

# NEIGHBORHOOD HOUSE

## *Wellstone Center Redesign*

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Proposal for Architectural Services | May 11, 2022





380 St. Peter Street, Suite 600  
Saint Paul, MN 55102

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bwbr.com

May 11, 2022

D'Angelos Svenkeson  
Co-Founder and CEO  
NEOO Partners Inc.

Dionne Gharamu-Nrumaachi  
Development Advisor  
NEOO Partners Inc.

Dear D'Angelos, Dionne, and Selection Committee Members,

Neighborhood House does important work to support families in need in Saint Paul. When we started the design of the Wellstone Center on Robie Street in 2001, there were diverse stakeholders from the City of Saint Paul Parks and Recreation, Neighborhood House, and members of the culturally diverse community. In some ways, that hasn't changed. Neighborhood House is still a tenant in the Robie Street building, and the community the organization serves continues to be culturally diverse. People still want to connect and be seen and understood where they stand today.

What is different is a technologically advanced world, both from the devices that we all carry and want to connect to, as well as building technology and sustainability options. BWBR's perspective on social justice and equity has also advanced. As Shad said when we met with him previously, we want to design this "for them, with them." We have the experience to work through these multi-layered aspects to come to a successful completion. We will be here with and for you every step of the way, with understanding and tenacity.

**Effective Planning** | Our team has strong experience delivering facilities for mission-driven organizations that rely on funding campaigns for phased capital projects. We will work with Neighborhood House, the City of Saint Paul, and NEOO to plan, adjust, and coordinate the schedule, align the design to the budget, and plan for renovated and future facilities.

**An Eye for the Larger Picture** | This project will impact Neighborhood House's organization, operations, clients, and the broader neighborhoods. For any member of the team, it has to be about schedule, budget, future flexibility, and alignment of vision AND it has to be for people. Specifically, we need to consider whose voice could be missing from every discussion, and design a process that invites those voices into the discussion.

We are grateful for this opportunity to present our proposal and participate in Neighborhood House's future.

Sincerely,

**BWBR**

Stephanie R. McDaniel, AIA, LEED AP, Principal in Charge  
651.290.1872; smcdaniel@bwbr.com

Melanie S. Baumhover, AIA, LEED AP, Managing Principal  
651.290.1988; msbaumhover@bwbr.com

## WHO WE ARE

### BWBR

#### Design Team Leadership, Community Engagement, Programming, and Planning

Founded in 1922, BWBR is an employee-owned company headquartered in Saint Paul, Minn. Together with clients, BWBR identifies solutions that align with an organization's mission to improve operations. We engage and empower people and organizations to enhance what they do. For 100 years, BWBR has maintained a reputation for exceptional design, document quality, and project management. Our repeat client rate is a testament to our dedication to service.

**Team Leader/Day to Day Contact:** Melanie Baumhover

#### Client-Focused

- Listen – listen – listen.
- Strive to be strategic advisors.
- Build consensus.
- Participate until a solution is found.

#### Well-Managed

- Longevity of service throughout the project lifespan.
- Known for the quality of our documents.
- Manage our teams well — internally and externally.
- Hit milestone and project targets.

#### Design Solutions

- Solutions responsive to client needs.
- Innovative, creative solutions supported by evidence-based design.

#### Human-Centered Safety

- Design spaces and elements that help occupants understand expectations and options while improving security.



#### Deep Bench of Resources

While we will be there for you on a day-to-day basis, your project will also be supported by the entire BWBR staff behind the scenes. While not all of the following services may be required on your project, our resources include code analysis, change management, 3D rendering and modeling, research/knowledge management specialists, quality assurance, BIM (Building Information Modeling), specification, construction administration, and other architectural and interiors personnel.

#### Ability to Execute

BWBR is a regional design firm with 160+ permanent employees and student interns. Much of our work involves large complex projects and we have an excellent reputation for managing these projects well and completing them on time. We have the depth of bench to provide the services and attention necessary to meet this project's needs and schedule.

#### Firm Ownership

BWBR is an employee owned firm, with 77 shareholders out of 156 permanent employees. The Board of Directors holds 38% of the shares, and currently consists of half male and half female members.

Our leadership staff includes:

- **Stephanie McDaniel, AIA, LEED AP**, President/CEO, Director
- Tricia Eiswald, SHRM-SCP, Director, Principal
- Greg Fenton, AIA, Director, Principal
- Brad Krump, AIA, EDAC, Director, Principal
- Jason Nordling, AIA, Director, Principal
- Terri Ulrick, AIA, LEED AP, Director, Principal
- **Melanie Baumhover, AIA, LEED AP**, Principal
- Steve Berg, AIA, Principal
- Mike Boldenow, Principal
- Scott Holmes, RA, ACHA, LEED AP, Principal
- Dan Hottinger, Principal
- Ryan Johansen, AIA, Principal
- Scott Kirchner, AIA, Principal
- Bruce Larson, AIA, Principal
- Mark Ludgatis, AIA, Principal
- Craig Peterson, AIA, LEED AP, Principal
- Leigh Streit, AIA, LEED AP, Principal
- Jennifer Stukenberg, NCIDQ, WELL AP, LEED AP BD+C, Principal
- Stefnee Trzpuć, CID, EDAC, LEED AP, Principal
- Doug Wild, AIA, LEED AP BD+C, Principal

## SUGGESTED CONSULTANTS

BWBR proposes to work with the Neighborhood House and NEOO team to select consulting partners for engineering services. We have included the following disciplines in our fee proposals, as well as thoughts on why we would suggest these companies as a starting point.

Because this list features *suggested* and not *selected* consulting firms, we did not provide their respective DBE/MBE certificates. Consulting firms can provide their certificates once the final selection process has been completed with NEOO and Neighborhood House's input.

### **Ramp Inspection/ Structural Engineering**

#### Palanisami & Associates (MBE/SBE)

Palanisami & Associates has extensive experience with parking ramps, and we believe they would be an excellent choice to assist with the parking ramp inspection as well as any structural engineering required for reconfiguring the interior and modifying the structural and non-structural CMU walls.

### **Mechanical, Electrical, and Plumbing Engineering**

#### Dunham Associates

Dunham Associates has a strong track record of design of systems that are energy efficient, prioritizing understanding the implications of maintenance in system modifications and selections.

### **Lighting Design**

#### Total Lighting Designs, Inc. (DBE)

Founded by Sandi Nelson in 1999, Total Lighting Designs has over 30 years' worth of experience in the lighting, power, and system design industry. The firm is a professional woman-owned business, registered in the State of Minnesota and certified as a Disadvantaged Business Enterprise (DBE).

### **Fire Protection**

#### Coastwise Fireguard (DBE)

Linda French founded Coastwise Fireguard in 2001 — a certified woman/veteran owned/DBE certified business. She has worked on some of the biggest jobs in the country and she is always looking for a challenge. Linda is able to provide engineering, design, and project management services to the architects, engineers, fire protection contractors, general contractors, and owners.

### **A/V Systems and Data Design**

A/V and data systems could be completed by a design-build firm, but we would suggest partnering with a design team for early design, and to write a performance specification. This strategy would make sure that your needs and voice are primary in the development of scope and priorities, and you can leverage the potential savings of a design-build approach to this system.

### **Cost Estimating**

#### CPMI (SBE)

CPMI is a construction management firm that, among other services, provides cost estimating and budgeting services. CPMI has been providing escalation tables for the State of Minnesota for use in their capital project budget for years. We have had great success working with them to budget our projects at all design phases. They team with us to keep the project in budget throughout the design process.

### **Roof Inspection**

In considering how to approach the roof inspection, there are two ways you could approach the issue. There are roofing contractors who will perform the investigation and inspection, looking for challenges and suggesting fixes, or there are third party roofing experts who do these inspections as their primary business.

### **Mint Roofing**

Mint Roofing is a commercial roofing company that offers free inspections, provided that you consider hiring them for the potential repairs. They also offer preventative maintenance services, repair, and replacement for commercial roofs. They have offered to perform the inspection at no charge, and would be willing to do so at any time. Should you desire to have them inspect your roof before selecting the architectural team, we are happy to connect you with their team.

### **Inspec**

Inspec is an independent consulting firm focused on building envelopes. One of their services is providing investigation to determine sources of roof leaks similar to what you are experiencing. We included the cost of an Inspec roof investigation in our proposed design fee.



## STEPHANIE RICHARDS McDANIEL AIA, LEED AP

Stephanie's favorite projects are those rooted in community wellbeing and social justice. Recipient of AIA Minnesota's 2004 Young Architect Award for Community Involvement and resident of Saint Paul's East Side, she is very involved in her own community: she was part of the advisory group that crafted the City of Saint Paul Green Building policy, regularly volunteers for local charities, and champions recycling efforts. Stephanie is passionate not only about how a building will look, but also considers the people who use it — how to make it flexible, efficient, and delightful for each unique organization.

### Selected Project Experience

#### City of Saint Paul/Neighborhood House, Saint Paul, Minn.

The Paul & Sheila Wellstone Center for Community Building | New Facility; Food Shelf Renovation

#### Comunidades Latinas Unidas en Servicio (CLUES), Saint Paul, Minn.

Social Service Agency Headquarters Expansion;  
Mexican Consulate Renovation

#### League of Minnesota Cities, Saint Paul, Minn. Office Remodeling

#### Confidential Non-Profit Community Resource Center and Shelter, Saint Paul, Minn.

Women's Campus Concept Plan and Emergency  
Shelter

#### YMCA of Metropolitan Minneapolis, Twin Cities Metro Area, Minn.

Minnesota Valley YMCA, Burnsville, Minn. | New  
Facility, Emma B. Howe Northtown YMCA, Coon  
Rapids, Minn. | Expansion/Renovation



## MELANIE BAUMHOVER AIA, LEED AP

For two decades, Melanie has gravitated towards projects that have a dramatic impact on the health and welfare of individuals, from complex health care facilities that support sophisticated medical treatment to social services centers where people feeling vulnerable are looking for help and dignity. A national thought leader in behavioral health design, she always sees the people beyond the buildings while gaining an in-depth knowledge of the programming and nuances to create effective and impactful environments.

### Selected Project Experience

#### City of Saint Paul/Neighborhood House, Saint Paul, Minn.

The Paul & Sheila Wellstone Center for Community  
Building | New Facility

#### The Family Partnership, Minneapolis, Minn.

New Social Service Agency Headquarters Building  
(Site Selection, Concept Design, and Design)

#### Comunidades Latinas Unidas en Servicio (CLUES), Saint Paul, Minn.

Social Service Agency Headquarters Expansion

#### Merrick Community Services, Saint Paul, Minn.

Replacement Community Services Center Schematic  
Design, Community Services Center Relocation

#### YMCA of Metropolitan Minneapolis, Twin Cities Metro Area, Minn.

Southdale YMCA, Edina, Minn. | Expansion and  
Renovation

#### Wayside House, St. Louis Park, Minn.

Women's Recovery Center Fit Plan and Programming

#### Hennepin Healthcare, Minneapolis, Minn.

Redleaf Center for Family Healing

### Managing Principal

21 years of experience;  
all with BWBR

Master's of Architecture,  
University of Minnesota

Bachelor of Arts,  
Architecture, University  
of Minnesota

Licensed Architect  
(Minn. and six other  
states)

Member, American  
Institute of Architects

LEED Accredited  
Professional

Contributor, "Human-  
Centered Safety: Seeing  
Mental Health Through  
a Different Lens," BWBR  
Side of Design Podcast,  
March 3, 2021

Co-author, "Safety  
Unseen: Leveraging  
Design to Improve  
Inpatient Mental Health-  
Care Practices," *Creative  
Nursing*, Volume 26,  
Issue 3, Fall 2020

### Principal in Charge

26 years of experience;  
25 years with BWBR

Master's of Architecture,  
University of  
Texas-Austin

Bachelor of Architecture,  
Washington University  
in St. Louis

Licensed Architect  
(Minn. and seven other  
states)

Member, American  
Institute of Architects

LEED Accredited  
Professional

Founding Member,  
BWBR's Performance  
(Sustainable) Design  
Group

Contributor,  
"A Conversation:  
Architecture and Design  
through the Experiences  
of Women," BWBR  
Side of Design Podcast,  
March 29, 2022



**MIRIAM FIGUEROA** LEED AP BD+C

Miriam has experience in a variety of project types, including education, government, and non-profits facilities. She will assume responsibility for putting the building together technically, working with the entire design team to translate concepts into construction documents.

**Senior Job Captain**

12 years of experience;  
7 years with BWBR

Master's of Building  
Science, University of  
Southern California

Bachelor of Architecture,  
University of Southern  
California

LEED Accredited  
Professional, Building  
Design + Construction

**Selected Project Experience**

**The Family Partnership, Minneapolis, Minn.**  
New Social Service Agency Headquarters Building

**Comunidades Latinas Unidas en Servicio (CLUES),  
Saint Paul, Minn.**  
Social Service Agency Headquarters Expansion

**League of Minnesota Cities, Saint Paul, Minn.**  
Office Remodeling

**Northeast Metro 916 Intermediate School District,  
Lake Elmo, Minn.**  
Pankalo Special Education Center

**Saint Paul Public Schools, Minn.**  
K-8 Special Education Facility | Programming,  
Visioning, and Site Selection; RiverEast K-8 Special  
Education Center

**Minnesota Department of Administration,  
Saint Paul, Minn.**  
Minnesota Senate Building and Parking Facilities

**Berean Baptist Church, Lakeville, Minn.**  
New Worship Facility

**HealthPartners, Regions Hospital, Saint Paul, Minn.**  
Emergency Department Triage Remodeling;  
Family Birth Center



**RACHAEL SPIRES**

AIA, CDT, CCS, LEED AP

Rachael is a licensed architect and works as a code and specifications resource to projects across the Midwest. She has an excellent understanding of the International and Minnesota Building Codes, especially as they relate to accessibility and the nuance between requirements for existing and new construction. Rachael is a member of the International Code Council.

**Specifications Writer**

18 years of experience;  
6 years with BWBR

Master's of Architecture,  
University of Minnesota

Bachelor of Arts,  
Architecture, University  
of Minnesota

Licensed Architect  
(Minn.)

Member, American  
Institute of Architects

LEED Accredited  
Professional

Certified Construction  
Documents Technologist  
and Construction  
Contract Administrator  
by the Construction  
Specifications Institute

Leadership Saint Paul,  
Saint Paul Area  
Chamber of Commerce,  
Class of 2019

**Selected Project Experience**

**The Family Partnership, Minneapolis, Minn.**  
New Social Service Agency Headquarters Building

**Comunidades Latinas Unidas en Servicio (CLUES),  
Saint Paul, Minn.**  
Social Service Agency Headquarters Expansion;  
Mexican Consulate Renovation

**Merrick Community Services, Saint Paul, Minn.**  
Replacement Community Services Center Schematic  
Design; Community Services Center Relocation

**League of Minnesota Cities, Saint Paul, Minn.**  
Office Remodeling

**AccessAbility, Inc., Minneapolis, Minn.**  
Hoover Street Facility Renovation

**City of Shoreview, Minn.**  
Community Center Addition and Remodeling

**Hennepin Healthcare, Minneapolis, Minn.**  
Redleaf Center for Family Healing

**Ramsey County**  
Facilities Condition Assessment Services for 28  
Buildings, Twin Cities East Metro, Minn.; Vadnais  
Sports Center, Turf Facility, Vadnais Heights, Minn.

## BWBR'S COMMITMENT TO DIVERSITY, EQUITY & INCLUSION

There is a strategy to every project plan that guides its execution. However, without the culture to back it up, often that strategy fails. We understand that intimately. Milton Bergstedt, the first B in BWBR, established our culture early in the firm. He believed in the power of design to lift people and communities. It guided our work into community centers, banks, and churches, and then grew into hospitals, schools, and workplaces. **That focus allowed us to grow deep roots into the community.**

Today, we continue that spirit in both the projects we work on as well as the community service our employees choose. From sitting on community boards and boards of directors for health clinics, social service agencies, and civic organizations to positions on city commissions, our employees lend both talent and personal passion to issues such as homelessness, health issues, food insecurities, job training, and community development.

### Staffing This Project

For the Wellstone Center redesign, we are happy to propose a BWBR team of all female staff in lead roles. Each person comes with a unique background and skill set, and will coordinate with additional BWBR staff as needed to get the job done.

Stephanie McDaniel, Principal in Charge, and Miriam Figueroa, Senior Job Captain, are both current members of **BWBR's Equity Committee**. The Equity Committee exists to mitigate barriers to opportunity arising from socially constructed notions of gender, racism, and other inequities. The ongoing Equity mission seeks to foster critical thinking about equitable practice, challenge business-as-usual norms, create a safe environment for discussion, and maintain an equity lens, through which we see unconscious inequities. Our goal is to make BWBR a diverse and inclusive environment where all our staff develop and thrive.

Melanie Baumhover, Managing Principal, was on BWBR's inaugural Equity Task Force, and has since cycled off to let other perspectives be heard. Melanie is also actively involved in the ACE program. Rachael Spires, Specifications Writer, helps to create equitable environments by serving as one of BWBR's resources for Minnesota B3 sustainability guidelines and is a member of the BWBR Performance (Sustainable) Design Group.

Lastly, BWBR will work closely with NEOO and Neighborhood House to select consulting partners that also represent and/or serve diversity, equity, and inclusion goals.

### Approach to Including Community Voices

BWBR looks forward to working with NEOO to draw from what their group has already gathered from the community and local stakeholders in the Community Engagement Phase. These insights will be incorporated into the design process that NEOO and Neighborhood House have already started.

### Equal Opportunity Employer Committed to Equity

Our firm is an equal opportunity and affirmative action employer. We maintain a federal affirmative action plan and have a Workforce Certificate of Compliance with the



*BWBR and Neighborhood House worked with community members in the early design phases of the original Wellstone Center to create a facility that would fit into and serve the community for decades to come.*

State of Minnesota, the state in which BWBR is headquartered. But beyond legal requirements, we continually strive to foster a diverse employee population and provide opportunities to people from all walks of life.

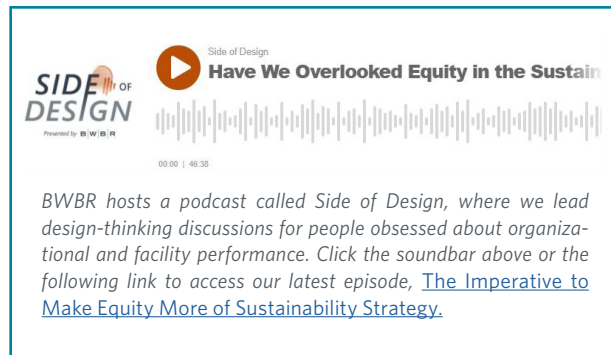
### Recruiting, Internship, and Training Opportunities

President and CEO Stephanie McDaniel has taken a strong lead in a more concentrated firm focus on racial and gender equity at BWBR. This work is important to address significant gaps in our profession and community. From the conversations we're having with the AIA (both locally and nationally) to our own programs and initiatives, we're taking steps to open the profession to others who may never have known what we do or have seen themselves working in it.

Our largest initiatives include:

- The annual **BWBR Prize Competition**, where higher education students of all backgrounds and attendance statuses present their work and compete for a cash prize.
- Implemented in 2021, BWBR offers **two scholarships** to support equity in the built environment: the Dorothy Brink Ingemann Scholarship for Gender Equity in Design and the Milt Bergstedt Scholarship for Racial Equity in Design.
- **Inclusive recruiting efforts**, such as recruiting from career fairs hosted by Historically Black Colleges and Universities.
- **Gender equity and social justice work** with Hackman Consulting Group to provide ongoing training for our entire staff to recognize and address biases and improve firm culture and policies.
- In our Saint Paul office, **we sponsor and host an ACE Mentor program team**, an after-school program for high school students to work on a project from the angles of architecture, construction, and engineering.

## Inclusive, Equitable Design



BWBR is committed to equity and supporting social justice issues that address the underlying systems and structures presenting barriers for groups of people (e.g., race, socio-economic, sexual orientation, gender, mentally or physically disabled) to succeed in our country, our industry, and our organization. Through a **Learn-Integrate-Implement approach**, BWBR aims to model an inclusive environment for our staff, industry, and clients. We are demonstrating a commitment to equity through developing a culture of deep inquiry, extensive staff training (gender equity, racial equity, and social justice), a dedicated task force, and integration of equity lenses into our business-as-usual operations and processes.

**The intention to bring this focus into our design process ultimately impacts the efficacy of this work and optimizes value for our clients.** Starting with an inclusive and equitable design process, our teams work to address the complexities of designing for all people and not intentionally ignore, exclude, or marginalize sub-groups or populations. We believe design is better when we engage more diverse perspectives and backgrounds into the process.

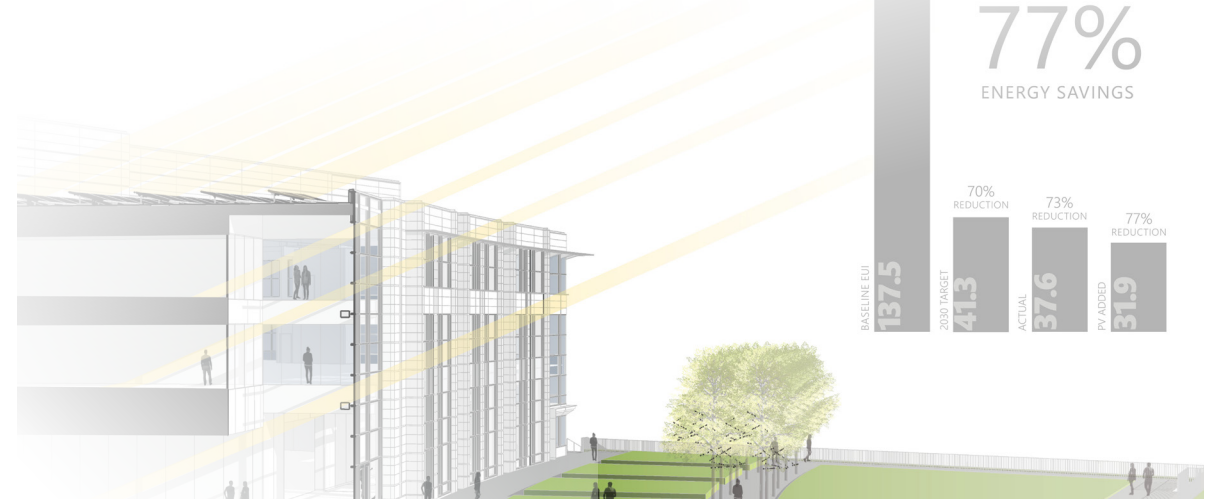
## Sustainable Design

**Connections to nature and healthy environments are important aspects of community-centered design.**

Employed properly, they benefit the comfort and health of occupants, as well as the sustainability and operating costs of the facility.

Sustainability is an integral part of BWBR's design process, whether it is optimizing the project's use of energy and water resources, reducing the operational and embodied carbon footprint, or achieving industry recognized sustainability standards. Together with design engineers, BWBR has successfully evaluated energy and carbon reduction strategies using energy modeling and life cycle analysis.

Recognizing the multiple, urgent forces happening in the world today, and the opportunity the built environment can have in these areas, **the firm implemented a Performance Baseline based on the AIA's Framework for Design Excellence.** The Framework is built around 10 measures touching on many aspects of life and allowing a holistic view of a project. We use these measures tied with metrics (EUI, water consumption, carbon tracking) to determine priorities and performance goals for each project.



We have worked with many clients to make our projects more sustainable and energy efficient. Among those efforts include:

- Gustavus Adolphus College's LEED Gold certified Anderson Hall, which includes a multi-faith center.
- Minnesota Senate Building, which meets B3 Guidelines.
- Hennepin Healthcare's new LEED Gold certified Clinic and Specialty Center.
- Stillwater Area Public Schools/Community Education's LEED Gold certified Early Childhood Family Center.

We have the expertise to help you reach your sustainability goals. **Nearly one-third of our design staff are LEED Accredited Professionals.**



## PROJECT APPROACH

BWBR has a long history working with Neighborhood House and the City of Saint Paul. We know where you were is not where you are going to be. An effective design process starts with engaging, listening, and fully understanding your needs while also deepening our understanding of where Neighborhood House is going.

### *Project Understanding*

BWBR has a long history working with Neighborhood House and the City of Saint Paul in this building, starting with our engagement with planning and design of the original building in June 2001.

We know your needs in 2022 are not the same as they were more than 20 years ago. Originally the building was designed to be durable, have direct visibility along simple circulation spines and between the different floors and areas of the building, and provide some shell space for future tenant or program growth. Since that time, technology, program needs, and building maintenance have been pulling at you, and it's time for a refresh.

**The RFP identified four items that are the highest priority, and other items that are desired.** We will need to evaluate to determine which and how many priorities will fit into your budget. It is our role to lead you and your team to dream your way into the next phase of Neighborhood House and the Wellstone Center's future.

Construction cost volatility in the current market and supply chain issues will be the biggest challenges to overcome. In the Minneapolis-Saint Paul construction market, costs have escalated approximately 26% in the last 12 months. Additionally, we have found some construction materials — specifically roofing materials, HVAC equipment, and furnishings — have extended lead times. Working with industry partners to **develop early procurement packages**, identifying **bidding alternates**, and holding contingency funds will be key to navigating this uncertain time with **flexibility and adaptability**.

### *Design Process*

Our design process is divided into three parts, aligned to meet your schedule goals:

- Concept Design phase where the pieces needed are identified, and scope is identified to align with your budget.
- Design Documentation is where the chosen scope is developed and refined.
- Construction Documents are drawn to define the detail required for construction.

### *Concept Design*

The first meeting with leadership will establish the project's schedule and refine our proposed work plan and include a discussions about regulatory reviews and understanding critical dates as needed. The initial project phase will include three main objectives: visioning, existing building evaluation, space programming development.

### *Visioning Session*

Our goals are to:

- Understand outcomes of your community engagement efforts so far.
- Develop guiding principles to support decisions throughout the design timeframe.
- Establish project goals and expected outcomes.
- Discuss future operational and sustainable goals.
- Discuss opportunities for precedent tours as needed.

### *Community Engagement*

We understand that NEOO and Neighborhood House have begun the community engagement process, and look forward to joining into the process and rhythm you have started. We propose planning the next steps of community engagement to move the process forward without duplicating your efforts to date. We suggest reaching out to current and past program participants with the goal of understanding what they love about the facilities at Neighborhood House, and where they envision areas of improvement. We will work with you to decide on the method and quantity of engagement sessions needed moving forward. We have found that providing people multiple ways and times of connecting increases the number of people who are able to participate, and broadens the feedback you receive.

### *Programming Questionnaire*

Prior to our first programming meeting, BWBR will provide a set of questions that are requested to be answered by department heads or individuals responsible for each area. Having this information prior to our discussion will allow for your team to reflect on your current and proposed future state for different service areas, as well as starting at a point of mutual understanding.

### *Programming Session*

BWBR will meet with key stakeholders to identify space needs for administration and staff, community support programs, and education. Programming will include the following:

- Discuss areas of growth or reduction for future facility.
- Discuss staffing, operational plan, and safety.
- Discuss shared versus dedicated spaces.
- Develop a detailed space program.
- Define critical adjacencies.

Site Evaluation and Existing Building Survey

BWBR is familiar with your Saint Paul West Side facility, construction methods, and the unique elements that allowed us to stretch building code to allow for the configuration that worked at the time. Now walking through with your team will allow us to understand the pain points of the current building state, your ideas for the future, and validate the fit, code compliance, and feasibility within the constraints of your budget and lease arrangement.

We need to become equally familiar with your current operations and facilities, and gain a deeper understanding of where facilities are not meeting the needs of your clients, staff, and community, so we can use that information to evaluate options as they arise.

Project Budget

We believe that the most successful projects not only define the needs of the clients, staff, and community, but also have early analysis and validation of your proposed budget compared to what will become your wish list of needs. We will work with a cost estimator evaluate the project at all phases, which allows you to manage the expectations of the Board of Directors, donors, and staff.

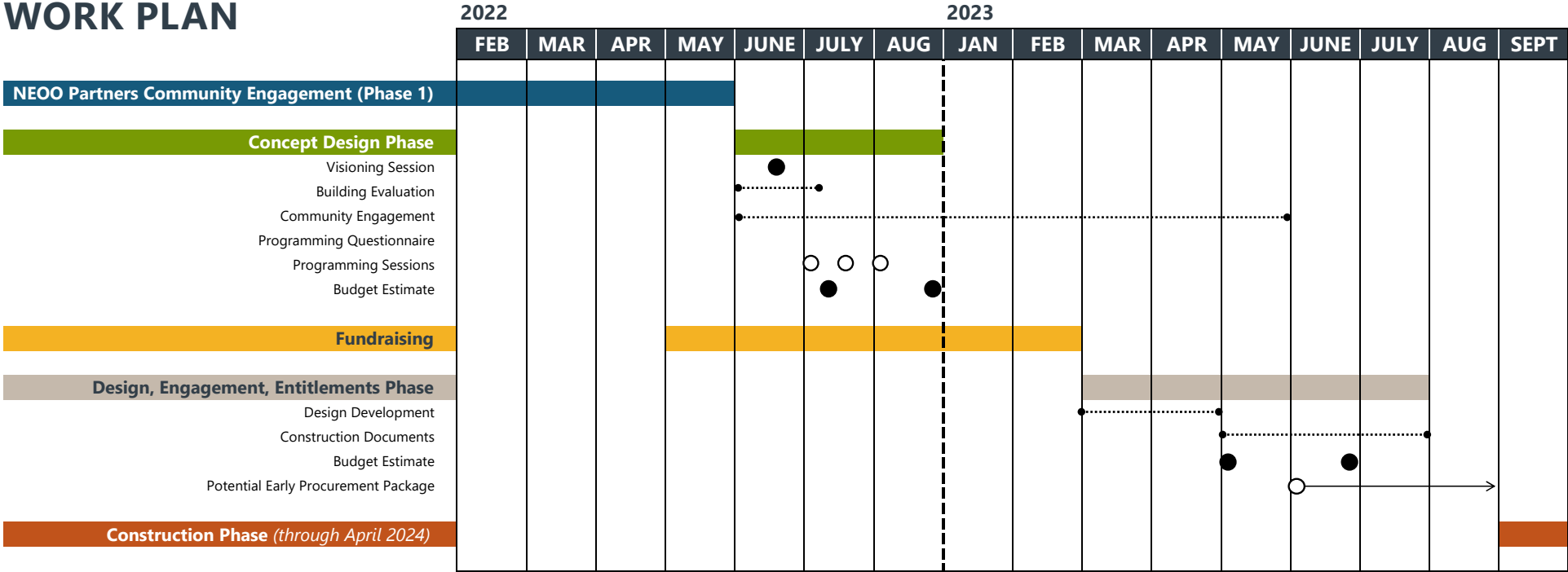
Design Documentation

During design we use several tools to communicate the design effectively. These include online surveys, Miro, SketchUp, Revit, and computer visualization software to illustrate the look and feel of the building and spaces both inside and out. Designing in three dimensions allows you a much greater understanding of the design and facilitate the decision-making process. Revit is also

the standard Building Information Modeling (BIM) tool used for production of SD, DD, and CD documents to not only coordinate our work among the various engineering disciplines, but also to communicate the design to the construction team.

After you've approved the final, integrated design, we prepare construction documents. Contractors and clients have often told us that BWBR's documents are among the best in the area, reflecting our intense commitment to top-quality documentation. We feel that construction documents need to be painstakingly accurate. They lead to accurate bidding from contractors, and adherence to the budget through construction. They also facilitate correct and efficient construction, serving to clarify questions and prevent costly change orders. Construction documents are drawn to scale, comprehensive, and technically thorough.

WORK PLAN



# INVOLVING ARTISTS & LOCAL ENTREPRENEURS

BWBR strongly believes in the healing qualities of artwork and empowering local businesses. The following case studies highlight how artwork played a major role in the success of our clients' final designs.



## Case Study: Hennepin Healthcare's Redleaf Center for Family Healing

The new Redleaf Center for Family Healing expands upon the work of Hennepin Healthcare's Mother-Baby Program, Minnesota's first intensive mental health program for pregnant and postpartum mothers. The remodel and addition bring together the best comprehensive mental health and relationship support for families, particularly in communities that need it the most.

In addition to a Healing Arts Program led by a Bush Fellow, Redleaf Center also features abundant artwork. BWBR helped Redleaf track proposed artwork locations and funding sources, as well as the required amount of funding needed for each desired piece.

## Case Study: The Family Partnership

The Family Partnership's new social services headquarters brings hope and dignity to individuals and families who have found the world to be less than hospitable. The design creates a modern, warm, welcoming building to serve a community rising from years of disinvestment, and people struggling through deep poverty and trauma.

The project was designed using a Trauma-Informed approach. Specially designed interior elements help orient users to their location, such as animal themes for preschool classrooms with corresponding footprints leading the way, and wall panels with hidden animals to engage children.

The mural on the east face of the building was very important to the Family Partnership. Similar to the mosaics on the front of Neighborhood House, the client wanted us to plan space for an artist to place their design in the future. City Mischief Murals was selected to design and implement the final mural. The client and neighborhood are thrilled with the unique contribution that it adds to the fabric of the East Lake Street.

The exterior design also included innovative precast panels using Graphic Concrete, incorporating design patterns selected by community members. These patterns include natural elements, native patterns, and a map of Minneapolis showing the location of the building with the organization's logo. Apart from a few Starbucks stores, this project has the largest precast pattern in Minnesota.



## WHY WE WANT TO WORK ON THIS PROJECT

We've been a partner with Neighborhood House not only through the original building design and several remodels, but we've also partnered with Neighborhood House on many volunteer activities and fundraising events over the years. We're a Saint Paul-based firm and really value the contributions and direct impact that Neighborhood House programs and services have, including your food shelf, English as a second language, affordable community event space, and numerous other support functions.

Additionally, we're very proud of the building. It was designed to be flexible and durable. There were some complicated building code aspects designed to push a greater visual connectivity than building codes easily allowed at the time. As members of the original design team, we understand the building and can jump right in with the design.

### Case Study: Children's Hospital Art

Engagement with building art isn't always about hiring an artist and giving them a large scale canvas in your building. Sometimes it is selecting artwork that represents the landscape of stakeholders' homelands, portraying families and people who look like those who will be using the building, or using inclusive language that welcomes visitors in English and native languages. The building wants to speak to visitors and make them feel welcome so that they don't feel like outsiders seeking service, but rather insiders who belong.

BWBR designed a unit for a children's hospital, and it was important to the hospital leadership that the children felt comfortable in the space. To provide a point of connection for patients, we selected materials that could be installed on the inside of wall mounted light sconces. A group of patients were then given the materials and asked to make a picture that would welcome future children to the space. Once the pictures were complete, we transferred the images to the light sconces. Actual welcome messages from past patients were there to cheer and welcome others as they came into the unit.

## ELEVATING REPRESENTATION THROUGH DESIGN

Have you ever walked into a new setting and immediately felt at home without knowing why? Subtle environmental cues make you feel as if you belong. While certain positive elements such as soft natural light are more or less universal, other cues affect different people in different ways.

**Environments can reinforce or break the boundaries of prevailing societal narratives** about gender, cultural background, race, class, and physical ability.

**Space matters.** In 2001 when BWBR started the design of the replacement Wellstone Center facility, the team worked with Neighborhood House to facilitate workshops with Hispanic/Latiné, Hmong, East African, and Jewish cultural groups to give them a voice in the facility design. In the workshops, commonalities were discovered among the four groups that helped BWBR identify important universal themes. These included a sense of community, a welcoming facility, a safe and secure building, and spaces to support small group interaction, with positive results.

- According to Neighborhood House's former president Dan Hoxworth, the new facility helped spike a 57% increase in program participation during its first six months.
- A neighborhood regular commented on the building's welcoming design to the front desk staff, saying that "every time I come into this building, I feel hugged."

Welcoming People.  
Embracing Cultures.  
Creating Opportunity.

As Vice President of Finance and Operations at Neighborhood House in Saint Paul's West Side neighborhood, I am delighted to refer BWBR and its staff for your project in Rochester.

As a quick introduction, Neighborhood House is a nonprofit organization, founded 114 years ago, whose mission is to provide assistance to families, immigrants (many non-English speakers who are Hmong, Latino and East African) and financially disadvantaged people. We offer adult English classes, a food shelf, drop-in childcare, support and social groups for local communities of color, and other youth and family programs. We do all of this in a facility—the Paul and Sheila Wellstone Center for Community Building—jointly created by ourselves and the City of Saint Paul to replace an aging city-owned recreation center.

I was more than pleased with the process and sensitivity BWBR brought to the design and construction of the Wellstone Center. As the weekly contact for the organization with BWBR, I developed a wonderful relationship with the design staff and continue some of those relationships to this day. They were engaging both with our staff and people in the neighborhood who would be touched by this new facility, whether or not they used our services.

As you might imagine for a new facility owned by the city, funded by city, state and federal dollars and operated by Neighborhood House, there were many interests to balance. Additionally, there were other stakeholders engaged in the process, including the Wellstone family, and BWBR managed all of those interests, developing an intimate understanding of the challenges unique for a nonprofit project such as ours. Our partnership facilitating community workshops helped to define the common interests of all the diverse groups who we serve and led to a facility that is welcoming, safe and creates a sense of community with spaces for both large and small groups.

Today, the Wellstone Center has become both an asset to the community on Saint Paul's West Side and a resource for people from across the East Metro who seek an inspiring and comfortable environment for services. It has become a model for other co-developed community facilities around the city. BWBR's approach to engaging all stakeholders and listening to wants and needs, as well as working with construction teams, was a key reason we were able to create such a welcoming facility.

BWBR is known for adding that special touch, making the process as important as the outcome itself. With my experience, I can say that is more than true and you would be happy with their work. Good luck on your new facility.

Sincerely,



Sheri Zigan  
Vice President, Finance and Operations  
Neighborhood House

179 Robie Street East, St. Paul, MN 55107  
tel 651.789.2500 • fax 651.789.2501 • www.neighb.org



***"I was more than pleased with the process and sensitivity BWBR brought to the design and construction of the Wellstone Center. As the weekly contact for the organization with BWBR, I developed a wonderful relationship with the design staff and continue some of those relationships to this day. They were engaging both with our staff and people in the neighborhood who would be touched by this new facility, whether or not they used our services."***

- Sheri Zigan, Former Vice President, Finance and Operations, Neighborhood House

# THE FAMILY PARTNERSHIP

## New Social Service Agency Headquarters Building



Before



After



Classroom-Entry



Cultural Mural



Art Therapy Room

**Relevance** Ojibwe Language and Therapeutic  
Preschool Classrooms • Trauma-Informed Design •  
Capital Campaign Support • Project Programming

The Family Partnership (TFP) is a Minneapolis-based community services organization that offers programs and services related to **counseling, education, and advocacy for vulnerable children and their families.**

With community needs outpacing facility and program capacities and the goal to join multiple existing office locations into one efficient headquarters location, TFP launched the “Building for Better Futures” capital campaign to centralize and expand important social services for community members in the Twin Cities. A site selection process identified an underutilized site in a **convenient location for TFP clients and enhanced by a culturally diverse neighborhood.**

The relocated headquarters uplifts families through the healing elements of TFP’s Two-Generation Approach, which unites children and parents through programs that improve social, educational, and economic outcomes. **Classrooms** for TFP’s therapeutic preschool program provide greater access to age appropriate programs and secure indoor and outdoor play areas displaying cheerful animal themes. **Safe, private, and therapeutic counseling areas** give relief to victims of sex trafficking and those improving their mental health. With a more flexible, community-focused facility, TFP has the necessary tools to strengthen families and create better, healthier lives.

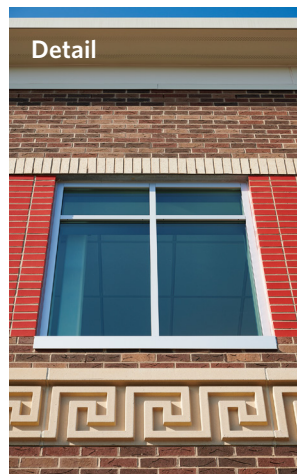
### Project Details

<b>Location</b>	Minneapolis, Minn.
<b>Square Footage</b>	50,300 s.f.
<b>Completion</b>	2020
<b>BWBR Team</b>	Melanie Baumhover (Sr. Project Manager), Miriam Figueroa (Sr. Job Captain), Rachael Spires (Spec. Writer)

**Client Reference:** Molly Greenman, President & CEO, 612.339.9101, mgreenman@thefamilypartnership.org

# CLUES

## Social Service Agency Headquarters Expansion



**Relevance** Culturally Sensitive, Equitable Design ▪ Education ▪ Children’s Spaces ▪ Building Security ▪ Saint Paul Site ▪ Capital Campaign Support ▪ Expansion and Renovation of Existing BWBR-Designed Building

With approximately half of Minnesota’s Hispanic/Latiné population under the age of 21 and the senior Hispanic/Latiné population projected to increase more than 700% by 2025, CLUES (Comunidades Latinas Unidas en Servicio) is at the epicenter of community growth. **An expansion of the original building (also designed by BWBR in 2003) increases CLUES programming space** to meet future demand, while enhancing the services and classes already provided.

**Through interactive client and community workshops**, BWBR and CLUES laid the framework for a design that puts a **modern spin on existing spaces** and gently draws inspiration from traditional Latiné arts and cultural gathering spaces. Vibrant colors and an abstract sun pattern, reminiscent of *papel picado*, bring the CLUES brand to life and invite the outside community in.

Like the CLUES programs themselves, the expansion is **technology-enriched and designed to flex** between services and age ranges. A teen technology center, multi-purpose classrooms and meeting spaces, small areas for micro-businesses, and Aging Well Services (relocated from the West Saint Paul campus) provide community members access to educational and skill building opportunities. Other healthful resources include a teaching and demonstration kitchen that doubles as Aging Well Services space, a pre-K center, and an art classroom.

**Client Reference:** Ruby Azurdia-Lee, 651.379.4203, rlee@clues.org

**“The new space will allow our organization to move into more cultural engagement work that will provide the community social capital in advancing advocacy and social equity.”**

— Ruby Azurdia-Lee, CLUES President

### Project Details

<b>Location</b>	Saint Paul, Minn.
<b>Square Footage</b>	19,300 s.f.
<b>Completion</b>	2019
<b>BWBR Team</b>	Stephanie McDaniel (Principal), Melanie Baumhover (Sr. Project Manager), Miriam Figueroa (Sr. Job Captain), Rachael Spires (Spec. Writer)

# MERRICK COMMUNITY SERVICES

## Community Services Center Relocation



**Relevance** Trauma-Informed Design • Flexible Food Shelf • Education • Children’s Spaces • Building Security • Saint Paul Site • Capital Campaign Support • Project Programming • Analysis of Multiple Building Site Options

Merrick Community Services has been providing assistance to residents of Saint Paul’s East Side since 1908. **Children, adults, and seniors benefit from Merrick’s many programs**, including employment services, emergency assistance, after school and summer youth activities, programs for seniors, Meals on Wheels, and an initiative organizing volunteers to do household chores for senior citizens that allow them to continue living in their homes.

After BWBR collaborated with Merrick for four years on different concepts for multiple sites, an opportunity arose to remodel and occupy an existing church within their service area. The design makes use of **vibrant interior finishes** and environmental graphics to create an **affordable and flexible facility**.

The Merrick **food shelf** is a particularly important lifeline for the community. BWBR designed it to be flexible, allowing for a variety of configurations based on donations received and changes in processing methods over time, including multiple locations the movable refrigerators and freezers could be depending on the desired configuration.

### Project Details

<b>Location</b>	Saint Paul, Minn.
<b>Square Footage</b>	15,500 s.f.
<b>Completion</b>	2017
<b>BWBR Team</b>	Melanie Baumhover (Sr. Project Manager), Rachael Spires (Spec. Writer)

**Client Reference:** Dan Rodriguez, 651.771.8821, drodriguez@merrickcs.org

## REACHING A FAIR & EQUITABLE AGREEMENT

Professional services fees are a significant component of your project budget, and we are committed to working with you to determine appropriate and fair compensation. We are committed to the success of Neighborhood House into the future, and want to be sure that we are serving your highest need with our time and recommendations, and that the services provided are those that are going to be most useful to you.

Our proposed fees are based on a work plan and reflect the time and team we understand will be needed to engage with your team to first discover and define the goals and vision in the Concept Design Phase, and then dig into the details in the following design phases. We look forward to future discussions on scope and fee, and can make adjustments to align your service expectations with our work plan.

### Concept Design Phase Fee

Roof Leak Investigation:	\$8,800
HVAC System and Fiber Optic Upgrade Assessment:	\$20,500
Parking Ramp Assessment	\$9,500
Programming, Visioning, Scope Definition, Concept Plan:	\$92,400
Construction Cost Estimating ( <i>Concept Design only</i> ):	\$7,500
<b>Total:</b>	<b>\$138,700</b>

### Design through Construction Administration Fee

Total fee is to be determined based on final scope determined through Concept Design. We anticipate the fee will be between 6.4% to 9.9% of the total construction cost.

This range will support anticipated professional services narratives to support design-build, including:

- Architecture
- Interior design
- Select environmental graphics
- Structural engineering
- Mechanical, electrical, and plumbing engineering
- Lighting design
- Fire protection design
- Cost estimating
- Data/telecom

Should it be desired to include more specialty consultants (acoustic analysis and design, construction inspections and testing, foodservice equipment selection, FF&E services, etc.) this is anticipated to be above the provided range. Reimbursable expenses are in addition to the proposed fee and would include items such as printing for the use of Neighborhood House and NEOO, plan review/permit fees, and courier services to Neighborhood House, if needed.



League of Minnesota Cities



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