



ARCHITECTURE INTERIOR DESIGN LANDSCAPE ARCHITECTURE ENGINEERING

November 10, 2025

Jay Tobin, City Administrator
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

E-mailed: jtobin@corcoranmn.gov

RE: Proposal for Corcoran Municipal Facilities Planning – Phase 2

Dear Jay,

On behalf of the BKV Group team, we appreciate and value another opportunity to work with the City of Corcoran to support the City's continued planning of the new city hall, police, and expanded public works facility. We value the opportunity to share our knowledge and experience in support of helping the city determine what direction will ultimately best serve the City's needs.

The scope of this conceptual design exercise will build upon the preliminary work completed by the BKV Group team and provide further site planning, cost estimating, and community engagement regarding the proposed city hall/police facility and public works projects. The result will be a conceptual design package demonstrating the need and proposed solutions that will be used by the City to inform the community of Corcoran who will be deciding on a local ballot measure to support the project's funding.

PROJECT INFORMATION

Based upon our previous planning work, we understand that the project is comprised of the following key features:

1. A proposed new City Hall and Police Facility located off City Center Drive
2. The expansion and renovation of the Public Works campus

SCOPE OF WORK

Based on our understanding from prior conversations with the City's stakeholder group, the tasks we are proposing for Phase 2 are as follows:

DISCOVERY & EXPLORATION

We immerse our team in the Corcoran community by facilitating guided discussion at a kickoff workshop to help gain a deeper understanding of the community and the city's goals and objectives.

We will hold a guided workshop to identify the following:

- Project Framing
- Site Information & History
- Demographics
- Culture & Values
- Comparative Landscape & Precedent Studies
- Opportunities, Challenges & Differentiators
- Brand Characteristics
- Schedule

Our team will assist with defining the project pillars which articulate the core values and guiding principles that define what the project stands for, keeping all stakeholders aligned around a common vision.

CONFIRM NEEDS & VISION

Our team will lead a workshop with the City's stakeholder group to review the previous planning documents and space programs to identify potential phasing, planning efficiencies, and building area savings

- Refined space programs will be prepared to consolidate all new information received for the city hall, police, and public works facility. The final space programs will include a spreadsheet listing staff spaces and department support spaces. The space programs will identify the overall building gross square footage.
- Site plan concepts will be refined based upon the updated space needs. We have included up to two revision cycles for concept design with the City team and/or City Council. As part of the planning process, it is recommended that the city complete a legal site survey of the proposed development parcels.
- We will investigate architectural massing and conceptual design for the city hall and police facility, exploring how the proposed building could enhance the surrounding built environment and be a catalyst for future development within the city center area.
- We will present the planning and design concept with probable project cost to City Council.

DEFINE PROBABLE COST & IMPLEMENTATION SCHEDULE

We will estimate the probable cost to develop the planned project(s) based on the implementation schedule.

- Probable costs will include hard costs such as building construction and typical site development but also project soft costs. Soft costs usually include, but may not necessarily be limited to, professional fees, geotechnical exploration, site surveying, construction phase testing and inspection, and fixtures, furnishings, and equipment.
- We will draft an overall project schedule for implementation of the planned project(s) and phasing.

COMMUNITY ENGAGEMENT

We will work with the City of Corcoran to develop a communication and engagement strategy which may include both in-person and digital platforms for promotion of the project during the City's campaign leading up to the November election. Our proposal includes up to seven community engagement meetings with the anticipated end date for engagement in early August 2026.

- BKV Group & Kraus-Anderson will participate in and facilitate presentations and information gathering sessions with the community of Corcoran. The information received can help to inform the final design in future phases of work.
- Assistance with website development as appropriate

For your consideration we have included an optional service to collaborate with School Perceptions LLC (dba Community Perceptions) to conduct a community-wide survey and data analysis. Community Perceptions is an independent research firm that works with school districts, regional service agencies, as well as local, state, and national government agencies and organizations to help their leaders gather, organize and use data to make strategic decisions. As part of Community Perception's services, they would lead the survey strategy development, survey design, administration, and results reporting.

To understand the needs and priorities of the community, we do not advocate random sampling, a process that, by definition, excludes most members of the community. Instead, Community Perceptions specialize in a process that includes every member of the community. With this approach, respondents are educated about the needs and challenges. We have found that a community survey is a critical first step.

Their process begins with the mailing of a paper survey to all households. A cover letter explains the nature of the survey and encourages the respondent to participate either online or on paper. Additionally, their methodology supports survey administration in multiple languages.

Community Perceptions utilizes proprietary software that generates a one-time-use access code, which ensures no one can take the survey more than once. The paper survey can be completed and mailed back for data entry. Once the survey process is completed, their software will break down the results based on key community subgroups.

After completing nearly 1,300 community projects over the past 23 years, their methodology has proven to be highly predictive and would bring added value to the community outreach efforts for the City of Corcoran.

PROJECT TEAM

BKV Group will provide services associated with discovery, visioning, programming, concept design, graphic design and marketing collateral development, and community engagement. We propose using Oertel Architects to continue the programming and planning efforts for the Public Works facility. Plus, we propose using Kraus-Anderson for project budget development and additional community engagement and project marketing support. All parties will work collaboratively throughout the project as we have with our current project with the City of Corcoran.

COMPENSATION AND SCHEDULE

We propose the following fee for professional services. The fees are based on the project scope as defined above and enumerated as follows:

Conceptual Design & Community Engagement (BKV Group & Oertel Architects)	\$29,170.00
Project Cost Estimating and Engagement Support (Kraus-Anderson)	\$20,000.00
Total Compensation	\$49,170.00
Optional Additional Service (Community Perceptions Survey)	\$10,000.00

We anticipate incurring nominal expenses for printing, postage, mileage, etc. These are invoiced based on actual expenses incurred with no added markups. Services will be invoiced monthly as a percentage of work completed. Invoices are typically dated the 25th of each month.

Thank you again for the opportunity to provide services to the City of Corcoran. We look hope to work with you and all those involved at the City. Please feel free to contact me at your convenience should you have any questions about this proposal. I can be reached at 816-405-7585, or email: pmichell@bkgvgroup.com.

Attn: Jay Tobin, City Administrator
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If the proposal is acceptable, please sign and date below. If required, we will execute a separate formal agreement or amendment to our current agreement with the City. We are available to start this work once we hear from you.

Printed Name & Title

Date

Signature

Sincerely,
BKV Group



Paul Michell, AIA
Partner, Government Practice Leader

cc: Michael Healy BKV Group
 Dustin Phillips Kraus-Anderson
 Andrew Cooper Oertel Architects