USDA agencies including the Farm Service Agency (FSA), the Natural Resources Conservation Service (NRCS), and the NRCS Wetland Team. At this point, planning meetings with these agencies have resulted in a plan for a facility that meets each agency's needs. The plan addresses the specifications and requirements dictated by the USDA. The building will follow the trend of providing a One-Stop Service Center that is efficient, effective and convenient for the public that it serves and for the employees who work there. This would be the same concept as the District's Dakota County Natural Resources Center. It was also constructed to provide office space for the USDA and Rural Water.

The Blair office will incorporate a number of environmentally sound features that will result in energy savings and other "green" benefits. The goal of incorporating Leadership in Energy and Environmental Design (LEED) principles that would merit a Silver Rating will be achieved.

At the October 14, 2009 Board of Directors meeting, Alley Poyner Macchietto updated the Board on progress made with the design and planning of the facility. Attached are drawings that show the exterior of the facility and the floor plan. As noted at the October 14, meeting, the plans have been thoroughly reviewed and meet the needs of each agency. The design to be presented to the Ad Hoc Subcommittee for their review and recommendation is a 10,125 square foot building to be built at an estimated cost of \$184.44 per square foot, an estimated total of \$1,867,500.

On January 21, 2010 the NRCS sent out a Solicitation For Offers (SFO) for office space for FSA and NRCS. The Blair Office as proposed would meet their specifications. Offerers were given until March 1, 2010 to submit a lease proposal. A lease proposal to provide the 4,250 square feet of office space required by the FSA and NRCS was submitted. The offer proposes to lease the space to the USDA for an initial term of 10 years at a rate of \$17 per square foot with all utilities and maintenance costs provided. The NRCS may request that the terms of the proposed lease be negotiated with the District.

Management recommends that the Blair Service Center Ad Hoc Subcommittee recommend to the Board of Directors that the architect's submission for the design development phase for the Blair Natural Resources Center be approved and that the approval will be subject to the review and approval of a lease with the NRCS.