



M E M O

**County
Administrator**

Robert W. Wilson
701-241-5770
wilsonro@casscountynd.gov

TO: County Commissioners
FROM: Robert W. Wilson
DATE: September 16, 2022
SUBJECT: Proposals for Jail Expansion Architectural Services

On August 24th the County published a Request for Proposals (RFP) for Design & Construction Administrative Services for a housing addition on the jail. Proposals were due September 12th. Two proposals were received; one from TL Stroh Architects and the other from Klein McCarthy Architects.

Both proposals included a fee based on a percentage of overall construction cost plus reimbursables. TL Stroh's proposal included an 8% fee, Klein McCarthy's included a 6.5% fee.

Based on the proposals, it is recommended staff engage in negotiations with Klein McCarthy to draft an agreement that can be presented for Commission consideration at a later date.

SUGGESTED MOTION: Move to accept Design and Construction Administrative Proposal for a Jail Housing Addition submitted by Klein McCarthy Architects and direct staff to engage in contract negotiations.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynd.gov

CASS COUNTY, NORTH DAKOTA

REQUEST FOR PROPOSAL
DESIGN & CONSTRUCTION ADMINISTRATION SERVICES
JAIL HOUSING ADDITION

SEPTEMBER 8, 2022



September 8, 2022

211 S. 9th Street
Fargo, ND 58108-2806

RE: Request for Proposal
Jail Housing Addition Design & Construction Administration

Mr. Robert W. Wilson
County Administrator,

The team of T.L. Stroh Architects and HMN Architects is in receipt of the information provided in the Request for Proposal, and we are pleased to submit our qualifications to provide Design and Construction Administration services for the Jail Housing Addition at the Cass County Jail. We understand that a project like this is unique and requires an understanding of not only the project type, but also the existing systems and supervision style. This work also requires a strong relationship with the client and its user groups. These qualities of expertise are equally met by both firms through a volume of work dating back 30 years.

T.L. Stroh's history and portfolio of work with Cass County is easily measured and documented; a familiarity that is key to project success. By teaming with HMN Architects, the combined experience of both firms equates to a recognized, regional justice partnership who works in this environment every day. We have filled the rest of our project team with a strong mix of local consultants and a nationally recognized security electronics engineer. It is our goal to have a team that listens and communicates with you to meet all your goals and expectations.

Thank you for this opportunity. The combined knowledge, experience and expertise of the T.L. Stroh/HMN team will help deliver a quality project on time and in budget. We look forward to establishing a trusted relationship with you and please feel free to reach out to us if you need any additional information.

Best regards,



Terry Stroh
Principal
(701) 239-4198
terrys@tlstroh.com



Adam Kuehl
Project Manager
(913) 744-4060
akuehl@hmnarchitects.com



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Benton County Law Enforcement Center

BUSINESS INFORMATION | FIRM PROFILE

TL STROH ARCHITECTS

THIS IS WHO WE ARE.

T.L. Stroh Architects and Interiors is a recognized leader in a wide range of architectural services throughout the Upper Midwest. Centrally located in Fargo, ND, T.L. Stroh has served a wide client base in states such as Colorado, Montana, Arizona, South Dakota, Minnesota, and North Dakota. T.L. Stroh designs and manages millions of dollars in construction each year. Approximately half of that work is for institutional clients such as cities, counties, state agencies, and universities. The remaining work is in the private sector including corporate facilities, technology facilities, health care, religious, restoration projects, a variety of interior design projects, as well as many individual residential clients.

T.L. Stroh's success can be credited to its philosophy: "**GREAT RELATIONSHIPS** produce **GREAT BUILDINGS**". With this in mind, T.L. Stroh has formed a very loyal client base while also receiving multiple awards for design and material use. Communication throughout the design and construction process, as well as attention to construction details, ensures a smooth, on-schedule building process. These qualities are evident in a long line of successful projects that went beyond client expectations, while also staying within budgets.

SERVICES

- Planning and Site Analysis
- Feasibility Studies
- Programming
- Preliminary Design
- Design Development
- Construction Documentation
- Building Specification
- Historic Preservation
- Master Planning Interior Design
- Construction Management
- Cost Estimating
- Construction Observation
- Computer Aided Visualization
- Presentation Drawings

OFFICE INFORMATION

8 Seventh St. N.
Fargo, North Dakota 58102
p (701) 239-4198 | f (701) 239-9643
www.tlstroh.com

PRINCIPAL

Terry Stroh
(701) 239-4198
[terryst@tlstroh.com](mailto:terrys@tlstroh.com)



9 Employees



One office location in
Fargo, ND



3 Licensed Architects



30+ Years In Business



FIRM EXPERIENCE (TL STROH)

RELEVANT PROJECTS

CASS COUNTY PROJECTS

Cass County Highway Department
Utility Storage Facility (2012)
Equipment Storage = 31,000 sf

Cass County
Vector Control Facility (2005)
Office and Laboratory Addition = 4,280 sf
Storage Addition = 1,009 sf

Cass County
Juvenile Justice Center (1995)
Interior Remodel, 2015-2019
Space Study, 2022

Cass County
Courthouse Remodel
Interior Office Remodel, 2016-2019
Front Entry Remodel, 1994



CASS COUNTY JUVENILE JUSTICE BUILDING
Cass County Social Services comprises many different departments and their unique, individual needs had to be addressed in this project. One of these involved the need to provide an environment for the many children who pass through Social Services. A controlled, inviting waiting area was designed specifically for the child's orientation. Three floors were added to the existing structure.

BUSINESS INFORMATION | FIRM PROFILE

HMN ARCHITECTS

THIS IS WHO WE ARE.

Organized in 1989, HMN Architects is a full-service architectural, interior design, and planning firm based in Overland Park, Kansas. We **CONNECT** with our clients; we work to **TRANSFORM** the way communities see architecture, and we **INSPIRE** people through great design.

OUR PASSION IS DESIGNING YOUR VISION.

We have sustained a good reputation of being a successful justice design firm specializing in the Midwest region. We understand the unique hurdles counties face today. Our team has designed numerous justice, civic, commercial and healthcare projects, and because of our extensive experience, we can help our clients navigate these distinct challenges.

OFFICE INFORMATION

7400 W. 110th St. Suite 200
Overland Park, Kansas 66210
p (913) 451-9075 | f (913) 451-9080
www.hmnarchitects.com

ASSOCIATE/PROJECT MANAGER

Adam Kuehl
(913) 744-4060
akuehl@hmnarchitects.com

SERVICES

- Master Planning
- Programming
- Space Planning
- Schematic Design
- Design Development
- Construction Documents
- Bidding and Negotiation
- Construction Administration
- Equipment Planning
- Code Review
- HFAP Statement of Conditions
- ADA Assessments
- Post-Occupancy Evaluations
- Sustainable Design
- Virtual Reality
- Augmented Reality
- Renderings
- Interior Finish Standards
- Material Selection
- Way-Finding Signage
- Facility Evaluation



18 Employees



One office location in Overland Park, KS



8 Licensed Architects



30+ Years In Business



FIRM EXPERIENCE (HMN)

RELEVANT PROJECTS

Below is a listing of relevant projects; text in blue indicates project completed within the last 5 years.

UNDER 50 BEDS

Dorm Expansion (Phase II)
Andrew County | Savannah, MO

Sheriff's Office and Jail
Chautauqua County | Sedan, KS

Sheriff's Office and Jail
Clay County | Spencer, IA

Law Enforcement Center
Douglas County | Ava, MO

Jail Addition
Jackson County | Holton, KS

Jail Expansion
Meade County | Meade, KS

Sheriff's Office and Jail
Rooks County | Stockton, KS

50 - 150 BEDS

Sheriff's Office and Jail
Andrew County | Savannah, MO

Law Enforcement Center
Benton County | Warsaw, MO

Jail
Crawford County | Steelville, MO

Jail
Dakota County | Dakota City, NE

Law Enforcement Center
Henry County | Clinton, MO

Sheriff's Office and Jail
Stone County | Mountain View, AR

Jail Remodel and Expansion
Wright County | Hartville, MO

OVER 150 BEDS

Law Enforcement Center
Callaway County | Fulton, MO

Law Enforcement Center
Cole County | Jefferson City, MO

Justice Center (phase I & II)
Dunklin County | Kennett, MO

Sheriff's Office and Jail
Ford County | Dodge City, KS

Jail
Greene County | Paragould, AR

Jail and Juvenile Detention Center
Hughes County | Pierre, SD

Jail
Pottawatomie County | Shawnee, OK

Jail Addition & Remodel
Stoddard County | Bloomfield, MO

Justice Center
Taney County | Forsyth, MO

Justice Center
Webster County | Marshfield, MO

STUDIES/PRE-REFERENDUM WORK

Sheriff's Office and Jail
Edgar County | Paris, IL

Jail
Grant County | Milbank, SD

Sheriff's Office and Jail
Stone County | Mountain View, AR

Law Enforcement Center
Walworth County | Selby, SD

Feasibility Study
Warren County | Monmouth, IL



CALLAWAY COUNTY | FULTON, MISSOURI
 Sheriff's Office and Jail

PROJECT SCOPE

Callaway County passed a referendum for two projects based on need: a new jail and sheriff's office addition; and a courts administration building. The priority was the jail addition and HMN was selected to work with the commission, sheriff, and other trusted staff for the design. The commission elected to deliver the project using a CM at Risk approach which ended up saving over \$1 million utilizing this approach. The facility needed: 120 beds; rear chase steel cells; adhere to all federal standards; utilize the entirety of the existing site; and be designed for modern law enforcement methods.

Through creative design and use of alternates, HMN was able to get a 152 bed facility, added a space for highway patrol, incorporated a remodel the existing sheriff's office, and demolish the existing jail for parking - all within the budget. HMN was also sensitive to public perception and designed the exterior to look like a \$19 million building, but at the same time not look like any money was wasted. HMN designed the entire project through the work-from-home orders that were prevalent in 2020, while still meeting schedule and budget.

Size	50,000 SF
Bed Count	152
Project Budget	\$19,000,000
Date of Bid	December 2020
Estimated Completion Date	Fall 2022



REFERENCE

Clay Chism
Sheriff, Callaway County

1201 State Road O
P.O. Box 817
Fulton, Missouri 65251

(573) 642-7291
cchism@callawayso.org



VIRTUAL REALITY (VR)

A tool we've found to be invaluable on this project is our VR capabilities that interfaces with our drafting software. Being able to let the client 'walk' through their space to experience rooms and spaces has greatly helped the entire team during the design process. From being able to visualize sightlines from a centralized control desk into inmate dayrooms; to placing a window in an office for best visibility thru reception to a visitor in the Lobby; or getting a sense of how high a pass-thru drawer is located in a CMU wall to best access it from an elevated booking desk; these are all details that can be quickly pulled up for further study and adjustment if needed.





WEBSTER COUNTY | MARSHFIELD, MISSOURI
Justice Center

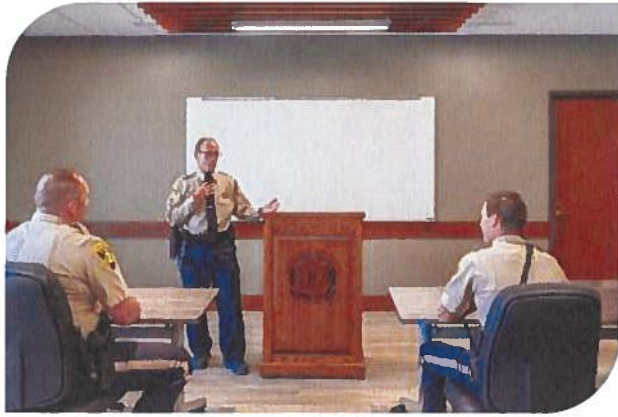
PROJECT SCOPE

HMN Architects partnered with Webster County and the City of Marshfield to design their new Webster County Justice Center. The project ran concurrent with a joint “downtown revitalization” effort between the county and the city. Working closely with Septagon Construction as the Construction Manager, HMN’s design included a 110-bed jail, sheriff’s office, courtroom, and various support functions.

The design also incorporates a third phase that includes courtrooms and court services; as well as a fourth phase that includes an addition of another 120-beds.

Size	58,000 SF
Bed Count (Current)	110
Bed Count (Future, Phase 2)	40
Bed Count (Future, Phase 4)	120
Project Cost	\$18,600,000
Completed	March 2020



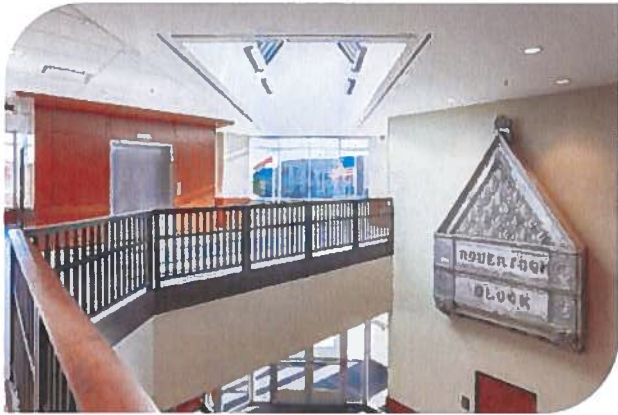


REFERENCE

Roye Cole
Sheriff, Webster County

203 S. Crittenden
Marshfield, Missouri 65706

(417) 859-2247
rcole@webstercountymo.gov



WHY IS THIS PROJECT UNIQUE?

The Webster County project is part of the town square fabric. This new facility replaced a building that was one of the oldest and most recognized structures in the town. It was in a state of disrepair that made it unusable and the county commission chose to use that site for their new Justice Center. HMN used this opportunity to create a solution that used architectural elements that are reminiscent of that building, as well as salvaging the pediment of the original structure as an art piece in the two story lobby.





BENTON COUNTY | WARSAW, MISSOURI

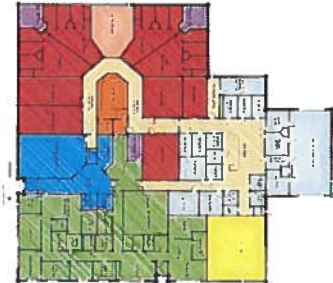
Law Enforcement Center

PROJECT SCOPE

HMN Architects partnered with Benton County after they struggled to pass a referendum vote in 2014 due to issues in perception and affordability. The relationship our justice team built with the sheriff allowed HMN to be the architect of choice for the new Benton County Justice Center. In 2018, Benton County successfully passed a referendum vote of 74%, with the help from HMN.

The new facility includes a 80-bed jail and a small courtroom/hearing room to allow for high risk inmates to be arraigned or tried without having to leave the building. The inmate housing utilizes a mix of cell sizes that are easily viewed by the secured central control station.

Size	23,000 SF
Bed Count	80
Project Cost	\$11,900,000
Completed	March 2021





REFERENCE

Steve Daleske
County Commissioner, Benton County

P.O. Box 1238
Warsaw, Missouri 65355

(660) 438-7406
steve.daleske@bentoncomo.com





STODDARD COUNTY | BLOOMFIELD, MISSOURI
 Jail Addition

PROJECT SCOPE

HMN Architects partnered with Stoddard County after being contacted by Robert Stearnes and Associates, (Sikeston, MO) to assist with an addition and remodel of the existing 24-bed Jail.

The design team developed an initial plan to add 44-beds, and throughout the process of design and construction the client opted to proceed with other alternate designs and infill of square footage originally labeled as shell space to add even more beds to the facility to ease with an overcrowding situation.

The increase in beds required us to develop a new booking and intake area that incorporates a secure, drive-thru sallyport, medical evaluation, holding cells, and the necessary services for the county to feed and maintain their new population.

Size	34,826 SF
Bed Count	156
Budget	\$14,000,000
Completed	Spring 2022



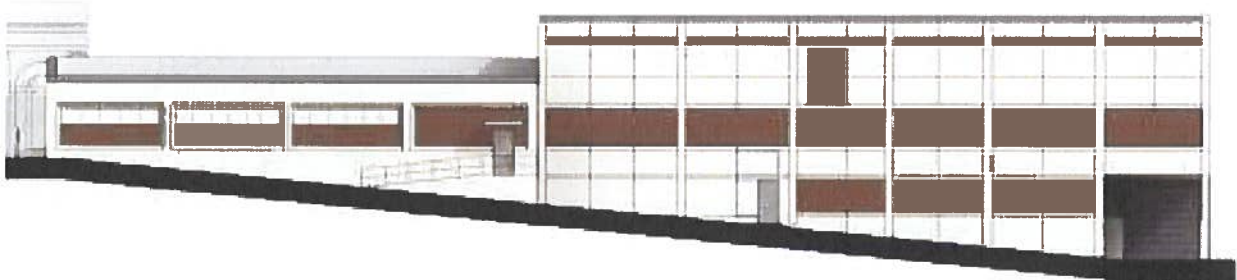


REFERENCE

Carl Hefner
Sheriff, Stoddard County

207 S. Prairie St.
Bloomfield, Missouri 63825

(573) 568-4654
890@stoddardcosd.com



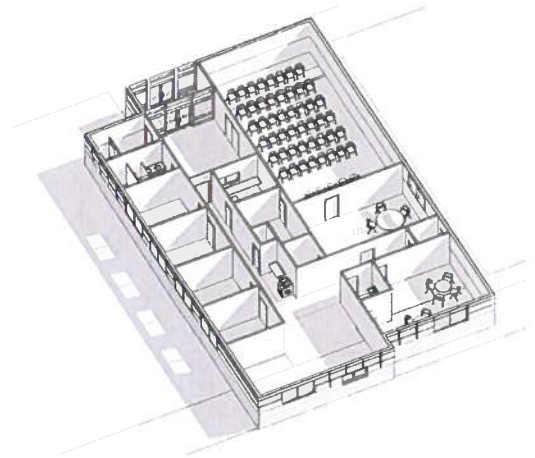
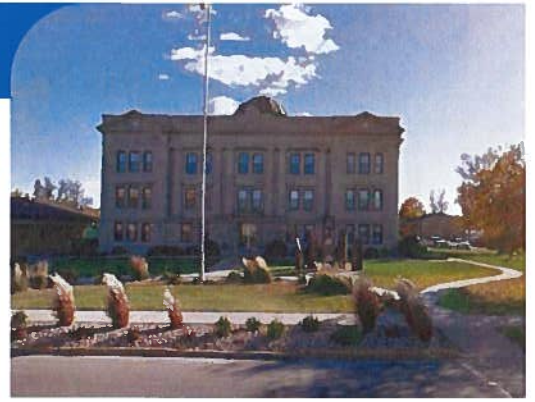
SOUTH ELEVATION

Grant County, South Dakota Administrative Office (Study in Progress)

General contractor GA Johnson invited HMN to be their partner in this design build approach for Grant County; having previously teamed together on previous projects in Dakota County (NE) and Hughes County (SD). Through this partnership, there is a two-prong approach to address the growing needs of both user groups by expanding and renovating the jail, and developing a new site across the street for the County Office construction.

The Jail scope consists of a renovation and 2,965 sf addition to the existing 1960's structure on the courthouse square, which is currently connected to the courthouse via tunnel. The client tasked HMN to provide more administrative space, increase bed count (from 13 to 28 beds), and maintain 8 work release beds (for a total of 36 beds). The new design will also include: a booking area with holding cells; vehicular sallyport; indoor/outdoor exercise yard; additional dayroom; and updates to the security electronics infrastructure. Existing cells will be reconfigured from bar front to metal panel, and the kitchen and laundry will be enlarged to accommodate the increased bed count. The 1,855 sf admin wing addition to the north end of the jail will offer a sheriff's conference area, larger road patrol, private offices for sheriff and chief deputy; while re-purposing some existing spaces into staff break and a new dispatch control room.

For the new 5,000 sf county office building, HMN developed a space needs program and schematic plan to provide commission meeting spaces, as well as offices for auditor, treasury, finance and county administrator.



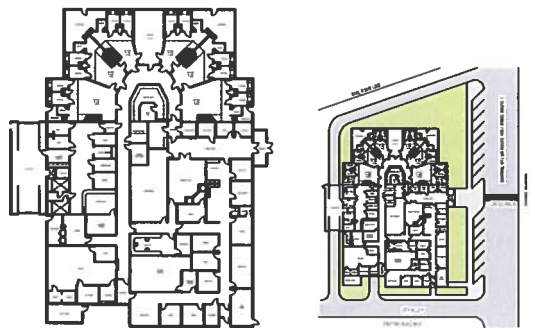
Location	Size	Completed	Cost
Holton, KS	1,800 SF	2020	\$277,390

Edgar County Sheriff's Office and Jail

The Strategic Planning Committee for Edgar County contacted Klingner and Associates about a study that was done for Warren County, Illinois. Klingner and Associates is an architecture/engineering firm with some Justice experience, who asked HMN Architects to partner on three justice projects in the state of Illinois.

The Klingner/HMN Team was recently selected for architectural services for a new jail and sheriff's offices.

After a needs assessment was completed, the county was advised to build between 48 and 60 beds to meet their future needs.



Location	Size	Completed	Cost
Paris, IL	22,250 SF	Ongoing	Unknown

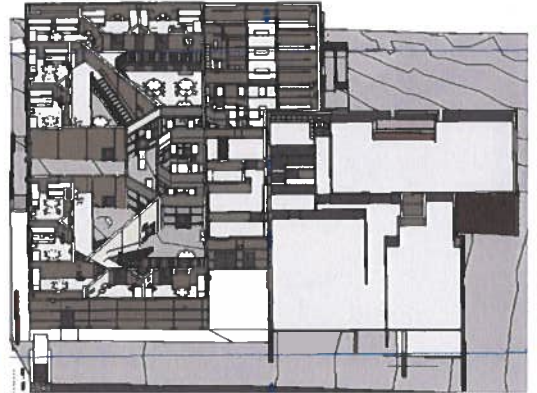


Wright County

Jail Remodel and Expansion

HMN Architects partnered with Wright County on their jail expansion project. HMN developed a unique solution for their jail that currently is in the existing 1960's era courthouse. HMN identified the code issues and presented solutions that focused on separating the functions of the institutional occupancy from the assembly and business functions.

The new addition is designed to house 80 inmates in four dayrooms with a mix of two-person cells and six-person dormitory cells. This arrangement will offer some flexibility in classification within the dayroom. A new laundry and kitchen were a tremendous upgrade to keep the facility functioning with the bed increase.



Location	Size	Completed	Budget
Hartville, MO	12,000 SF	2021	\$6,900,000

Taney County

Justice Center and Jail

The three level Justice Center and Jail is constructed of precast concrete and masonry on a steel frame. It houses the new, 264-bed jail and 9,900 SF Law Enforcement Center, including dispatch center, Sheriff's law enforcement and civil and administrative offices. In addition, there are two jury trial courtrooms, one non-jury courtroom, judges' chambers, court clerks, prosecuting attorney offices and the juvenile offices.

The courts area of the facility is 62,350 SF. The public lobby and courts are equipped with security systems tied to the jail's central control center, as well as a security post in the courts area. The courts are connected to the jail through a secure corridor and elevator that opens into a secure area with holding facilities. This allows for the separation of co-defendants and attorney client conferences and provides both direct supervision by bailiff's and electronic monitoring by central control.



Location	Size	Completed	Cost
Forsyth, MO	116,750 SF	2008	\$27,557,169

CLIENT REFERNCES (HMN)

TESTIMONIALS



THE CALLAWAY COUNTY COMMISSION

Callaway County
10 E. 5th St.
Fulton, MO 65251
(573) 642-0737

"We chose HMN Architecture to work on our Sheriff's office/Jail project and we would recommend them for future work. The collaboration between them and Callaway County worked well while keeping us within our budget restraints and meeting our needs."

"We had HMN design an almost \$7,000,000.00 new jail and a remodel of old jail into sheriff's offices and conference room. They work with you to the end of the project! We are grateful that we selected them for the project!"

STEVE DALESKE

Presiding Commissioner
Benton County
P.O. Box 1238
316 Van Buren St.
Warsaw, MO 65355
(660) 438-7406

"I want to take this time to thank you for all of the assistance you and your firm provided Benton County before and during the construction of our new jail facility. I enjoyed our relationship durin this three year period. When I had questions or concerns about the project, you were always available and helpful. I have received calls from other governmental agencies asking how we were able to accomplish this project successfully and I am happy to advise them that contracting with a firm like yours is a sure way to a successful outcome."

"Since the start of our project in approximately 2018, Shawn and Jill seem to have nothing but our best interests in mind. They have guided us in the proper direction for a state-of-the-art facility for the citizens of Stoddard County. They are always available to take phone calls, emails or in person visits. As with any construction project there have been unforeseen issues and needs and at no time has HMN not been able to resolve the issue or meet our need. HMN has been a great architect firm to work with and I feel Stoddard County made the correct decision using them for our project. I would personally recommend HMN to any county or city looking for an architect firm for any correctional construction project."

ZACK WILLIAMS

Commissioner
Wright County
P.O. Box 98
Hartville, MO 65667
(417) 741-6661

ANDREW HOLDEN

Chief Deputy
Stoddard County
P.O. Box 319
Bloomfield, MO 63825
(573) 568-4654



Douglas County Law Enforcement Center



CLIENT REFERENCES (HMN)

TESTIMONIALS

"After thorough research, HMN was our team of choice for Webster County. Most importantly, they listened to us and our needs and delivered options quickly and within budget. They are here when we need them, easy to communicate with, and overall outstanding architects. I would highly recommend the HMN Architects Justice Team."

JOHN SPIELMAN

Judge, Division II
P.O. Box 567
Kennett, MO 63857
(573) 888-2456

"I was very pleased with the consultation and interaction between our local court and HMN Architects. HMN listened to the wants and needs of the court and provided options so we may choose what works best for our area and legal environment. I felt the planning process was a partnership to provide the best product for our courts."

"Shawn and all the staff of HMN Architects were a pleasure to work with during our jail project. From the beginning our desires and vision for a safer facility was the focus of HMN and as the project moved forward we were listened to each step of the way. The end result is a facility I could not be happier with and created a place where my staff enjoy coming to work. I would highly recommend HMN Architects to anyone."

VERNON CHINN

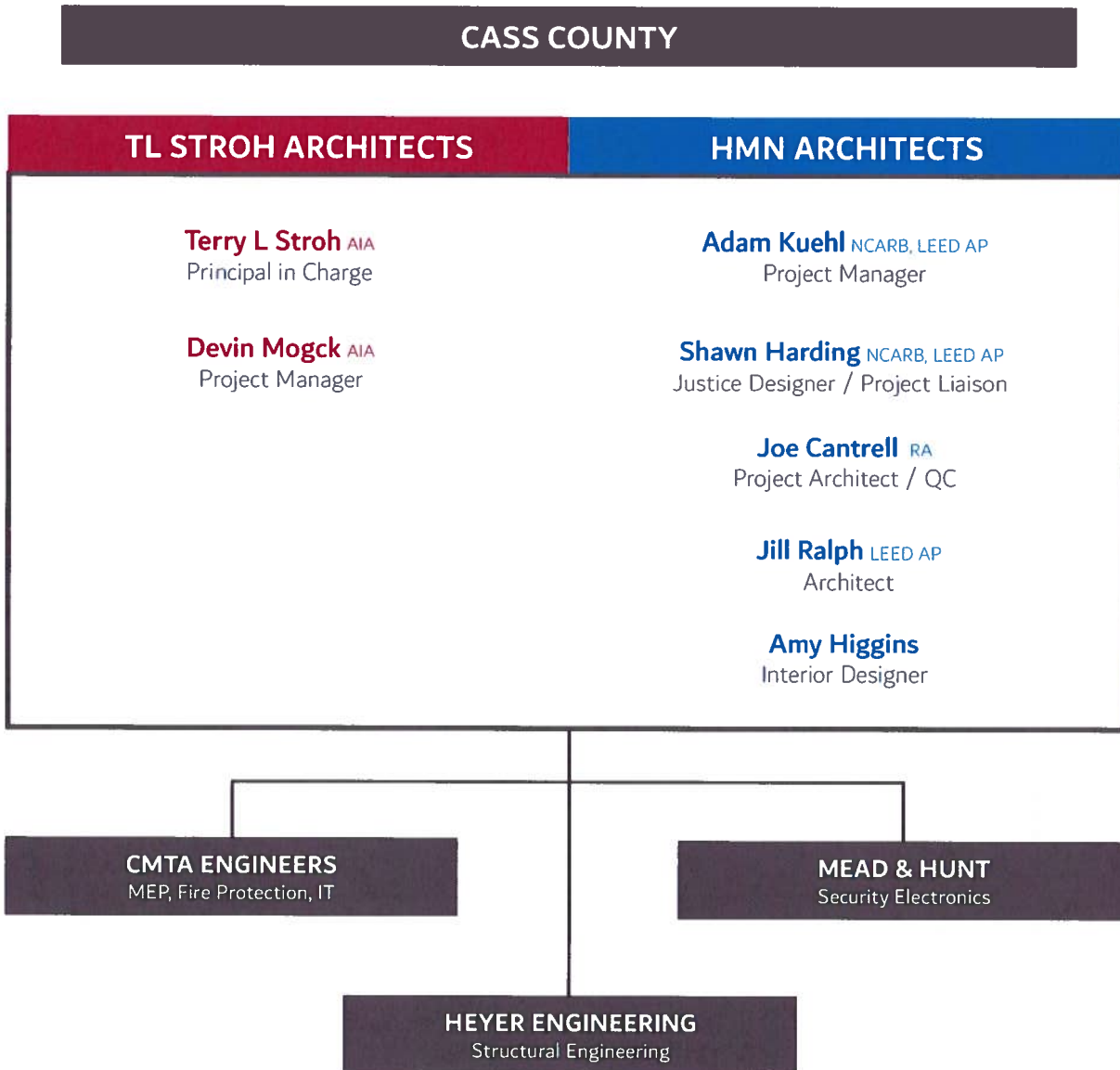
Pratt County Sheriff (Retired)
Investigator, Kansas Attorney General (Retired)
621 County Club Rd.
Pratt, KS 67124
(620) 770-0119



Webster County Justice Center - Construction and Completion

PROJECT TEAM

ORGANIZATION CHART



We have selected the consultants above to join our team because they are true experts and familiar with the area. Having a local presence that can respond to questions during both the Design and Construction Administration phases is an invaluable asset to the County.



RESUME

TL Stroh Architects



Terry L Stroh, AIA

Principal/Founder
Principle Contact
Contract Administration
Layout & Design



Terry has more than 40 years experience in all phases of architectural projects. Prior to founding T.L. Stroh Architects, he was a principal and project architect/manager for projects ranging from small commercial buildings to multi-million dollar projects. This experience has taught him to have an active role in all levels of a project, which not only ensures quality for clients, but cultivates a progressive and forward looking staff. Terry brings the unique ability to communicate effectively with the client and the project's team members throughout the entire building process. This communication is the key to taking complex projects from the drawing board to completion. It is most evident in those completed projects that you will see Terry's ability to create exciting designs, unique details, and innovative project solutions.

As the principal and founder, Terry has been instrumental in developing the T.L. Stroh Architects' mission of providing the highest quality of service to the client. By developing strong relationships with clients, contractors, and his staff, Terry has established himself as one of the most prominent members of the architectural landscape in the region.

Registration

North Dakota—923
Minnesota—18771
South Dakota—5307
Colorado—304951
Arizona—30461
WI—11324-5
Indiana—AR11200060

NCARB Cert. — 32120

Education

BS in Architecture—1980
North Dakota State University

Bachelor of Architecture—1979
North Dakota State University

Experience

TL Stroh since 1990
Previous: 10 Years

Affiliations

National Trust for Historic
Preservation, AIA

Member of the Red River
Marksmanship Center

Contact

▶ terrys@tlstroh.com
701.239.4198

Related Experience

Bell Bank Corp Headquarters - Fargo, ND

City of Fargo New City Hall - Fargo, ND

Police Department Study - Fargo, ND

Hector International Airport Terminal Expansion—Fargo, ND

Hector Int'l Airport SRE Bldg - Fargo, ND

Richland Co Courthouse & LEC Connection - Wahpeton, ND

NDSCS Diesel Technology—Wahpeton, ND

Osgood Fire Station - Fargo, ND

Cass County Juvenile Justice Bldg - Fargo, ND

RESUME

TL Stroh Architects



Devin Mogck, AIA

Project Architect
Layout/ Design
Construction Administration



Devin has been a practicing architect for over 40 years. His experience ranges from preliminary design sketches through construction administration and specifications. At TL Stroh, Devin is one of the lead designers and project architects for some of the highest profile projects. He brings the unique ability to create conceptual design concepts in the initial stages of these projects, and develop those ideas into a consistent design vocabulary that brings the entire concept together. With experience on projects on a large variety of sites throughout the Upper Midwest, Devin has developed skills which allow him to fit new projects seamlessly within the existing site and context. This is not only evident on urban projects, but also on projects in rural areas.

As an active member of the North Dakota AIA, Devin has developed many contacts throughout the architectural profession and building community. His networking ensures that the projects he is involved with include the latest design technologies to make the owners and all people who enter their buildings will be safe, comfortable, and impressed.

Registration

North Dakota—921
Wisconsin—A7046

NCARB Cert.—40110

Education

BS in Architecture—1979
North Dakota State University

Bachelor of Architecture—1980
North Dakota State University

Experience

TL Stroh since 1996
Previous: 16 Years

Contact

> devinm@tlstroh.com

Related Experience

Bell Bank Tower Corp Headquarters - Fargo, ND

AgCountry Farm Credit Services - Elbow Lake, MN

Bell Bank Branch Facility - Gilbert, AZ

City of Fargo New City Hall - Fargo, ND

Police Department Study - Fargo, ND

Hector International Airport Terminal Expansion - Fargo, ND

West River Telcom - Hazen, ND

PSAP/EOC Addition to Dakota Carrier Network - Bismarck, ND

NDSCS Diesel Technology - Wahpeton, ND

Osgood Fire Station - Fargo, ND





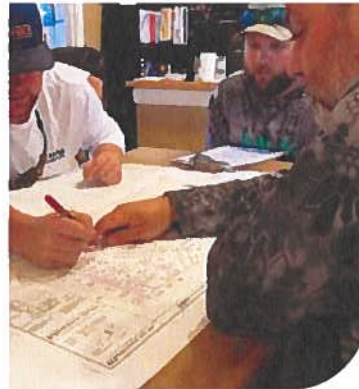
ADAM KUEHL

NCARB, LEED AP

ASSOCIATE

Adam Kuehl joined HMN's team in 2007 and was promoted to Associate in 2008. As a natural leader, Adam has completed various successful projects, assisting the client with initial planning and preliminary concepts through construction administration. Since

2001, Adam has focused solely on justice design, and therefore brings a unique perspective and specialized, professional toolkit to his projects. He engages clients to develop a strong project vision that is tailored to their unique needs. He works closely with county stakeholders, contractors and vendors to formulate the most qualified project team. Through those relationships, he accomplishes project goals creatively and effectively - on time and on budget.



Years at HMN Architects
15 Years

Years of Total Experience
24 Years

Project Role
Project Manager

Education
**BA, Architecture
University of Kansas**

Registrations
**Licensed Architect
KS**

Certifications
**LEED Accredited
Professional**

**National Council of
Architectural Registration
Boards (NCARB)**

Affiliations
**Kansas Sheriff's
Association**

**Missouri Sheriff's
Association**

RELEVANT PROJECT EXPERIENCE

Andrew County Sheriff's Office and Jail

Savannah, Missouri

Barber County Public Safety Facility

Medicine Lodge, Kansas

Benton County Sheriff's Office and Jail

Warsaw, Missouri

Callaway County Justice Center

Fulton, Missouri

Cole County Law Enforcement Center

Jefferson City, Missouri

Douglas County Law Enforcement Center

Ava, Missouri

Henry County Law Enforcement Center

Clinton, Missouri

Hughes County Detention Center

Pierre, South Dakota

Stoddard County Jail Addition and Remodel

Bloomfield, Missouri

Stone County Sheriff's Office and Jail

Mountain View, Arkansas

Webster County Justice Center

Marshfield, Missouri

Wright County Jail Remodel and Expansion

Hartville, Missouri



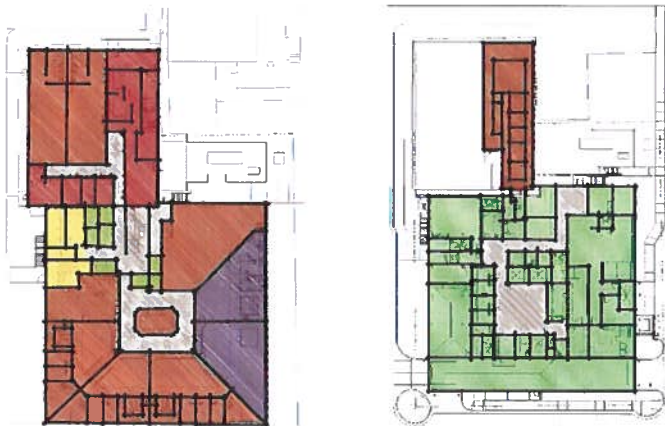
SHAWN HARDING

NCARB, LEED AP

SENIOR ASSOCIATE

Shawn joined HMN's team in 2005, and was promoted to Senior Associate in 2008. In late 2016, his role expanded to Director of Business Development. Shawn is responsible for managing client relationships, building HMN's network, and continuing to oversee

certain projects. Working in the government, justice, and healthcare markets, Shawn has been involved in all aspects of the design process. His in-depth background in designing government and judicial facilities has resulted in an extensive understanding of security issues; as a result, he has assisted several counties and cities in improving the function of their facilities.



Years at HMN Architects
17 Years

Years of Total Experience
35 Years

Project Role
Project Manager

Education
**BA, Architecture
Kansas State University**

Registrations
**Licensed Architect
KS, SD, AR, MT**

Certifications
**LEED Accredited
Professional**

**National Council of
Architectural Registration
Boards (NCARB)**

Affiliations
**Kansas Sheriff's
Association**

**Missouri Sheriff's
Association**

RELEVANT PROJECT EXPERIENCE

Benton County Sheriff's Office and Jail

Warsaw, Missouri

Butler Public Safety Building (Study)

Butler, Missouri

Dunklin County Justice Center and Courts Expansion

Kennett, Missouri

Ford County Sheriff's Office and Jail

Dodge City, Kansas

Greene County Jail

Paragould, Arkansas

Jackson County CARES Act Isolation Addition

Holton, Kansas

Pratt County Jail Remodel

Pratt, Kansas

Rooks County Sheriff's Office and Jail

Stockton, Kansas

Stoddard County Jail Addition and Remodel

Bloomfield, Missouri

Taney County Justice Center

Forsyth, Missouri

Webster County Justice Center

Marshfield, Missouri

Wright County Jail Remodel and Expansion

Hartville, Missouri





JOE CANTRELL RA
 SENIOR ASSOCIATE | DIR. OF QC

Joe joined HMN's team in 2004 and was promoted to Associate in 2007. Proving himself as a diligent and task-oriented employee, he was also promoted to Senior Associate and Director of Quality Control in 2018.

He is efficient in client and consultant coordination because of his ability to communicate the concepts and any issues clearly. He will be assisting in the design of the building, and then reviewing the documents and specifications before they are issued for construction.

Years at HMN Architects
18 Years

Project Role
**Project Architect /
 Quality Control**

Education
**BA, Architecture
 Kansas State University**

Registrations
**Licensed Architect
 MO**



JILL RALPH LEED AP
 ARCHITECT

Jill joined HMN's team full time in 2016. She is experienced in all components of project development including design, production, and construction administration. Her thoroughness and dependability are vital when producing a project for a client. Jill is passionate about

cultivating meaningful, long-lasting relationships, as well as creating unique and innovative solutions for her clients.

Years at HMN Architects
6 Years

Years of Total Experience
20 Years

Project Role
Architect

Education
**BA, Architecture
 Kansas State University**

RELEVANT PROJECT SHARED EXPERIENCE

Benton County Sheriff's Office and Jail
 Warsaw, Missouri

Edgar County Sheriff's Office and Jail
 Paris, Illinois

Stoddard County Jail Addition and Remodel
 Bloomfield, Missouri

Callaway County Justice Center
 Fulton, Missouri

Jackson County CARES Act Isolation Addition
 Holton, Kansas

Wright County Jail Remodel and Expansion
 Hartville, Missouri

Douglas County Law Enforcement Center
 Ava, Missouri



AMY HIGGINS

DIR. OF INTERIOR DESIGN | ASSOCIATE

Amy joined HMN's team in 2006 and was promoted to Associate and Director of Interior Design in 2014. As the leader of our Interiors Department, Amy enjoys the interactions with clients and assisting their visions. By working closely with the end-users, architects and

consultants, she brings a wide breadth of knowledge based on her experience in the justice and healthcare markets.

With the surprising number of parallels in design approach between these two seemingly opposite market segments, she enjoys the creative process of taking client input and translating it into the creation of meaningful spaces. She can combine aesthetic vision and a practical skillset; with the know-how for developing thorough drawing sets and the field experience of seeing many projects through the end of construction. Whether it's a patient bed tower, clinic space, courtroom, or sheriff's office – new build or renovation – Amy can provide field verification, architectural drafting, construction documents, specification writing, interior material selections, renderings and construction administration experience.

Years at HMN Architects
16 Years

Project Role
Interior Designer

Education
**BS, Interior Design
Kansas State University**



RELEVANT PROJECT EXPERIENCE

Andrew County Sheriff's Office and Jail

Savannah, Missouri

Benton County Sheriff's Office and Jail

Warsaw, Missouri

Callaway County Justice Center

Fulton, Missouri

Chautauqua County Sheriff's Office and Jail

Sedan, Kansas

Douglas County Law Enforcement Center

Ava, Missouri

Jackson County CARES Act Isolation Addition

Holton, Kansas

Stoddard County Jail Addition and Remodel

Bloomfield, Missouri

Stone County Sheriff's Office and Jail

Mountain View, Arkansas

Webster County Justice Center

Marshfield, Missouri

Wright County Jail Remodel and Expansion

Hartville, Missouri



PERSONNEL

TECHNICAL CAPABILITIES

IN-HOUSE INTERIOR DESIGN DEPARTMENT

Having an architecture and interior design team in-house allows us to create integrated, cost-effective designs that work for our clients. In our diverse portfolio, you'll find safe, efficient, and aesthetically pleasing environments from various industries. Our team believes successful design begins with an open dialogue between the client and the design team. When working with a client, we explore how space will be used and then design creative and functional solutions to meet each owner's needs. With an in-office materials library, our staff is able to select a variety of materials; and anything not immediately on hand can be ordered quickly due to strong relationships with product vendors.

CLOUD BASED SYSTEM

Our team has the capability of hosting project files in a cloud-based environment. What exactly does that mean? It means our staff can work anywhere as long as they have access to the Internet. We are currently back in our office working; however, our employees were successfully set-up to work efficiently from home during the beginning of the COVID-19 pandemic. Other benefits of working in the cloud are: file sharing with consultants; extensive digital storage space; and added security for our files without the burden of constant equipment changes and maintenance.

VIRTUAL AND AUGMENTED REALITY TECHNOLOGIES

Virtual Reality (VR) is a tool to visualize realistic environments that are digitally generated. VR allows a user to see what new building, space, or object will look like during the design phase and enable architects, designers, and engineers to make adjustments based on feedback.

Augmented Reality (AR) takes digital information and overlays it on a real-world environment. It allows you to project, for example, a 3D digital 'hologram' of a building on a table or to place a digital model of a reception desk and place it in an actual room. AR is very much a developing technology and will be a critical tool in the future of the architecture, engineering and construction field.



Rendering to Reality: Side-By-Side Comparison

PROJECT APPROACH

DESIGN PROCESS

DESIGN STRATEGY AND METHODOLOGY

Establishing a creative atmosphere requires us to consider several solutions before finding the one that best responds to the client's needs. Our design team includes the Owner at the beginning of the project until the completion. Open communication is required for all parties involved in the project.

The design process is structured and simple. It's proven to be a success. Before we begin designing, it is crucial that you have a clear and easily articulated goal for the project. This approach has produced successful outcomes and long-term relationships. Much of this success can be attributed to recognizing and keeping your expectations, visions and goals as our number one priority throughout the project's journey.



SPECIAL DESIGN OPTIONS

We offer virtual reality, augmented reality, and 3D printing to enhance the design experience.

These services can be used to save our clients valuable time and money on their projects. It also gives our clients and end-users the chance to experience their space in a virtual setting.



SCHEMATIC DESIGN

Once the concept is selected, our team will take all of the information that was collected from the programming phase and begin to organize it into a cohesive floor plan.

Our team will facilitate meetings with the Owner to produce drawings based on the program and strategic direction, indicating the scale and relationships of the project components. Preliminary selections of major building systems and materials will be noted.

It is our expectation that the owner, during this phase of the work will assign the appropriate staff and empower them with the authority and resources to make decisions necessary to keep the project moving forward.

The scope of the work, the preliminary budget for the cost of the work and the schedule will be verified and approved the Owner before proceeding.



PROGRAMMING

In order to efficiently develop each option, we first work through the programming process with the Owner.

The planning of the project begins here. Initial meetings will involve several questions in reference to staffing, services, medical equipment, flow and adjacencies as well as hospital and community culture and values. We will also discuss patient room sizes and quantity. A preliminary budget for the cost of the work and a preliminary schedule will be developed and approved by the Owner before proceeding onto the next design phase.



PROJECT APPROACH

DESIGN PROCESS, CONT'D



DESIGN DEVELOPMENT

The design team will then meet with the Owner to discuss any additions or modifications to the project that may have come up in discussion.

Our team will facilitate meetings with the Owner to develop the approved schematic design documents into design development documents, that include information regarding size, materials, systems, and structure. At the end of this phase, a set of drawings and outlined specifications will be delivered and allow initial construction pricing. Everything will need to be approved by the Owner before moving forward to the next phase.



CONSTRUCTION DOCUMENTS

The design team will conduct review meetings throughout the process and submit documents to the Owner for review at 25%, 50% and 90% completion.

Our team - including selected subconsultants - will prepare documents consisting of drawings and specifications, based upon the approved design development drawings. These construction documents will be used for bidding, permitting, and construction of the work.



BIDDING

We will share the final drawings and specifications to the Owner for final approval and if acceptable, they will then be sent out for bidding by the contractors.

We assist the owner in the distribution of the bidding documents to prospective bidders. Our team will organize and conduct a pre-bid meeting and prepare responses to questions during the process. We will also organize and conduct the opening of the bids and distribute the results of the bids.



CONSTRUCTION ADMINISTRATION

After the project is awarded, construction will begin and we hold Owner services to be equally as important as anything that we do for our clients.

Our team will serve as the owner's agent and will provide full service on behalf of the owner throughout the construction phase. We are involved in evaluation of the work, shop drawing submittal and review, certificates for payment to the contractor, changes to the work, and project close-out/completion.

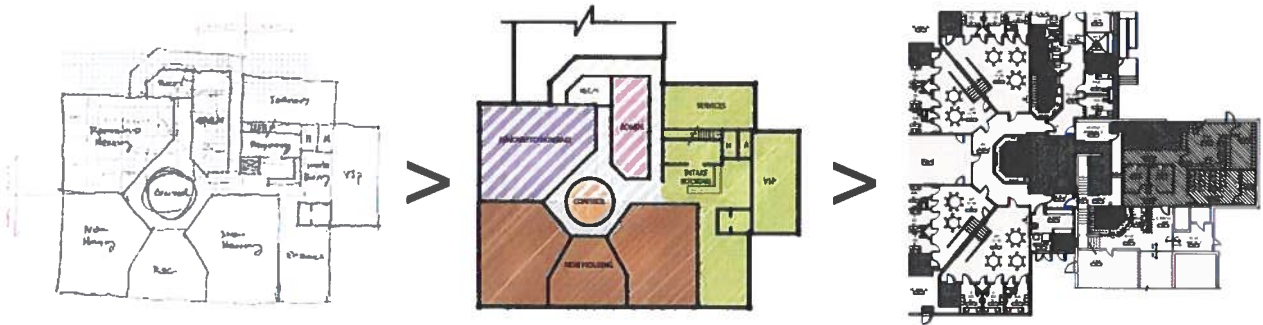
We staff our projects with the same team from the beginning of the project to completion. The same core group will conduct the initial meetings, write the program, prepare documents and specifications, and observe construction. Our team will perform an 11-month post-occupancy evaluation with the owner and the general contractor to document any 12-month warranty issues.

UNIQUE QUALIFICATIONS DESIGN EXPERTISE

The T.L. Stroh/HMN team brings Cass County a project history of success and expertise that will benefit the county on their jail addition. A local presence ensures prompt response and a history that is important to county and community. T.L. Stroh Architects has been delivering that commitment to the Cass County area for 32 years. They are familiar with area contractors and suppliers and will continue to provide leadership in the design community for years to come.

HMN Architects, founded in 1989, is one of a handful of firms in the Midwest that has staff focused on justice architecture. For the past 20 years we have had a dedicated team that focuses on that project type. That dedication has led to strong ties with the recognized detention contractors, vendors and suppliers of the area. Those relationships help ensure a positive project experience for our clients. Our justice team has experience in all cell construction types and supervision styles. We have helped our clients successfully navigate the design process using all the project delivery methods. Whether you choose Construction Management Agency, Construction Management at Risk, Hard Bids or Design Build, we are there to assist you.

HMN Architects also has a healthcare group and that has been a tremendous resource for our clients. The growing behavioral health issues in detention environments, and more recently, the COVID-19 pandemic has brought to light the importance of physical isolation as well as isolation in terms of mechanical systems.



Floor Plan Evolution of Wright County Jail Remodel and Expansion



PROPOSED SCHEDULE & FEE

SCHEDULE

Based on past experience producing documents on projects of similar size, we propose the following schedule to assist Cass County in its planning efforts.

Design Schedule

PROJECT: Cass County Jail Additon
PREPARED BY: Adam Kuehl

Subject	Type	Start Date	End Date
RFQ Due	Milestone	9/12/2022	9/12/2022
Select Architect	Milestone	9/30/2022	9/30/2022
Notice to Proceed	Milestone	10/15/2022	10/15/2022
Schematic Design	Phase	10/15/2022	11/15/2023
Design Development	Phase	11/15/2023	12/15/2023
Construction Documents	Phase	12/15/2023	2/15/2023
Bidding	Phase	2/15/2023	3/15/2023
Bid Opening	Milestone	3/15/2023	3/15/2023
Construction - Assume 16 to 18 Months			

FEE

T.L. Stroh and HMN Architects bring 30+ years of experience to the table regarding value and compensation. The very nature of designing an addition to an existing structure, and the proprietary nature of this occupancy type in terms of systems and materials, leads us to propose a fee of **8% of construction cost** with reimbursables. It will be the goal of our team to find creative ways to manage costs and keep the project within the budget set by the county.

LITIGATION HISTORY (TL STROH)

A CLEAR RECORD

701.239.4198
701.239.9643
8 Seventh Street N Fargo, ND 58102

tlstroh.com



Date: Sept 7, 2022
To: Whom it May Concern
From: Terry L. Stroh, Principal
T.L. Stroh Architects, Ltd
Re: Five Year E&O Loss History

Over the last five years, TL Stroh Architects has had no litigation of any matter.

TL Stroh Architects has not been dismissed or terminated from a client's project in the past five years.

Thank you.

A handwritten signature in black ink, appearing to read 'T. Stroh'.

Terry L. Stroh, AIA
Principal
T.L. Stroh Architects Ltd



LITIGATION HISTORY (HMN)

A CLEAR RECORD



HOLMES MURPHY

MEMORANDUM

DATE: September 7, 2022
TO: To Whom It May Concern
FROM: Monica Wilks / Holmes Murphy
RE: HMN Architects, Inc. Five Year E&O Loss History

Holmes Murphy & Associates has continually serviced the Professional Liability policy for HMN Architects, Inc. since 1998.

Please allow this communication to serve as our verification with our client's professional liability insurance carrier, XL Specialty Insurance Company, that during the past five years, HMN Architects, Inc. has had no litigation of any matter. All matters reported in the past five years have only been loss prevention matters. HMN has not been dismissed or terminated from a client's project in the past five years.

Thank you.

Monica Wilks

Holmes Murphy & Associates
Monica Wilks, CISR
Client Service Consultant

September 7, 2022

HOLMES MURPHY / Page 1



PROFESSIONAL LIABILITY (TL STROH) INSURANCE COVERAGE

WSI

North Dakota Workforce
Safety & Insurance

Bryan Klipfel
Director

T L Stroh Architects Ltd
8 7th St N
Fargo ND 58102

April 26, 2022

Account Information Employer account number: 1089473
Issue date: 04/25/2022
Expiration date: 06/14/2023

Certificate of Payment

Reason For Notice Workforce Safety & insurance (WSI) certifies T L Stroh Architects Ltd has North Dakota workers' compensation coverage from 04/01/2022 to 03/31/2023. Employees of T L Stroh Architects Ltd are entitled to apply for WSI benefits.

Required Action Employers must post this Certificate of Payment in a conspicuous manner at the workplace. A penalty of \$250 may apply for failure to comply with this requirement. See North Dakota Century Code § 65-04-04.

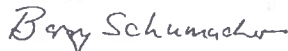
Additional Information Coverage under this certificate extends to employers for their North Dakota exposure. Limited coverage may be extended for temporary and/or incidental exposure outside of North Dakota.

WSI may revoke the Certificate of Payment for failure to make required premium payments.

For More Information Contact customer service at 800-777-5033 or 701-328-3800 with questions.

Class	Classification Description
5603	Consulting Engineers
5603X	Officer/Owner or Family Member Coverage
8805	Clerical Office Employees

Sincerely,



Barry Schumacher
Chief of Employer Services

PL5

1600 E Century Ave, Ste 1 PO Box 5585 Bismarck, ND 58506-5585 701-328-3800 800-777-5033 Fax: 701-328-3820 www.workforcesafety.com
Fraud Safety Hotline: 800-243-3331 Hearing Impaired 800-366-6888



PROFESSIONAL LIABILITY (TL STROH) INSURANCE COVERAGE

PROFESSIONAL DESIGN INSURANCE MANAGEMENT CORPORATION

Phone: (317) 570-6945 Fax: (317) 679-6410

INSURANCE BINDER
THIS BINDER IS A TEMPORARY INSURANCE CONTRACT
SUBJECT TO THE CONDITIONS CONTAINED HEREIN WITH
COVERAGE BEING AFFORDED ON A CLAIMS MADE BASIS.

Pending issuance of the Policy, the undersigned hereby binds coverage on behalf of the

National Casualty Company [A.M. Best Rating: A+, XV]

NAME AND ADDRESS OF INSURED

T.L. Stroh Architects, Ltd.
8 Seventh St. N
Fargo, ND 58102

TYPE OF INSURANCE
PROFESSIONAL LIABILITY

LIMITS OF LIABILITY AND DEDUCTIBLE

1000000	each claim
1000000	annual aggregate
10000	deductible each claim

BINDER PERIOD

Effective 12 01 A.M. 9/1/2022 and expires exactly ninety (90) days
therefrom at 12 01 A.M.

POLICY NUMBER ASSIGNED

JEO0001401

ANNUAL PREMIUM (Applicable taxes and fees not included)

The insurance provided by this binder is subject to the terms, conditions and limitations of the Policy in current use by the company, as well as any additional terms, conditions and limitations as may be specified in the PROFESSIONAL DESIGN INSURANCE MANAGEMENT CORPORATION quotation.


This binder may be cancelled by the Insured upon surrender of this binder or by written notice to the Company stating when cancellation is desired. This binder may also be cancelled by the Company upon notice to the insured in accordance with the Policy conditions. If the insured initiates cancellation, the earned premium shall be computed in accordance with the customary short rate table and procedure. If the Company cancels, the earned premium shall be computed pro-rata.

It is expressly stipulated that this binder shall be automatically terminated and voided by delivery of the Policy to the Insured.

DATE 8/30/2022 BY *Lou Harley*
PROFESSIONAL DESIGN INSURANCE MANAGEMENT CORPORATION

PROFESSIONAL LIABILITY (HMN) INSURANCE COVERAGE

Below is a copy of certificate of liability insurance from Holmes Murphy & Associates, LLC. It shows our level of professional and general liability and other insurance coverage for our firm.

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YYYY) 07/07/2022	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER Holmes Murphy & Associates - Kc 1828 Walnut Street Suite 700 Kansas City, MO 64108		1-866-574-6282		CONTACT NAME Monica Wilks PHONE (A/C, No, Ext) 816 857-7820 FAX (A/C, No) E-MAIL ADDRESS mwilks@holmesmurphy.com		
INSURED HMN Architects, Inc. 7400 W. 110th St., Suite 200 Overland Park, KS 66210		INSURER(S) AFFORDING COVERAGE		NAIC #		
		INSURER A VALLEY FORGE INS CO		20508		
		INSURER B CONTINENTAL CAS CO		20443		
		INSURER C AMERICAN CAS CO OF READING PA		20427		
		INSURER D XL SPECIALTY INS CO		37885		
		INSURER E		37885		
		INSURER F		37885		
COVERAGES		CERTIFICATE NUMBER: 66099491		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER		6021565529	07/09/22	07/09/23	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		6021565529	07/09/22	07/09/23	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000		6021565725	07/09/22	07/09/23	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes describe under DESCRIPTION OF OPERATIONS below	N/A	6021565556	07/09/22	07/09/23	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH ER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability		DPR9991733	04/11/22	04/11/23	Each Claim 3,000,000 Annl Aggr 3,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER Proposal Certificate 7400 W. 110th St., Suite 200 Overland Park, KS 66210-0000 USA				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 		

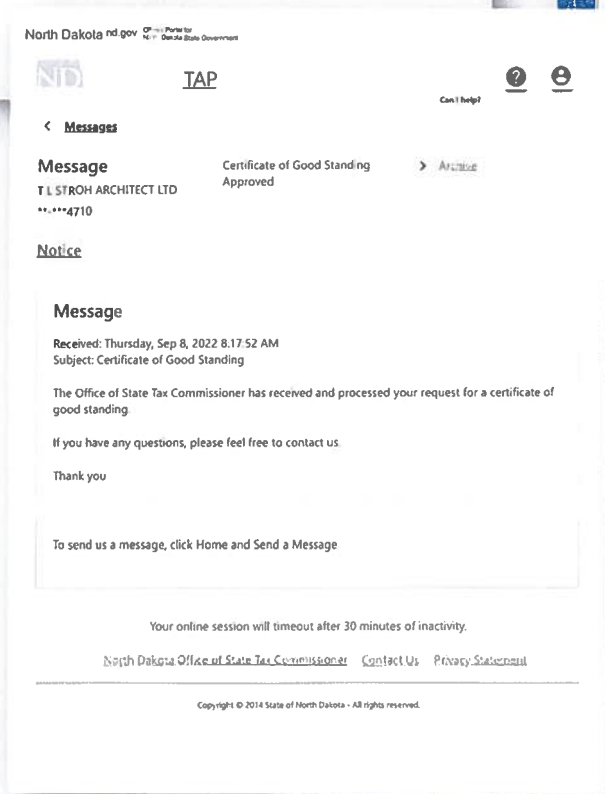
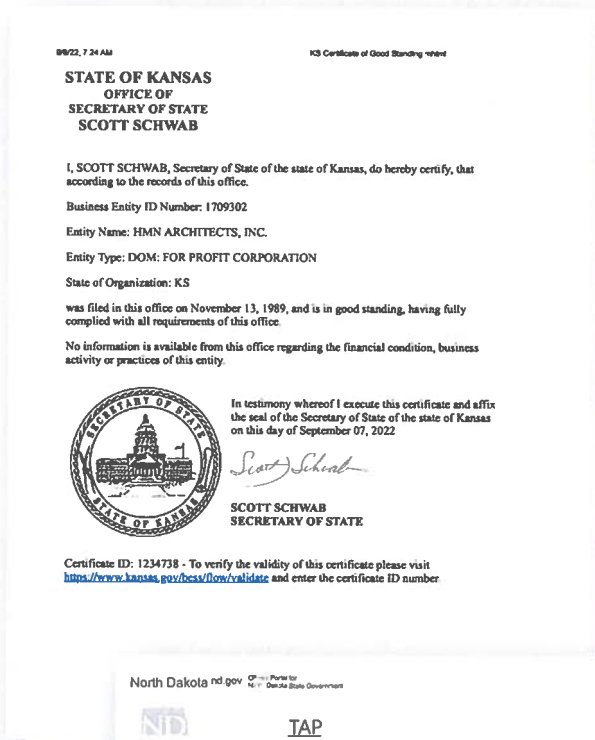
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CERTIFICATES OF GOOD STANDING







September 12, 2022

Robert Wilson, County Administrator
Cass County Government
211 South 9th Street
Fargo, ND 58108-2806

Re: Invitation to Request for Proposal
Jail Housing Addition Design and Construction Administration
Architectural Services

Dear Mr. Wilson:

Klein McCarthy Architects (KMA) greatly appreciates the opportunity to present you with our Team's qualifications to provide professional services relating to the Jail Housing Addition Design and Construction Administration at the Cass County Jail. We are confident that **we can be the strategic partner you need** to provide an effective Jail Housing Addition Project that will be delivered to the County Board and county residents in the **most convenient, efficient, and cost-conscious manner**.

Since its founding in 1977, Klein McCarthy Architects has maintained a special focus on government and judicial facilities planning and design. We feel the keys to our success have been **our client commitment and the active, consistent involvement and leadership of senior professionals** from start to finish in all aspects of planning, design, and construction.

We understand the **importance of listening to the needs of our clients** and involving them in the process to help build consensus and achieve results that will support the needs of the community. We work in a **collaborative manner** that invites input and involvement through each step of the study and design process. Our team has a **proven track record** of assisting North Dakota, South Dakota, and Minnesota counties in providing jail, law enforcement and courts facilities which meet the needs of users while **respecting and adhering to budgetary goals**.

Klein McCarthy Architects (KMA) has past working experience with the County jail. That experience includes the Jail Booking Study completed in 2018, the Jail Emergency Housing study completed in 2020, the Population Forecast and Design Options for Expanded Inmate Capacity at the Cass County Jail Masterplanning, and the current Jail Booking expansion and remodeling project.

For design Knowledge and Team cohesiveness, our Team consists of the same engineering firms as the current Jail Booking expansion and remodeling. We have included Houston Engineering for civil engineering, Paulson and Clark Inc. for Structural Engineering and Prairie Engineering for Mechanical, Electrical and Security Electronics.

The KMA proposal is valid for consideration by the County for 60 days from the proposals due date.

Klein McCarthy Architects acknowledges that we have received, examined and are familiar with the RFP, including all tasks. As the sole owner of KMA, Scott Fettig has the full authority to bind the Respondant proposal and to all terms and conditions of the RFP.

We believe the **Klein McCarthy Architects' Team is the right strategic partner** to provide Cass County with a complete Project for the Jail Housing Addition Design and Construction Administration Project. Thank you for taking the time to review our proposal.

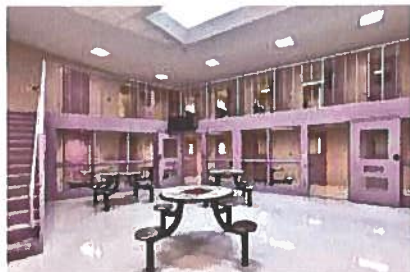
Sincerely,



Scott W. Fettig, AIA
President
scott.fettig@kleinmccarthy.com
(952) 908-9990

Enclosure: 8 hard copies of the Invitation to Request for Proposal response
 1 hard unbound copy of the Invitation to Request for Proposal response

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COVER LETTER	II
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1. Firm Information - Klein McCarthy Architects

KLEIN MCCARTHY ARCHITECTS

Company: Klein McCarthy & Co., Ltd.
dba Klein McCarthy Architects
Address: 6465 Wayzata Boulevard
Suite 410
St. Louis Park, MN 55426
Phone: (952) 908-9990
Founding Date: 1977
Legal Status: S Corporation
Ownership: Sole Proprietor - Scott Fettig
Firm Size: 10 Employees
Website: www.kleinmccarthy.com
Certificate of Authority
North Dakota: 28,204,100



FIRM HISTORY

Klein McCarthy Architects, since its founding in 1977, has maintained a special focus on justice and government facility planning and design. One key to our success in these assignments is the active involvement and leadership of senior professionals in the firm from start to finish. This leadership carries through to all aspects of our planning, design and construction efforts.

PROFESSIONAL ORGANIZATION

Klein McCarthy Architects' work is entirely comprised of public sector architecture, it is both our primary focus and main area of expertise. Our special focus is on Justice projects with additional expertise in county and governmental architecture and planning. Our team has regional and national experience in the public sector and can bring a wealth of experience with governmental organizations of varying sizes and configurations. Our team includes recognized leaders in the fields of the specialties below:

- Jail Planning, Staffing and Design
- Detention Design
- Justice Planning and Programming
- Needs Assessments, Programming and Masterplanning
- Law Enforcement Planning, Programming and Design
- Courts and Courts Support Assessments, Planning, Programming and Design
- Juvenile Detention Planning and Design

We work as a team to utilize the individual talents of each team member. You can expect continuity of your project team from start to finish, with support staff introduced as their unique talents are required. We are committed to sustainability and conservation both in our design features and in our efficient space planning concepts. Klein McCarthy Architects uses updated technology and software advances to ensure that the most efficient methods in the industry are available to our clients. Our commitment to client satisfaction has resulted in long-term relationships and repeat business with many clients.



Houston Engineers

Civil Engineering

Houston Engineering, Inc. (HEI) is a multidisciplined consulting firm that provides engineering, surveying, environmental, landscape architecture, and planning consulting services. Founded in 1968, HEI has offices throughout North Dakota, Minnesota, South Dakota, Nebraska, and Iowa. We offer a full range of services that cover water resources, environmental issues, water supply, municipal, transportation, surveying, land and site development, waste management, and GIS. We utilize the latest technology to provide innovative solutions that produce results now and continue to provide value well into the future.



LOCATION
Fargo, MN

ESTABLISHED
1968

FIRM SIZE
251 Employees

Paulson & Clark Engineering, Inc.

Structural Engineering

Paulson & Clark Engineering, Inc. (PAC) is a multi-discipline, professional engineering firm committed to excellence in design, on-schedule project completion and exceptional customer service. Their extensive design expertise in a wide range of project types is built on the conviction that a proactive relationship between design team members is crucial to bringing about a coordinated, functional building for the owner. PAC's core team members average 20+ years experience in their fields, and have a long history working together prior to joining the company.



LOCATION
White Bear Lake, MN

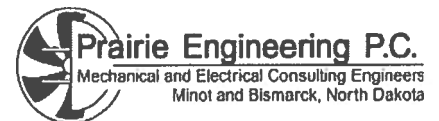
ESTABLISHED
1998

FIRM SIZE
22 Employees

Prairie Engineering P.C.

Mechanical, Electrical, Security Electronics Engineering & Fire Protection Design

Incorporated in 1979, and based out of both Minot and Bismarck, ND, Prairie Engineering, P.C. provides mechanical, electrical, and security electronics design services and expertise and is currently celebrating its 40th year of business. Prairie Engineering employees are experienced in a wide variety of projects and maintain various memberships with organizations such as the American Correctional Association (ACA) as well as others. The engineering expertise provided includes design for both new and remodel-type projects, from conceptual cost accounting to final project closeout.



LOCATIONS
Minot, ND
Bismarck, ND

ESTABLISHED
1979

FIRM SIZE
23 Employees



1. Organizational Chart - Key Staff

Cass County - County Board of Commissioners

Architectural Team

Scott Fettig
Principal-in-Charge
Klein McCarthy Architects

Danielle Reid
Project Manager
Klein McCarthy Architects

Consultant Team

Civil
Mike Love, P.E.
Civil Engineer
Houston Engineers

Structural
Troy Such, P.E.
Structural Engineer
Paulson & Clark
Engineering, Inc.

Mechanical
Blake Wagner, P.E.
Mechanical Engineer
Prairie Engineering, Inc.

Security Electronics
Jeremy Butman, P.E.
Electrical Engineer
Prairie Engineering, Inc.

Electrical
Jeremy Butman, P.E.
Electrical Engineer
Prairie Engineering, Inc.

Fire Protection
Terry Hammer, P.E.
Fire Protection Design
Prairie Engineering, Inc.

Detention/Security
Danielle Reid
Security Design
Klein McCarthy Architects

Personnel resumes are located in the Appendix. The resumes will show the staff and firm's expertise on comparable projects.

Klein McCarthy Architects and our consultants all have availability and sufficient personnel to complete the project in accordance with the project schedule. All of these key staff were involved in the Jail Intake Expansion and Remodeling Project completing at the end of September 2022.

The Consultant Team listed above has performed with Klein McCarthy Architects on multiple jails, law enforcement centers and courts projects.

2. Comparable Projects - Jails / Project Process

Klein McCarthy Architects has extensive correctional architecture experience having planned and designed dozens of county jail projects in the region. We understand the unique security concerns, jurisdiction codes and operational requirements to provide effective jail design. State of the art security electronics systems, sustainable design and durability are hallmarks of KMA's jail projects. Our design team has a successful track record of providing safe and secure jails that are both lasting and operationally efficient.



Klein McCarthy Architects have designed the following jail projects and the construction delivery method is shown in parenthesis:

Barnes County Jail (CMAR) Valley City, ND	Mercer County Jail & Courthouse (CMA) Stanton, ND
Becker County Jail (CMAR) Detroit Lakes, MN	Mountrail County Justice Center (CMAR) Stanley, ND
Blue Earth County Justice Center (CMA) Mankato, MN	Polk County Justice Center (CMA) Crookston, MN
Cass County Intake Addition and Remodel (3P) Fargo, ND	Renville County Jail (CMA) Olivia, MN
Carlton County Justice Center (CMAR) Carlton, MN	Rice County Public Safety Center (CMA) Faribault, MN
Chisago County Jail (CMA) Center City, MN	Roberts County Jail (CMAR) Sisseton, SD
Clay County Jail (CMAR) Moorhead, MN	Rolette County Jail & LEC (CMAR) Rolla, ND
Douglas County Jail (CMA) Alexandria, MN	Roseau County Jail (GC) Roseau, MN
Houston County Justice Center (CMA) Caledonia, MN	St. Croix County Jail Mental Health Unit (CMAR) Hudson, WI
Itasca County Jail and Courts Addition and Remodel (CMA) Grand Rapids, MN	Traverse County Jail & Joint LEC (GC) Wheaton, MN
Kanabec County Jail (CMA) Mora, MN	Wilkin County Jail & LEC (GC) Breckenridge, MN
Kandiyohi County Intake Addition and Remodel (GC) Willmar, MN	Williams County Jail Dormitory (3P) Williston, ND
	Williams County Jail & Joint LEC (CMAR) Williston, ND
	Winona County Jail (CMAR) Winona, MN

NOTE: 3P = 3 Prime Contractors
GC = General Contractors
CMA = Construction Manager Agency / Advisor
CMAR = Construction Manager at Risk

3. References

Itasca County Justice Center

Lucas Thompson, Jail Administrator
(218) 327-0697
lucas.thompson@co.itasca.mn.us

Winona County Jail

Steve Buswell - Jail Administrator
(507) 457-6377
sbuswell@co.winona.mn.us

Clay County Jail, Joint LEC & Masterplanning

Steve Larson, Administrator
(218) 299-7333
steve.larson@co.clay.mn.us

Clay County Jail, Joint LEC & Masterplanning

Kevin Campbell - County Commissioner
(701) 318-0030
kevin.campbell@co.clay.mn.us

Chisago County Jail / LEC

Brandon Thyen, Sheriff
(651) 213-6301
bjthyen@co.chisago.mn.us

Becker County Jail

Todd Glander, Sheriff
(218) 847-2661
tdgland@co.becker.mn.us

Mountrail County Justice Center

Wade Enget, State's Attorney
(701) 628-2965
wenget@nd.gov

Williams County Jail and Joint Law Enforcement Center Expansion

Verlan Kvande, Sheriff
(701) 713-3545
verlank@co.williams.nd.us

Renville County Jail & Government Services

Scott Hable, Sheriff
(320) 523-1161
scotth@renvillecountymn.com

Rice County Public Safety Center

Matthew Verdick, Director of Parks & Facilities
(570) 332-6105
mverdick@co.rice.mn.com

Carlton County Justice Center

Paul Coughlin, Jail Administrator
(218) 522-0648
paul.coughlin@co.carlton.mn.us



PROJECT APPROACH TO KEY ITEMS

ARCHITECTURAL

With a compressed design schedule of 5 months, KMA will want to be aggressive in our meeting schedule. We would plan to meet with the jail design committee in person 1 – 2 days every 2 weeks. We would also discuss adding virtual meetings in between the in person meetings so that we make sure we are staying on schedule and assisting the County in making the design decisions in a timely manner.

Our first meeting to kickoff the project will be to review the existing building and systems conditions with Captain Frobig and the facility plant manager, Gene. We will determine the expandability options and connections to the existing building. After that detailed review we will want to meet with the Committee to review the masterplanning design options and select the one that will be carried forward. The remainder of the meeting items are outlined in our timeline schedule.

The largest items to be determined early in the design process will be:

- Determine M&E systems expandability.
- Confirmation of the design option to be developed.
- Determine the cell construction as to masonry, precast panels, steel wall panels or steel modules.
- Verify code conditions for building attachment to determine rating conditions and emergency exiting during and after construction.
- Construction phasing plans and how they will affect the occupied facility's operations and to maintain a security envelope.
- Coordination with the North Dakota Department of Corrections and Rehabilitation (ND DOCR) to review the facility design features and discuss the construction phasing and Captain Frobig's operational plans during construction.

CODE CONDITIONS

The code required exiting of the first and second floor west-east corridors will be affected by the new addition so temporary conditions will be reviewed with the ND DOCR and building code officials to allow for the required exiting during construction. A temporary exiting corridor through the construction will be explored while making sure that the secure envelope is maintained for the jail.



CONSTRUCTION PHASING

Construction phasing plans will be developed to analyze how they will affect the occupied facility's operations and to maintain a security envelope. This will be reviewed with the ND DOCR, building code officials, jail operations staff and the Jail Committee. Key areas to be analyzed include:

- Demolition of the code required stair at the east end of the building will necessitate closing the second-floor visitation corridor and utilizing video visitation until the new exit stair is operational.
- The first floor corridor exiting to the east is a code required exit so we will need to determine a temporary exit possibly through the construction. Getting the exit corridor extended will be a high priority in the first part of the initial phase.
- Adding the Property Storage addition may require temporary security enclosures as the room is built and a door is added to the jail corridor.
- Review construction processes to make sure the loading dock and maintenance areas remain accessible and not blocked.



MECHANICAL

While the existing boilers and chillers have some additional capacity remaining, the new east building addition is large enough that it may need its own boiler and chiller services, meaning new boilers and new chiller dedicated to the addition.

A review of the existing systems will be done during design to verify the capacity or to see if modifications to the existing plants could be done. General 'good practice' design of the original plant (and of the chiller replacement a year or so ago) wouldn't allow for the oversizing required to operate this addition. The engineers will need to verify if the chillers that were replaced were oversized as the building addition extents had not been known at that time.

Current masterplanning has incorporated a mechanical space for the expected added equipment.



ELECTRICAL

Based on information received from Xcel energy, the jail is only at about half capacity on the electrical service, so we should be able to add this addition to the current electrical gear, provided we have space for breakers and can get in and out of the room with feeders, which we believe we can.

FIRE ALARM SYSTEM

The only other electrical system that may be an issue would be fire alarm and point capacity, but there are ways to handle that as well, so we have no concerns about this.

SECURITY ELECTRONICS

The security electronics side of the head end has been upgraded so it shouldn't have any issues expanding, but if that is not the case, we will need to include that into the project. The jail intercoms should also be reviewed in more detail since this was in question when we did the jail intake expansion project.



Klein McCarthy Architects has extensive experience working with government agencies to produce lasting and effective solutions for the built environment. Over the past 10 years, our team has completed dozens of projects ranging from needs assessment/feasibility studies to multi-county Justice Centers. With a focus on the Upper Midwest region, Klein McCarthy has recently worked with both a number of North Dakota and Minnesota cities and counties and the States of North Dakota and Minnesota to plan for the public safety and government needs of the future. Our **extensive knowledge and experience in governmental planning** and architecture gives us a unique ability to understand the needs of the public sector and **meet our clients' budget and schedule goals**.

Focus: With a **specialty focus in Law Enforcement Center, Justice, and Government Architecture**, the Klein McCarthy design team is very familiar with security and operational challenges facing Law Enforcement and Jail facilities. Our team's experience working together on Justice and Correctional, and Government Service projects can help us to **identify ways to improve from the early planning stages and add functional value** to your facilities. With a majority of our work being done with cities and counties, we understand the process and procedures necessary to complete effective planning studies and projects.

Relationships: No matter what your goals or where you are in the planning stages, Klein McCarthy has the right relationships to help you make informed decisions for the future. We work with local, regional and national planning, design and engineering consultants, as well as regulatory agencies to make sure you have the right tools to **plan and execute your vision**.

Collaboration: We understand that a good project is a collaborative process that is only successful if it is approached without preconceived notions. Klein McCarthy will work closely with your staff and representatives to make sure you receive a project that works for you and is not a 'cookie-cutter' facility. **Each client, community and facility has different needs**, and through our processes we will help you identify and address your community's needs.

Value: In these times of limited public resources, facilities that add real value to the community are of paramount importance. Through time-tested methods we can help you **find ways to do more with less through designs that improve staff efficiency**, sustainable and energy-saving solutions, and durable, lasting architecture. **Flexibility and efficiency are the key to our design philosophy**, and we embed these values in all of our work.



METHODOLOGY

From the start, we follow a set of principles which ensures successful collaboration with our clients. These principles are:

- **Teamwork:** Establishment of a comprehensive planning and design team that works together to achieve common goals and develop the best outcome.
- **Availability:** The Design Team, including consultants, is available to meet regularly to keep the project on schedule and moving forward.
- **Education:** The Design Team will provide the necessary information to the client stakeholders (owners and users/occupants) so they are well informed. Well-informed counties can make decisions in a timely manner.
- **Information:** Accurate information provides stakeholders the ability to visualize the issues and needs of the facility, and the presentation of that information must be accurate, concise, and relevant.
- **Operations:** A key to concept designs is how the facility will operate. A team comprised of consultants, the architect, and stake holders analyzes how the proposed facility will be used and helps optimize a design based on that use.
- **Communication:** Good communication is critical in making sure the client and Design Team are kept informed of the extensive amount of information that occurs during design and construction. Keeping track of key topics and client direction is paramount to assure the building that is built achieves the expectations of all parties.
- **Efficiencies:** Government facilities, particularly detention and correctional institutions, can be expensive to construct and operate. We focus on our client's objectives and the appropriate balance of construction cost and operational efficiency.
- **Driving Forces:** The success of this project will be cost efficiency, while maintaining the security of the staff, inmates and public.



APPROACH / DESIGN PROCESS

One essential key to an effective jail project is ensuring that best practices and technology are fully considered. Our goal is to use best practices and current technologies in developing the facility to save building square footage, construction costs and improve operational efficiency. Accounting for these practices and technologies may also result in staff reductions, as efficiencies can be created by focusing on operations-based planning. Below are some of the strategies the Klein McCarthy team will utilize in relation to Best Practices and Technology that we believe will be valuable to Carlton County in the development of this project.



JUSTICE SYSTEM BEST PRACTICES

Klein McCarthy Architects believes that there are certain 'best practices' that should be reviewed with the client and incorporated into every planning, design and constructed project. Unfortunately, many of these items are taken for granted or missed by many architects and planners. Our experience with the Justice System keeps us attuned to always incorporate these best practices. Some of these can be included in planning and design at little or no cost increase and as such just make good sense in Justice System planning.



Some examples of categories of Best Practices we will address are:

- Operations-Based Facility Design
- Expandability
- Modular Construction
- Circulation Zones for Public, Staff and Inmates

OPERATIONS BASED FACILITY DESIGN

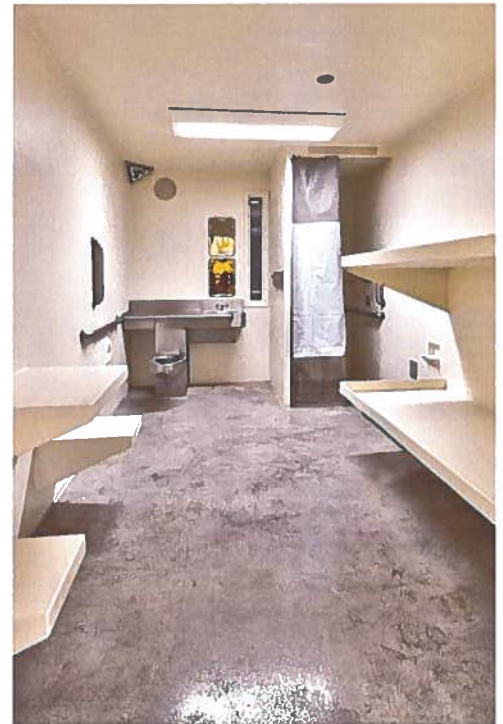
Because the long-term staffing and operational costs of a jail building over its useful life far exceed the initial construction cost, it is critical that the **building design addresses the need for efficiency of operations**. Components of this approach are evidenced in all of KMA's work, and include:



- A compact building organization with **good sight lines**, to maximize the ability of staff to communicate, circulate, and observe resident activity, as well as for energy efficiency and **reduced construction cost**.
- Direct and indirect supervision management approaches, to maximize the permitted resident-to-staff ratio under established operational rules, combined with adequate facilities and procedures for classification of new intakes.



- A centrally located secure control station, to directly observe special management housing, for back-up of direct supervision staff and to enable staffing reductions during night shifts.
- A fully integrated security management system combining movement control, intercom and paging, duress alarms, video surveillance, and watch tour recording.
- Decentralized programs and services, such as counseling, recreation, food service and visiting, to **minimize movement of inmates.**
- Adequate separation of special management inmates, to reduce the impact of disruptive behavior on the rest of the population.
- Acoustic control in resident living and activity spaces, for **reducing stress and increasing staff effectiveness.**



EXPANDABILITY

In all planning and design exercises we consider the possibility of future expansion. Even if future expansion appears to be unlikely, we endeavor to make sure to consider the ramifications of designing for expandability through external additions, horizontal connections, vertical additions, and internal expansion or reconfiguration. In some cases we will consider the possibility of shelled space that can be finished for future use. Each type of expansion has design and cost considerations that should be accounted for in the earliest planning stages.

MODULAR CONSTRUCTION

Planning for the use of modular elements that can be assembled off-site and installed on-site is one effective way of adding value, especially to correctional facilities. We are familiar with the use and planning implications of modular cells including steel and precast concrete panels and modules. Precast concrete panels for exterior and interior walls and repetitive building elements have been an effective strategy we have utilized in the past to **minimize initial construction costs.** While being sensitive to the character of the surrounding buildings, we have effectively used many modular elements in the past to **speed construction and save costs** without compromising space or quality.

CIRCULATION ZONES FOR PUBLIC, STAFF AND INMATES

A key function in proper security and accessibility in all aspects of the justice system is separation of public and private circulation. In a correctional setting, providing logical, intuitive and functional circulation zones is the most challenging and important planning task. We bring extensive experience to the planning of successful circulation in judicial and correctional settings.



TECHNOLOGY

The Klein McCarthy Team appreciates the importance of technology in the modern judicial system environment. **Technology has the capacity to improve communications and process efficiency** enabling staff to do more with less. However, it also creates an expectation of expanded services as more information becomes common through web-based applications. Balancing the possibility of enhanced operations with a realistic sense of both implementation and financial feasibility is an important challenge. The Klein McCarthy team has recent and relevant experience using and implementing a variety of justice system technologies.



SECURITY ELECTRONICS

From a central location, at the touch of a screen, modern facilities can control the operations of doors, access controls, intercom and paging audio systems, duress alarms, utilities, cameras, intercoms, closed circuit television systems, perimeter security, video visitation, and many other functions. By integrating these into a single system, modern corrections facilities can be made highly efficient. Many of these same technologies are also applied on a lesser scale to secure governmental and courts facilities.



These systems are engineered to enhance security, improve staff efficiency and help **reduce labor requirements**. The small physical size occupied by these systems provides planning flexibility by saving counter/desk space. This allows for smaller control rooms in correctional settings providing better views to inmate areas and ultimately saving on staffing and construction costs. Many of these systems are non-proprietary, simple to use and easily installed and serviced by local vendors, ultimately **saving the County time and money**.



VIDEO TECHNOLOGY

Advances in software has recently made Video Visitation and Video Arraignment important features to consider in Justice Planning. Video Conferencing, Distance Education and Tele-Medicine have also become important topics to consider.

Video Visitation allows inmates to converse with visitors without leaving the secured area. Inmates communicate with visitors who are using stations outside the secured area. These stations are controlled by a central operator and all conversations can be monitored and / or interrupted at any time. Ensuring inmates never leave the secured areas and visitors never enter those secure areas has significant staffing and security benefits.

IP-based Video Visitation is a more advanced system allowing for additional controls and configuration within the environment of a video visitation system. Facilities are able to import policies, restrictions, quotas, housing units, time blocks and visitation center schedules in order to automatically manage the use of the system. These can be integrated with other security electronics functions such as access systems to ensure use is authorized. The use of IP-based systems also allows for connection to the internet including internet scheduling. All of these features free staff to focus on other more productive tasks, **improving efficiency** and ultimately reducing staffing requirements.

This specific technology is an excellent example of the types of value that a good working knowledge of Technology and Best Practices can bring to the planning process. Utilizing Video Visitation options can save labor in the transport of inmates and management of the visitation areas and transportation costs to allow inmates to attend professional visits. These technologies can also reduce contraband flow saving staff time and increasing safety and security.

BALANCE INDIVIDUAL STAKEHOLDER NEEDS

Balancing individual stakeholder needs with current technology, best practices and budget restraints can be difficult. When individuals are involved human nature is to project individual interests and focus on individual needs, sometimes without fully understanding the needs of the whole. Our experience in similar governmental settings leads us to believe we can use our expertise to successfully guide the stakeholders to a project that balances the needs of all.

We have found that the best way to create balanced solutions is developing **open lines of communication** and providing transparency of all information gathered and presented. We have also found that by doing this in interactive meetings everyone involved is able to have a voice. When stakeholders are given a forum to discuss their goals, missions, and are allowed to question and be questioned, healthy debates ensue and ultimately **consensus building** occurs.



COST MANAGEMENT

On-going cost management is a challenging and critical component of any project. Clear and concise presentation of options, recommendations and solid solutions results in mutually beneficial understanding and agreement between all concerned. We will work diligently with the County's Construction Manager to be sure we meet the County's cost expectations.

COST CONTROL MEASURES

From the initial kickoff meeting to the issuance of the bid documents, thousands of decisions can affect the costs of the project. The greatest ability to reduce the project costs occurs at the very beginning. As the project is developed, making changes becomes more and more costly.

Here are just a few ways we utilize our design experience and jail knowledge to control the project costs:

- **Space program:** Utilize space standards and MN DOC standards to control the size of the facility. $Quality \times Quantity = Cost$, so limit the quantity and you are well on the way to controlling costs.
- **Facility layout:** Develop a layout that is simple and thoughtfully done to efficiently utilize the space and to create an operational flow that can save in staffing operational costs.
- **Modular construction:** Utilize modular cells for faster construction and to save General Conditions with a shorter construction period.
- **Repetition:** The more repetition there is in construction the more saving can be achieved in materials and installation costs.
- **Involve the Construction Manager:** Utilize the experience of the CM to review the design to achieve the best constructability based on means and methods.
- **Simple structural system:** A simple system with as much repetition as possible will speed the construction and repetition in material sizes saves costs.
- **Durable materials:** Spending more money up front may save the County in the long run by reducing long term maintenance costs.
- **Precast concrete insulated panels:** A durable material with a wide range of design characteristics also allows a quicker construction enclosure prior to winter months.
- **Quality control measures:** Our Teams design and management approach includes complete reviews of each other's work, providing a healthy dialog of options and efficient checks and balances.
- **Internal reviews:** Led by the primary principals, this allows us to produce a high level of documents for a better built project. Better quality = better pricing on bid day.



CONSTRUCTION ADMINISTRATION APPROACH

Klien McCarthy Architects believes in the continuity of experienced staff from the beginning to the end of the project and beyond. For us that especially includes the construction administration phase. During construction our Project Coordinator/Designer and the architectural support staff that designed and provided the bid documents will all continue into construction. They will follow through on the design intent, provide shop drawing review, answer questions and support the project as they have the most knowledge of how the design got where it is and the reasons why.

That first-hand knowledge is critical in working through coordination items and their experience allows decisions to be made on site instead of being sent “back to the office” for someone else to answer. This knowledge on-site will allow decisions to occur more quickly, produce less frustration for the County’s staff and General Contractor/CMAR, and **leads to a better coordinated and constructed project.**

CHANGE ORDER PROCEDURE

If an issue develops that warrants a Change Order, we require the General Contractor/Construction Manager and the sub-contractors to submit detailed cost backup including staff hours estimated and material quantities so that they can be reviewed. Once we receive the documents, we start our internal review with our Team of consultants and each of us reviews the documents and provides comments. If there are questions, we pose them to the General Contractor/Construction Manager, and we ask for additional information. If we feel the hours or quantities do not look correct, we will ask for them to recalculate the Change Order and resubmit it. We will also review the documents with the General Contractor/Construction Manager to make sure we are understanding the means and methods being used to arrive at the costs.

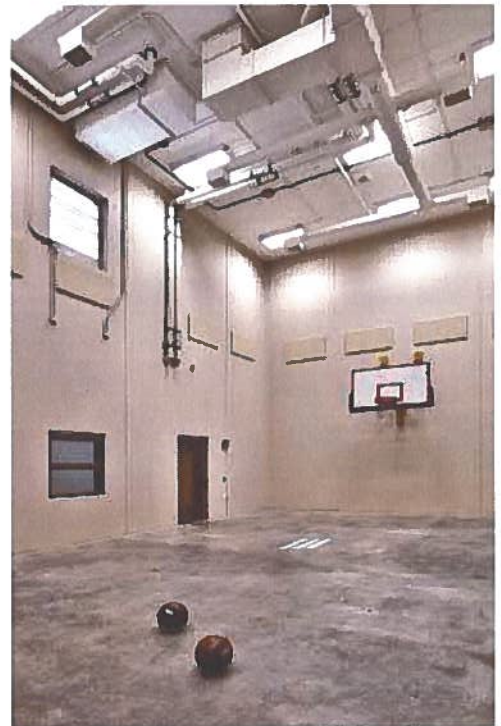
Once we are in agreement with the costs, we will review the documents with the County to review the issue, the resolution, and the costs, and once we all agree with the Change Order, we inform the General Contractor/Construction Manager that it is approved and they can submit the proper forms for architectural sign off along with the County.



PROJECT CLOSE-OUT

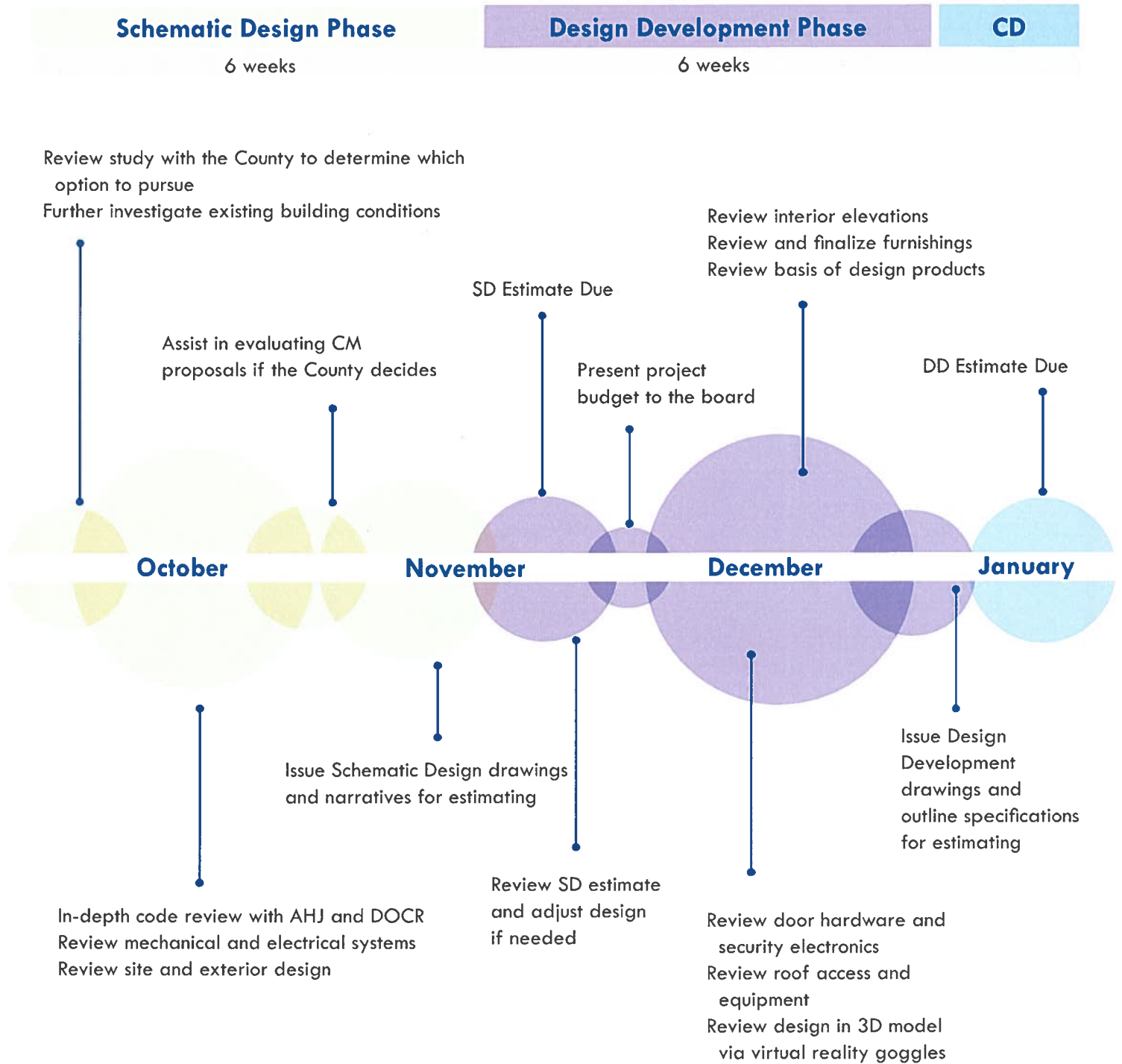
Klein McCarthy Architects will work closely with the County's General Contractor/Construction Manager to gather and submit the close-out documents including:

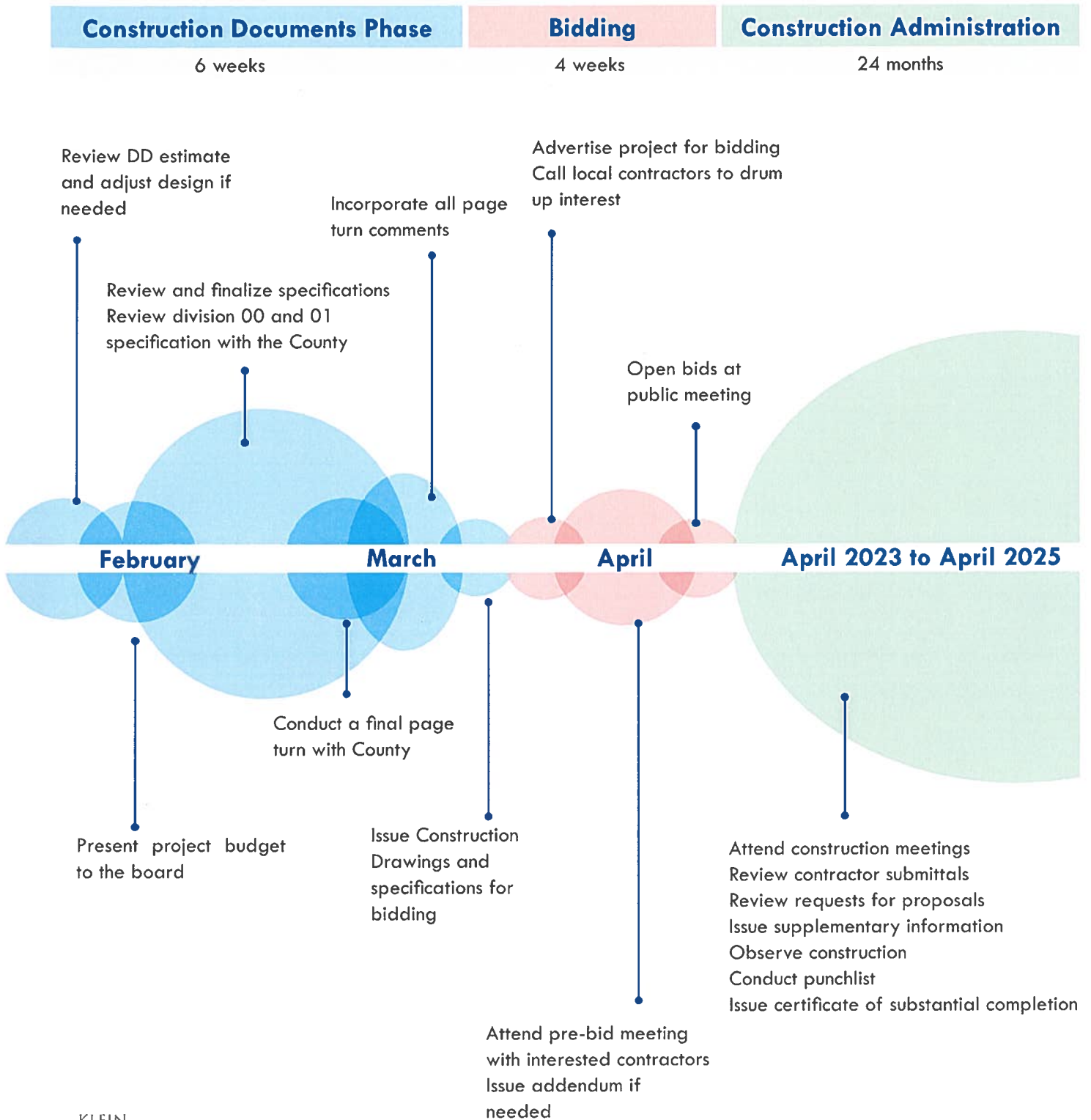
- Flash drive of all construction documents including RFI's, PR's, Change Orders, Meeting Minutes and Shop Drawings
- Site documents for as-built conditions
- Operations Manuals
- Final Pay Application
- Final Commissioning Report
- As-Built drawings



4. Approach

Below outlines the comprehensive list of deliverables with anticipated time line for the project to bid in April 2023.





5. Fee Schedule

PROCESS

We have found that we typically provide a higher level of client education and client service than others while remaining very competitive with our fees based on these factors.

Our key staff for the project all have more than 10 years of experience and will account for over 80% of our firm's time for this project. This contrasts with others who utilize inexperienced and thus less expensive staff. Our consultants also utilize staff with a long history of experience within their own firms and working with KMA on similar jail projects. The use of our higher experienced staff results in better coordinated documents, which results in lower bid amounts, less addenda to the documents, less change order costs, and an overall smoother project for our clients. Designing to achieve client-specific solutions that are highly efficient and cost effective, also takes more design time and meetings than using "stock" designs for your project.

Our team's attention to details, development of efficient and cost-effective solutions, and the level of experience and skill we bring to your project will result in lower bid day costs to the County and a better project overall. For these reasons we believe our team will meet or exceed your goals for a very successful project, which is why we are the right strategic partner for Cass County.

FEE

Based on utilizing the AIA B103-2017 contract, Klein McCarthy & Co., Ltd. (KMA) is proposing to perform the Jail Housing Addition Design and Construction Administration Basic Services and Supplemental Services for a fee of 6.5% times the Construction Cost plus reimbursable expenses.

The KMA scope is to include the following Basic Services and based on AIA Document B103-2017:

- Production of Schematic, Design Development, and Construction Documents, Bidding & Negotiation, and Construction Administration Phases.
- Design Services including Architectural, Structural, Mechanical, and Electrical.

The KMA scope includes the following Supplemental Services per AIA Document B103-2017:

- Security Electronics, Telecommunications/Data, Civil Engineering, Architectural Interior Design, Building Information Model Management, Post-Occupancy Evaluation (waranty walk through)

The KMA scope of work excludes:

- Asbestos review and abatement
- Analysis of vertical expansion options to the existing building.
- Production of Schematic, Design Development, and Construction Documents, Bidding & Negotiation, and Construction Administration Phases.
- Site geotechnical/soil borings
- Site survey
- Landscape design
- Cost Estimating
- On-site project representation (daily)
- Commissioning
- Sustainable Project Services/LEED design and documentation.
- Furniture, furnishings, and equipment design.

Scott Fettig, NCARB

Klein McCarthy Architects - 18 Years With KMA

Principal-In-Charge

Since partnering into Klein McCarthy Architects in 2004 and assuming full ownership in 2006, Scott has managed the firm based on one key principle - client service. Scott has over 34 years of architectural experience with the past 32 years focused on justice projects. He has devoted his talents to designing functional and operationally efficient justice facilities, including justice centers, jails, prisons, courthouses, law enforcement centers and social service offices.

His leadership and management experience on complex projects helps clients make informed decisions and manage their budgets effectively. The ability to bring projects in under budget, without clients sacrificing their long term goals, makes him an asset to every team. His experience managing a multi-discipline regional office for a national firm helps him bring to every project the high level of coordination needed for today's complex buildings.

Representative Project Experience:

Cass County Jail Intake Expansion and Remodeling (\$5.1M)
Fargo, ND

Clay County Jail (\$29.5M)
Moorhead, MN

Itasca County Justice Center (\$55.4M)
Grand Rapids, MN

Carlton County Justice Center (\$68.9M est.)
Carlton, MN

Williams County Jail and Law Enforcement (\$21.8M)
Williston, ND

Becker County Jail (\$19.3M)
Detroit Lakes, MN

Rice County Public Safety Center (\$40.9M)
Faribault, MN

Chisago County Jail & LEC (\$20.5M)
Center City, MN

Winona County Jail (\$24.9)
Winona, MN

Douglas County Jail (\$10.8M)
Alexandria, MN

Kanabec County Jail (\$9.3M)
Mora, MN

Polk County Regional Justice Center (\$21.5M)
Crookston, MN

Blue Earth County Justice Center (\$34.8M)
Mankato, MN

Barnes County Jail & LEC (\$14M)
Valley City, ND

Mountrail County Justice Center (\$23.2M)
Stanley, ND

Houston County Justice Center (\$13.5M)
Caledonia, MN

Renville County Jail (\$9.6M)
Olivia, MN

Rolette County Jail (\$8.0M)
Rolla, ND



EDUCATION

Bachelor of Architecture
Business Administration (Minor)
Interior Design (Minor)
North Dakota State University - 1987

REGISTRATION

Licensed in MN, ND, SD, WI, NCARB

AFFILIATIONS

American Institute of Architects
Minnesota Sheriff's Association

AWARDS

2017 - Gold Award from ND Ready-Mix & Concrete Products Association - Williams County Jail and LEC Addition

2010 - AIA Justice Facilities Review - Blue Earth County Justice Center

2009 - ABC - Exterior Masonry and Precast - Kanabec County Jail

CONTACT

6465 Wayzata Boulevard, Suite 410
St. Louis Park, MN 55426

Office: 952.908.9990

Direct: 952.908.9995

Email:

scott.fettig@kleinmccarthy.com

Danielle Reid

Klein McCarthy Architects - 14 Years With KMA
Senior Project Architect

Danielle Reid is a planner and designer who has spent her career focused on public sector and justice architecture. Her experience taking projects from early schematic planning through construction administration has given her a practical knowledge of all aspects of the design process. Danielle has worked closely with clients and government entities throughout the region to produce successful public facilities.

Danielle's rigorous design skills and ability to efficiently coordinate consultants and technical staff make her a valuable team member.



EDUCATION

Bachelor of Architecture
Iowa State University

AWARDS

2017 ND RMCA Gold Award -
Williams County Jail and LEC

2010 - AIA Justice Facilities Review -
Blue Earth County Justice Center

2009 ABC - Exterior Masonry and
Precast - Kanabec County Jail

CONTACT

6465 Wayzata Boulevard, Suite 410
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Office: 952.908.9990

Direct: 952.955.9389

E-mail:

danielle.reid@kleinmccarthy.com

Representative Project Experience:

Cass County Jail Intake Expansion and Remodeling (\$5.1M)
Fargo, ND

Clay County Jail (\$29.5M)
Moorhead, MN

Itasca County Justice Center (\$55.4M)
Grand Rapids, MN

Carlton County Justice Center (\$68.9M est.)
Carlton, MN

Williams County Jail and Law Enforcement (\$21.8M)
Williston, ND

Becker County Jail (\$19.3M)
Detroit Lakes, MN

Rice County Public Safety Center (\$40.9M)
Faribault, MN

Chisago County Jail & LEC (\$20.5M)
Center City, MN

Winona County Jail (\$24.9M)
Winona, MN

Douglas County Jail (\$10.8M)
Alexandria, MN

Kanabec County Jail (\$9.3M)
Mora, MN

Polk County Regional Justice Center (\$21.5M)
Crookston, MN

Blue Earth County Justice Center (\$34.8M)
Mankato, MN

Barnes County Jail & LEC (\$14M)
Valley City, ND

Mountrail County Justice Center (\$23.2M)
Stanley, ND

Houston County Justice Center (\$13.5M)
Caledonia, MN

Renville County Jail (\$9.6M)
Olivia, MN

Rolette County Jail (\$8.0M)
Rolla, ND

6. Appendix - Consultant Resumes

Jeremy Butman, PE Paulson & Clark Engineering Electrical Department Head

Troy has been engaged in structural engineering since 1997. He has extensive building design experience using traditional and composite structural steel framing systems; precast & post-tensioned concrete; and masonry. Troy is noted for his expertise in computer-aided modeling software, and has extensive experience on commercial, industrial, medical, religious, hospitality, housing, educational, and public projects.

Representative Project Experience

Cass County Jail Intake Expansion and Remodeling (\$5.1M) Fargo, ND	Rolette County Jail and Law Enforcement Center (\$8.0M) Rolla, ND	Mercer County Jail and Courthouse Expansion (\$8.6M) Stanton, ND
Barnes County Correctional Center (\$14M) Valley City, ND	Mountrail County Justice Center (\$22M) Stanley, ND	Divide County Courthouse Expansion (\$8.9M) Crosby, ND
	Williams County Jail Expansion (\$21.8M) Williston, ND	

Projects in **Blue** conducted with Klein McCarthy Architects



EDUCATION

Bachelor of Science in Electrical Engineering - 2002
North Dakota State University

REGISTRATION

ND, MN, SD, MO

Blake Wagner, PE Paulson & Clark Engineering Mechanical Department Head

Mr. Wagner's experience includes designing mechanical systems for commercial, industrial, residential, and manufacturing facilities. He is also competent in performing building calculations for payback analysis of building materials and systems, preparing cost estimates, energy modeling, HVAC systems design, building mechanical and plumbing systems modeling, and preparing plans and specifications. Individual projects incorporate ease of installation and maintenance, and consideration for future modification and expansion.

Representative Project Experience

Cass County Jail Intake Expansion and Remodeling (\$5.1M) Fargo, ND	Rolette County Jail and Law Enforcement Center (\$8.0M) Rolla, ND	Cancer Center 2nd Floor and North Addition Bismarck, ND
Barnes County Correctional Center (\$14M) Valley City, ND	Mountrail County Justice Center (\$22M) Stanley, ND	McKenzie County Jail Renovation Watford City, ND
	Burleigh County Provident Building 5th Floor Renovation Bismarck, ND	McKenzie County Jail and Law Enforcement Center Watford City, ND

Projects in **Blue** conducted with Klein McCarthy Architects



EDUCATION

Bachelor of Science in Agricultural and Biosystems Engineering - 2012
North Dakota State University

REGISTRATION

ND, MN, SD, MO, WY

Troy Such, PE
Paulson & Clark Engineering
 Senior Structural Engineer

Troy has been engaged in structural engineering since 1997. He has extensive building design experience using traditional and composite structural steel framing systems; precast & post-tensioned concrete; and masonry. Troy is noted for his expertise in computer-aided modeling software, and has extensive experience on commercial, industrial, medical, religious, hospitality, housing, educational, and public projects.



Representative Project Experience

Cass County Jail Intake Expansion and Remodeling (\$5.1M) Fargo, ND	Itasca County Justice Center (\$55.4M) Grand Rapids, MN	Chisago County Jail & Law Enforcement Center (\$20.5M) Center City, MN
Clay County Jail (\$29.5M) Moorhead, MN	Carlton County Justice Center (\$68.9M est.) Carlton, MN	Becker County Jail (\$19.3M) Detroit Lakes, MN
Clay County Law Enforcement Center (\$1.3M) Moorhead, MN	Winona County Jail (\$24.9M est.) Winona, MN	Clay County Substance Use Crisis Center (\$12.5M) Moorhead, MN

Projects in **Blue** conducted with Klein McCarthy Architects

EDUCATION

Bachelor of Civil Engineering
 North Dakota State University

REGISTRATION

MN (Company licensed with ND and will sign documents)

AFFILIATIONS

American Council of Engineering Companies
 National Council of Structural Engineering Associations

Mike Love, PE
Civil Engineering
 Infrastructure Sector Lead Civil Engineer

Mike Love is HEI's Fargo Infrastructure Sector Lead. He has guided numerous site development projects as project manager, overseeing design of stormwater ponds, storm sewers, sanitary sewers, detention ponds, parking lots, sidewalk, curb and gutter, landscapes, and street lighting as well as coordinating platting, surveying, GIS mapping, CAD drawing, cost estimations, and staking.



Representative Project Experience

Cass County Jail Intake Expansion and Remodeling (\$5.1M) Fargo, ND	Clay County Law Enforcement Center (\$13M) Moorhead, MN	Clay County/City of Moorhead Solid Waste Transfer Facility Moorhead, MN
Clay County Jail (\$29.5M) Moorhead, MN	Clay County West Central Regional Juvenile Center Expansion Moorhead, MN	Clay County Substance Use Crisis Center (\$12.5M) Moorhead, MN

Projects in **Blue** conducted with Klein McCarthy Architects

EDUCATION

Bachelor of Science in Civil Engineering
 North Dakota State University

REGISTRATION

ND
 20 Years Experience with Houston Engineering

6. Appendix - Cass County Jail Intake Addition and Remodel

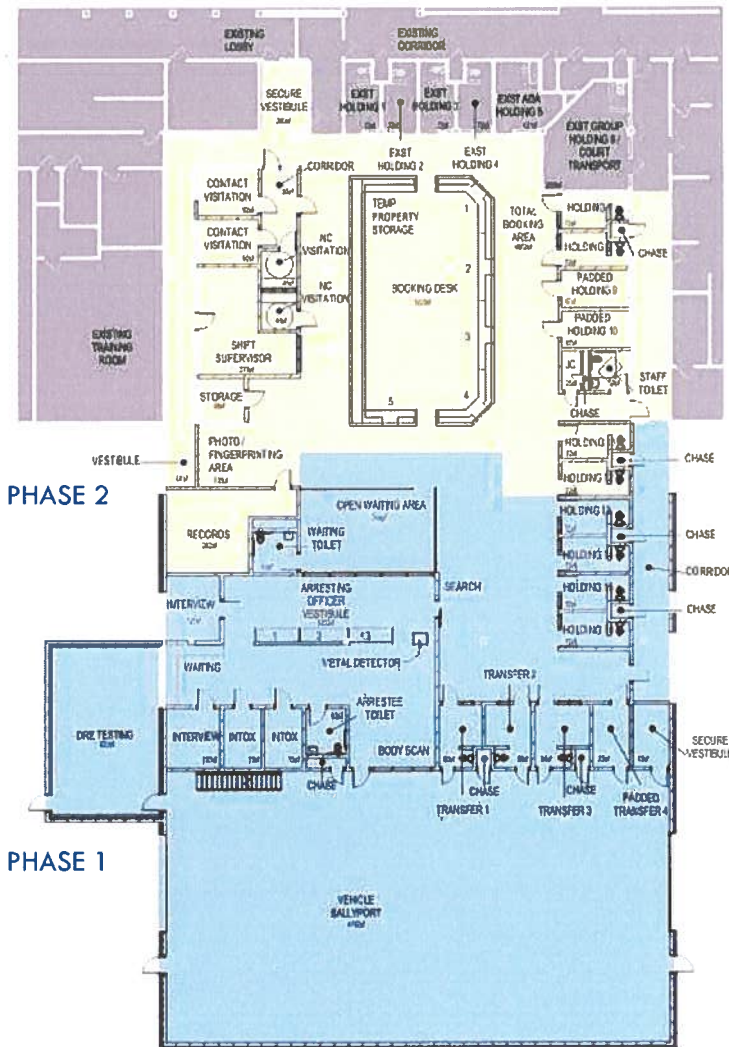


Project Location: Fargo, ND
 Client: Cass County
 Project Size: 18,293sf
 Construction Cost: \$5.1M

Klein McCarthy Architects was initially commissioned in 2019 to study options to expand the Cass County Jail intake area. The goal of the study was to provide additional holding cells, visitation rooms, expand the booking desk and add dedicated court transfer cells. Cass County hired KMA to execute the result of the study in 2020. The project was bid in early 2021 and is currently planned for completion in September 2022.

The design solution provides an addition for a new vehicle sallyport and remodel within the existing sallyport and intake area. The remodeled space provides two contact visitation rooms, one non-contact visitation room, four booking stations, three intake stations, inmate waiting, six additional holding cells, inmate transfer cells as well as dedicated interview and in rooms.

The project will be completed in two phases to allow full occupation during construction.



6. Appendix - Clay County Jail



Location: Moorhead, MN
Client: Clay County
Project Size: 75,900 sf.
Construction Cost: \$29.5M

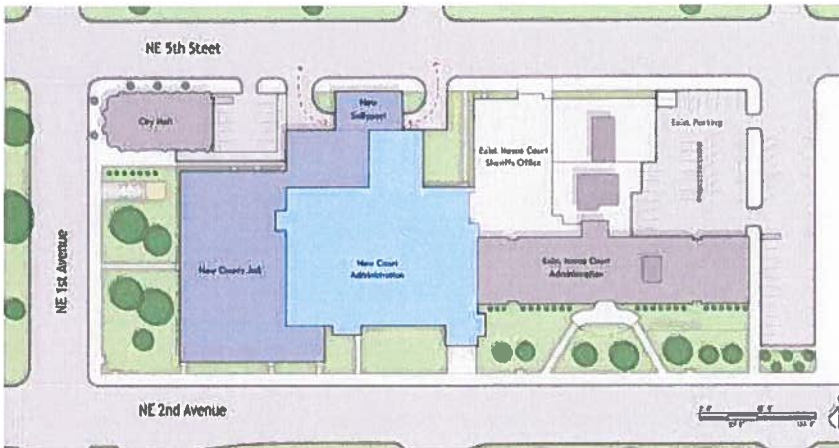
The new Clay County Jail connects to the existing stair/elevator, leading to the underground tunnel to transport securely to the Courthouse. The facility provides 208 jail beds with Intake, Programs, and support in Phase 1 followed by Phase 2 including Laundry, Food Service, Receiving, Visitation, Public Lobby and Jail Administration.

The Mental Health Unit contains 18 cells in 4 housing units on 2 floors. Program space was provided directly adjacent to these units.

The jail was constructed on the County's six-block campus adjacent to the existing Jail and Joint LEC which was demolished to allow Phase 2 of the jail to be constructed.



6. Appendix - Itasca County Jail and Courts Addition and Remodel



Project Location: Grand Rapids, MN
Client: Itasca County
Project Size: 156,346 sf
Construction Cost: \$55.4M

After programming and masterplanning, the County selected the downtown site adjacent to the existing Courthouse for their new jail. The Project includes the 184-bed jail, courts and supporting functions, State and County Probations and various county supporting functions.

The Jail includes a designated mental health pod with seven housing units with multiple classifications and supporting programming area for small groups and one on one counseling.

Construction will be occurring in multiple phases with Phase 1 including the jail to be completed in January, 2024.



6. Appendix - Carlton County Justice Center



Project Location: Carlton, MN
Client: Carlton County
Project Size: 111,928 sf
Construction Cost: 65.9M (est.)

Klein McCarthy provided full design services for the Carlton County Justice Center. Built on existing county owned land which previously served as a quarry, the new facility includes a 96 bed Jail with the ability to escort directly to Court through the Jail. The Sheriff's Office can enter the Jail directly through the Jail Administration area for additional support and safety.



The new Jail uses modular steel cells, a rear chase design for easy maintenance, and a central control with direct supervision of all Female dayrooms to increase efficiency and reduce the number of staff required per shift. The facility provides multiple inmate classifications including a special health unit and Regional Female Offender Program with additional program spaces to be shared by male and female inmates. The entire facility utilizes energy efficient solutions, such as increased insulation thickness at exterior walls, and a geo-thermal system to lower the energy costs of the building year round.

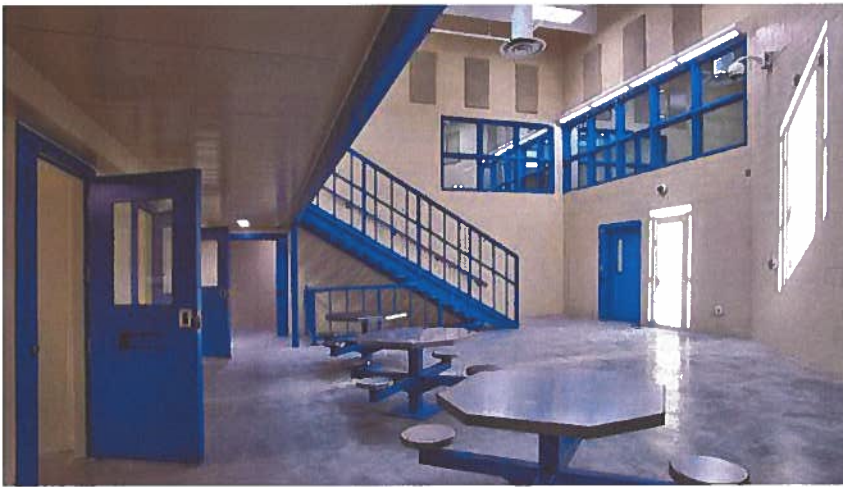


Working closely with the construction manager, multiple bid packs were issued in throughout 2022 to procure materials and subcontractors with construction starting in August 2022 and a completion date of August 2024

6. Appendix - Williams County Jail and LEC Expansion



Project Location: Williston, ND
Client: Williams County
Project Size: 59,629 sf
Construction Cost: \$21.8M



Rapidly expanding Williams County with a County seat in Williston, ND hired Klein McCarthy Architects to develop an expansion for their overcrowded jail and Law Enforcement Center. The new three story addition provides expanded space for Law Enforcement including a new vehicle sallyport and indoor vehicle storage. The expanded jail housing adds 110 beds nearly doubling the jail capacity.

Use of premanufactured cells and exterior precast walls help control costs in a booming construction market and sensitive planning helped minimize footprint in a limited downtown site.



6. Appendix - Becker County Jail

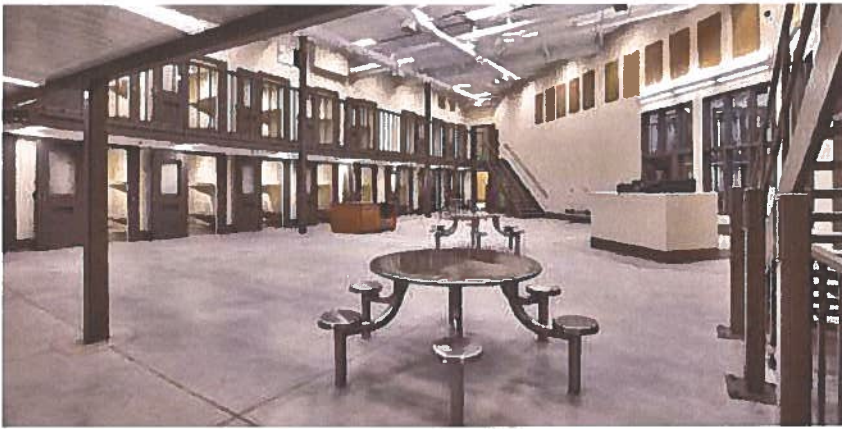


Location: Detroit Lakes, MN
Client: Becker County
Project Size: 49,326 sf
Construction Cost: \$19.3M

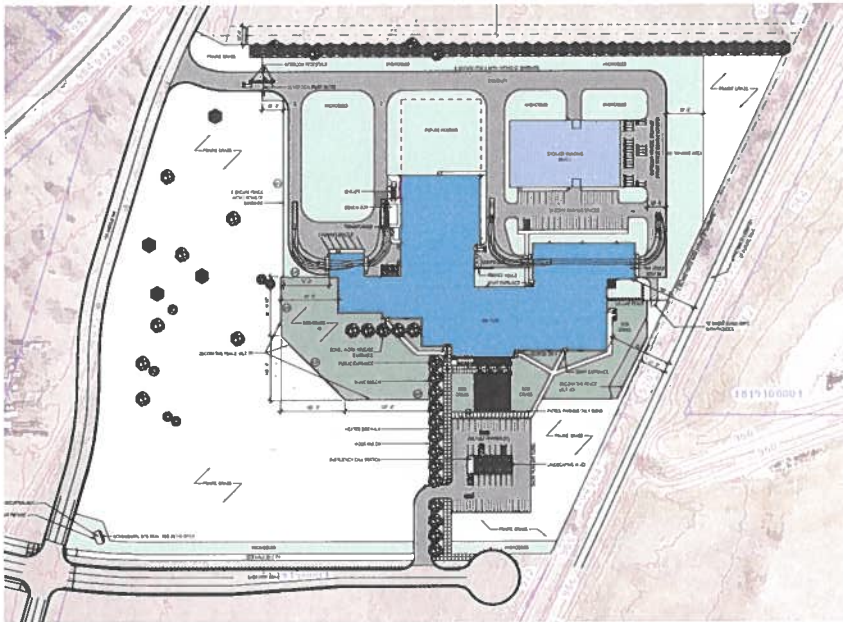
Becker County Jail is a new facility located on a remote site north of Detroit Lakes. The new jail contains 186 beds and 15 classifications, including direct and indirect supervision and dormitory-style bunk rooms for work release inmates.

In the interest of reducing construction time, the jail utilized tilt-up insulated precast concrete panels and modular steel cells.

The facility was completed in December 2018 and occupied early 2019.



6. Appendix - Rice County Public Safety Center



Project Location: Faribault, MN

Client: Rice County

Project Size: 83,333sf

Construction Cost: \$40.9M

Rice County has outgrown its aging multi-level jail and law enforcement center located in downtown Faribault, MN. Klein McCarthy Architects was hired to study options and design their new Public Safety Center.

The Rice County Public Safety Center will be located on a 100+ acre remote site north of downtown Faribault and will include a 76-Bed Jail and Sheriff's Office. The Jail includes 8 housing units with 13 classifications plus 2 additional housing units at Intake, food service, laundry, inmate programs and medical.

Construction completion scheduled for Fall of 2024.



6. Appendix - Chisago County Public Safety Center

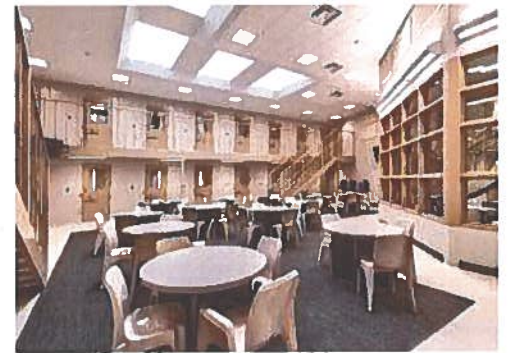


Project Location: Center City, MN
Client: Chisago County
Project Size: 64,000 sq ft
Construction Cost: \$20.5M

Chisago County commissioned Klein McCarthy Architects to design a multi-phase Jail and Law Enforcement Center project. The completed first phase constructed a communications center facilitating 911 dispatch and remote jail control. The site is located approximately one mile southeast of the existing county courthouse. The master plan considered future government expansion needs and the potential for commercial development on the site.



The Sheriff's Department includes administrative offices, patrol offices, investigations and evidence storage. The jail plan provides 125 beds, inmate services, intake/release and jail administration with core services sized for future growth.



6. Appendix - Winona County Jail and LEC



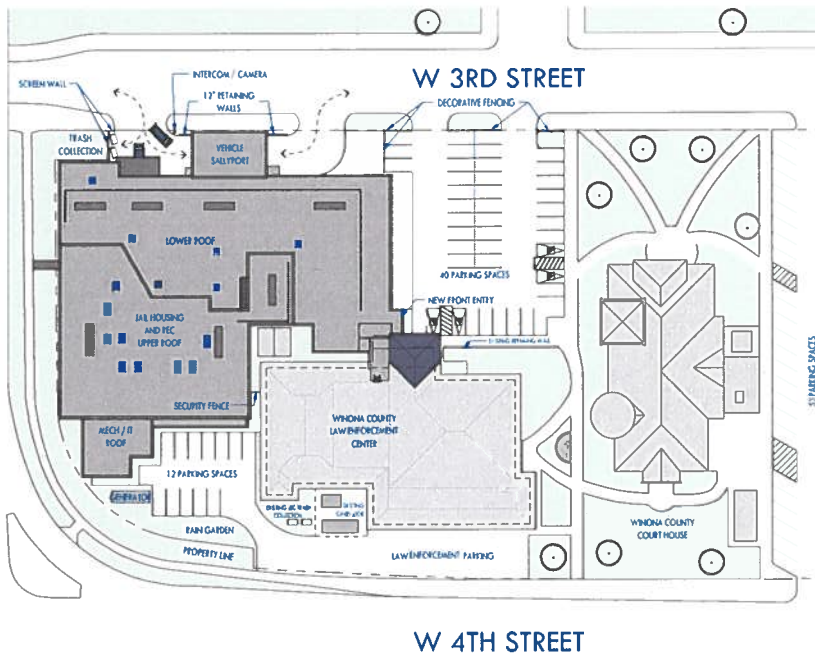
Project Location: Winona, MN
Client: Winona County
Project Size: 42,750 sf.
Construction Cost: \$24.9M

The County selected their downtown site, adjacent the existing jail and joint Law Enforcement Center, for their new 80-bed jail. The new jail will connect to the existing inmate transport tunnel leading to the Courthouse. The existing law enforcement building renovations provide accessible public restrooms, public video visitation as well as a dispatch center which serves as master control to the jail.

The jail will include dedicated mental health housing with normalized cell furnishings, multi-purpose rooms for counseling and a programs area with recreation and two classrooms. The intake and release area includes a separate three cell housing unit, work release processing and locker rooms, scanning area and decontamination accommodations.

The project will be phased to construct the jail prior to renovations in the law enforcement building.

Jail construction completion planned for June of 2023



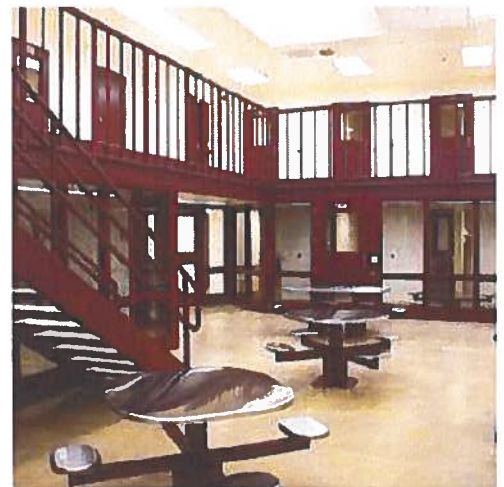
6. Appendix - Douglas County Jail

Project Location: Alexandria, MN
Client: Douglas County
Project Size: 56,400 sq ft
Construction Cost: \$10.8M

Klein McCarthy Architects assisted the Douglas County Board and Sheriff's Office in master planning, programming and design of the new County Jail. The team explored many site options that would allow for future expansion and easy access for public and emergency response vehicles.

The County's existing public works facility site was selected for the new jail. The public works office building was retained and remodeled to accommodate jail administration and support spaces.

The jail utilized steel cell modular construction that decreased construction time, provided durable cells and increased space efficiency. The facility has 156 beds with the ability to expand to 256 in the future.



6. Appendix - Kanabec County Jail



Location: Mora, MN
Client: Kanabec County
Project Size: 45,250 sf
Construction Cost: \$9.3M

The Kanabec County Jail includes laundry and food services, inmate programs, medical services, and jail administration offices. The jail consists of 92 beds, with 9 segregation units capable of handling a large diversity of inmates. There is a shelled space for another 28 cells or 56 inmates which would become a direct supervised pod. In addition to jail space, the project included an Emergency Operations Center and County Dispatch for the Sheriff's Department within the new facility.

The design team won a Pyramid Award from the Minnesota and North Dakota Chapters of the Associated Builder and Contractors (ABC) in the Exterior - Masonry, Precast or Stone category. This regional award was received due to a unique use of precast concrete panels which were designed to soften the impact of a municipal building on the surrounding residential neighborhood.



6. Appendix - Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Brokers of MN, Inc. 13654 Van Buren St NE Suite 300 Ham Lake MN 55304		CONTACT NAME: Shawn Nistler PHONE (A/C, No, Ext): (763) 784-0143 FAX (A/C, No): (763) 219-4681 E-MAIL ADDRESS: s.nistler@insurancebrokersmn.com	
INSURED KLEIN MCCARTHY & CO LTD 6465 WAYZATA BLVD SUITE 410 ST. LOUIS PARK MN 55426		INSURER(S) AFFORDING COVERAGE INSURER A: Citizens Insurance Company of America NAIC # 31534 INSURER B: Allmerica Financial Benefit 41840 INSURER C: Beazley Insurance Company INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2022-2023 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	OBXH529072	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 3000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		Y	AWXH529074	03/01/2022	03/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			OBXH529072	03/01/2022	03/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Errors & Omissions retroactive date: full prior to Deductible 25,000			V1F480200401	08/01/2021	08/01/2022	Occurrence 2,000,000 Aggregate 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 ARCHITECTS. Certificate Holder is listed as Additional Insured on the General Liability and Auto when required by contract using Hanover(Citizens) forms 391-1006 and 461-0155.

CERTIFICATE HOLDER Cass County 211 9th Street South PO Box 2806 Fargo ND 58108-2806	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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6. Appendix - Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/24/2022
Acct#: 1175910

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 3657 Briarpark Dr., Suite 700 Houston, TX 77042	CONTACT NAME: 888-828-8365 PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Indemnity Insurance Co. of North America 43575 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED KLEIN MCCARTHY & CO. LTD. ARCHITECTS 6465 WAYZATA BLVD STE 410 SAINT LOUIS PARK, MN 55426-1721	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	C70050894	10/1/2021	10/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							

CERTIFICATE HOLDER CASS COUNTY 211 SOUTH 9TH STREET FARGO, ND 58103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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6. Appendix - Certificate of Liability Insurance

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. The following is added to WHO IS AN INSURED (Section II):

Any person or organization that you agree in a "contract or agreement requiring insurance" to include as an additional insured on this Coverage Part, but only with respect to liability for "bodily injury", "property damage" or "personal injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- a. In the performance of your ongoing operations;
- b. In connection with premises owned by or rented to you; or
- c. In connection with "your work" and included within the "products-completed operations hazard".

Such person or organization does not qualify as an additional insured for "bodily injury", "property damage" or "personal injury" for which that person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- d. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- e. This insurance does not apply to the rendering of or failure to render any "professional services".
- f. The limits of insurance afforded to the additional insured shall be the limits which you agreed in that "contract or agreement requiring insurance" to provide for that additional insured, or the limits shown in the Declarations for this Coverage Part, whichever are less. This endorsement does not increase the limits of insurance stated in the **LIMITS OF**

INSURANCE (Section III) for this Coverage Part.

B. The following is added to Paragraph a. of 4. Other Insurance in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):

However, if you specifically agree in a "contract or agreement requiring insurance" that the insurance provided to an additional insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have entered into that "contract or agreement requiring insurance". But this insurance still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the insured when the insured is an additional insured under any other insurance.

C. The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, under a "contract or agreement requiring insurance" with that person or organization. We waive these rights only where you have agreed to do so as part of the "contract or agreement requiring insurance" with such person or organization entered into by you before, and in effect when, the "bodily

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6. Appendix - Certificate of Liability Insurance

COMMERCIAL GENERAL LIABILITY

injury" or "property damage" occurs, or the "personal injury" offense is committed.

D. The following definition is added to DEFINITIONS (Section V):

"Contract or agreement requiring insurance" means that part of any contract or agreement under which you are required to include a person or organization as an additional insured on this Cov-

erage Part, provided that the "bodily injury" and "property damage" occurs, and the "personal injury" is caused by an offense committed:

- a. After you have entered into that contract or agreement;
- b. While that part of the contract or agreement is in effect; and
- c. Before the end of the policy period.

