



To: Economic Development Authority
From: Mark Kaltsas, Community Development Consultant
Date: January 21, 2026
RE: Downtown Boardwalk Discussion

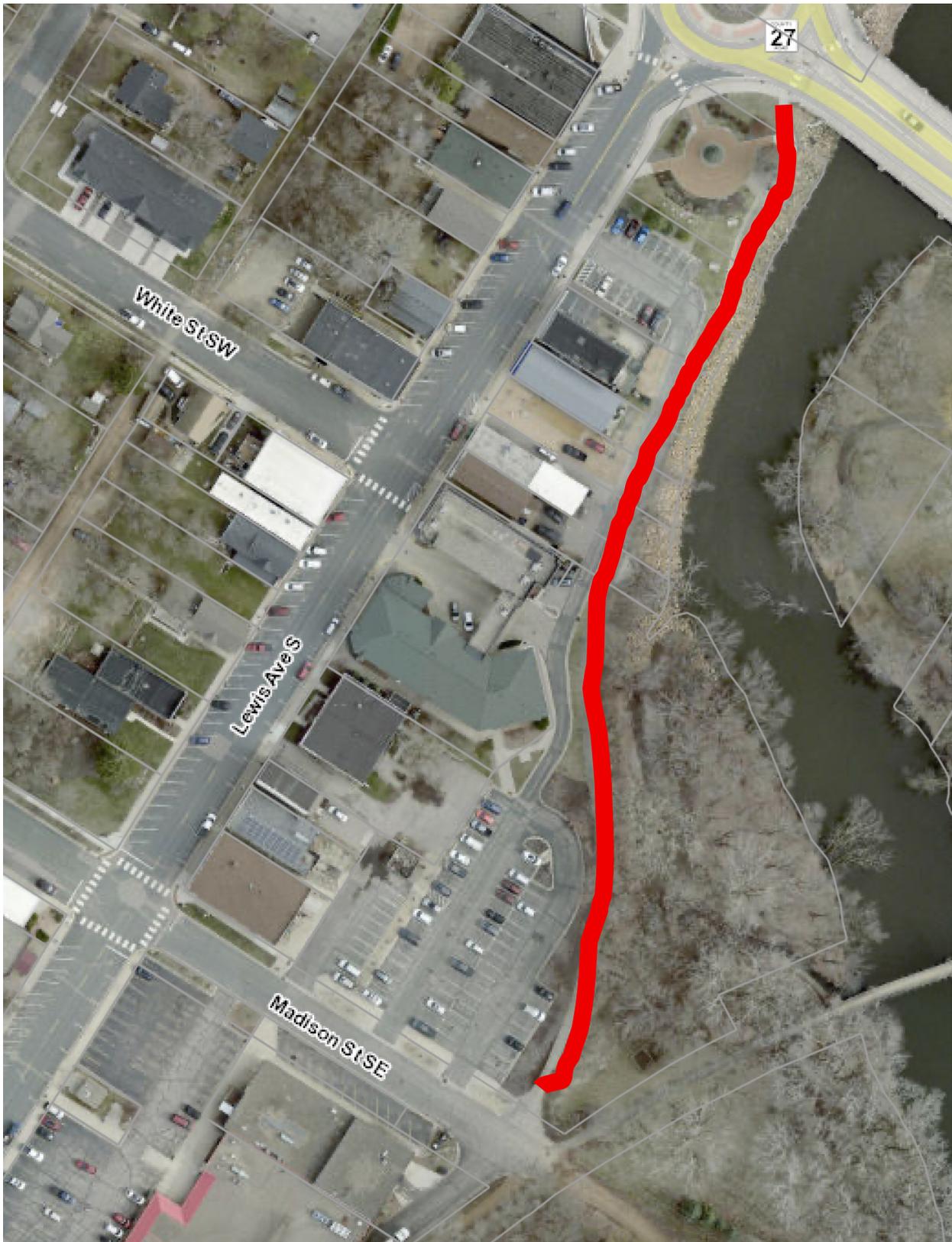
The EDA has discussed the condition, aesthetics and potential of the Boardwalk that runs along the Crow River just east of the commercial buildings on Lewis Ave. S. Staff initially presented information to the EDA in August of last year (presentation attached). Following the presentation and discussion, staff spent some time talking with several architectural firms about providing design and visioning services related to potential changes to the buildings and public right of way along the boardwalk.

The city has long discussed that the boardwalk and the existing buildings should better connect and or relate to the river (arguably the city's biggest amenity). The existing buildings currently do not connect to or have much relationship to the river. Staff discussed the possibility of the EDA work on the development of a vision and potential improvements that would better connect the boardwalk to the downtown buildings and downtown in general. The retention of an experienced architectural group is one way that the EDA could generate the overall vision and individual or specific building improvements. If successful, the EDA could ultimately create or establish a grant/loan program similar to the main street façade program that would help to realize the vision.

Staff met with several architectural firms that have experience with this type of visioning. Based on the meetings and subsequent follow up, staff obtained a proposal from DJR to provide the vision (Small Area Plan) and then potential individual site/building renderings/concepts. DJR is an experienced and well known architectural firm that has done similar visioning for nearby cities such as Victoria (see link to website for work examples and firm information - <https://www.djrarch.com/urban-design-planning>).

Staff would like to review the attached proposal for services with the EDA and discuss the potential of engaging with an architecture firm to assist in developing a vision for the Crow River Boardwalk.

HEART OF THE LUCE LINE TRAIL



Attachments: Proposal for Design Visioning Services, August Boardwalk Presentation

HEART OF THE LUCE LINE TRAIL

309 Lewis Ave. S., P.O. Box 279, Watertown, MN 55388
(952) 955-2681 FAX (952) 955-2695 info@watertownmn.gov www.watertownmn.gov



333 Washington Ave N. / Union Plaza
 Suite 210 / Minneapolis, MN 55401
 612.676.2700 / www.djrarch.com

December 17, 2025

Watertown Economic Development Authority
 Attn: Mark Kalstas

Re: Proposal for Design Visioning Services
 Project Address: Downtown Watertown, MN
 Project Number: 25-123.BD

Dear Mark,

DJR Architecture is pleased to have the opportunity to present you with this proposal for professional design services for a for design services relating to envisioning the connection of Lewis Street to the Boardwalk. These services include Architecture and Urban Planning.

SCOPE OF WORK, DELIVERABLES AND FEES

Visioning Exercise:

Per our conversation with Mark Kaltas on November 18th, the City of Watertown EDA is considering providing design services to the downtown business district building owners to help provide visioning for potential connections and upgrades to their buildings that will encourage the activation and use of the riverfront board walk. Currently there is service road and many back of house functions that may discourage public use of this public amenity. DJR is proposing and a la carte/hourly proposal for services that would allow the EDA to approach the study and visioning of potential interventions in a manner that is sized correctly for what may be evolving needs. The type of services and deliverables that could be provided would include but are not limited to the following:

Services and Deliverables:

- Meetings with the DJR and the EDA (discuss goals and specific deliverables, identify logical points for potential intervention and visioning etc).
- Small Area Plan Document – Including Site plan, documentation of the current business, identifying the recommendations. Creating tiered levels of intervention that could be undertaken by individual business owners or the City of Watertown. (If more information is requested an adjustment of fees will occur).
- Site Visits and Building documentation as needed to create visioning.
- Renderings for potential design interventions/visioning – DJR assumes concept renderings, made from design software and inserted into google earth images. If more photorealistic renderings are determined to be necessary, DJR will bill additional time hourly.
- Floor plan diagrams showing how internal organization could be updated to accommodate public interaction with the properties facing the boardwalk.

FEES (a la carte, or hourly)

Meetings (Virtual)	Hourly (approximate totals shown)	~\$250-500 each	
Meetings (In Person)	Hourly plus reimbursable for travel	~\$500-1,500 each	
Small Area Plan Document	Estimate ~40-50 hours staff time		\$8,000
Site Visits	Hourly plus reimbursable for travel	~\$1,500 each	
Renderings	Billed per occurrence (revisions billed hourly)	\$2,500 each	
Floor Plan Diagrams	Hourly (varies per building type)	~\$2,500 each	
Reimbursables	Allowance		\$500
GRAND TOTAL(NOT INCLUDING A LA CARTE)			\$8,500

PROJECT SPECIFIC TERMS AND CONDITIONS

- Please see the attached “Contract Terms & Conditions”, which is an integral part of this proposal.
- An ALTA Survey in digital format will be provided for our use at the beginning of the concept design phase if available.
- Marketing materials and renderings in addition to those listed above will be considered additional services and provided on an hourly basis at our standard hourly rates.
- All application, mailing and permitting fees are to be paid by Owner.
- Prior to proceeding with any work, DJR requires a signed proposal, which serves as our notice to proceed.
- Reimbursable expenses such as printing, reproduction of documents, express deliveries, mailing, travel / mileage (at the IRS allowable rate) are outside the contract and will be billed at 1.1 times our direct costs.
- This proposal is valid for 30 days.
- We will invoice monthly, and payments are due in thirty (30) days.
- Additional services beyond the scope of this proposal will be billed at our standard hourly rates. We will provide you with a cost estimate for your approval prior to commencement of such work.

We appreciate the opportunity to submit this proposal. Please email or call me with any questions at apederson@djir-inc.com or 612.709.7448

Sincerely,



Amanda Pederson
Associate

Accepted:

City of Water Town EDA Representative Date

TERMS AND CONDITIONS
DJR Architecture, Inc.

Invoices

Invoices will be submitted monthly for services and reimbursable expenses with payment due 30 days after the date of invoice. Unless specifically incorporated into this proposal, we understand that payment for professional services is not contingent upon project financing, land closing, payment from others, governing ordinance, approvals and/ or other contingencies.

The Owner shall provide a written statement within 45 days after the invoice date with any questions regarding the invoice. Failure to provide a written statement shall constitute acceptance of an invoice as submitted.

Invoices shall be considered PAST DUE if not paid within 60 days after the invoice date and shall be subject to interest charges at a rate of 1.5% per month. The Architect may, without waiving any claim or right against the Owner, and without liability whatsoever to the Owner, terminate the performance of the service. Retainers shall be credited on the final invoice.

In the event any portion of an account remains unpaid 120 days after billing, the Owner shall pay cost of collection, including reasonable attorneys' fees.

Reimbursable Expenses

Reimbursable expenses such as printing, reproduction of documents, express deliveries, mailing, long distance telephone charges, travel / mileage (at the IRS allowable rate) is outside the contract and will be billed at 1.1 times our direct costs.

- In-house printing fees are as follows (+ 10% mark-up):

8 ½ x 11 color copy	\$ 2.14 per sheet
11 x 17 color copy	\$ 3.21 per sheet
12 x 18 color copy	\$ 3.71 per sheet
11 x 17 mounted & laminated color board	\$ 10.00 per board
24 x 36 mounted & laminated black & white	\$ 25.00 per board
24 x 36 mounted & laminated color board	\$ 40.00 per board
24 x 36 bond	\$ 1.54 per sheet
30 x 42 bond	\$ 2.25 per sheet
12 x 18 bond	\$ 0.39 per sheet
CD	\$ 50.00 per CD
Specifications (8 ½ x 11)	Printer's cost + 10%

Services outside the basic Scope-of-Work

Unless specifically incorporated into this proposal, the following services are outside the Scope-of-Work: as-built drawings, record drawings, cost estimating, permitting.

Additional Services

Any major changes requested beyond the Scope-of-Work will be billed as an additional service at our standard hourly rates. If, during the term of this agreement, conditions that were not originally contemplated or known to the Architect are revealed, to the effect they affect the scope of services, compensation or schedule, the Owner and Architect will in good faith renegotiate this Agreement to address changed conditions. Additional services may include:

- Changes in the Scope of Services.
- Design of Owner initiated changes to the project during construction, or significant changes to project scope during the design phase, including redesign related to lack of budget and funding for the project.
- Changes due to unknown conditions discovered during excavation or demolition.
- Changes in regulations and codes.
- Changes in the Owner's personnel and/or project team members that may require additional meetings.
- Changes or delays in the project schedule.
- Delays and/or additional requests by jurisdictional authorities.
- Lack of receipt of time sensitive information.
- Additional meetings specifically related to the above items.
- If additional services are required, the Work will be billed at our standard hourly rates per the following fee schedule:

Expert Witness – Court & Mediation Appearance	\$ 350.00
Expert Witness	\$ 275.00

Principal 2	\$ 225.00
Principal 1	\$ 210.00
Associate	\$ 155.00 – \$170.00
Senior Project Manager	\$ 155.00
Project Manager	\$ 145.00
Project Architect	\$ 110.00 – \$135.00
Project Designer	\$ 85.00 – \$130.00
Senior Interior Designer	\$ 140.00 – \$170.00
Interior Designer	\$ 85.00 – \$130.00
Architectural Intern	\$ 75.00
BIM Manager	\$ 105.00
Senior Administrator	\$ 155.00
Administration	\$ 85.00

- Hourly rates are adjusted annually on January 1st.
- If additional services are requested of a Consultant to the Architect (such as engineering services), their services will be billed at 1.1 times to accommodate the coordination required by the Architect.

Hazardous Materials

The Architect is not responsible for the discovery, identification, presence, handling, removal, disposal, or exposure of persons to any hazardous materials of any form. The Owner is responsible for all costs related to investigation and remediation of hazardous materials.

Interruption of Project

If the project is suspended by the Owner for more than 60 days, additional services may apply for the interruption and resumption of the project. If the project is suspended for more than one year, the contract amount will be subject to an equitable adjustment.

Termination of Services

This agreement may be terminated by either party giving written notice to the other party ten days prior to the termination date. DJR Architecture shall be paid for Work complete through the date of termination notice for the services performed at an hourly basis, in addition to reimbursable expenses and termination expenses.

Use of Architect's Drawings

The Drawings, Specifications and other documents prepared by the Architect for this Project are Instruments of the Architect's Service for use solely with respect to this Project. The Architect retains the copyright. The documents shall not be used by the Owner for other projects unless an agreement is made that includes:

- 1) Full payment,
- 2) Hold harmless agreement, and
- 3) A release for a one-time use for a specific project.

Level of Care

Services performed by DJR Architecture, Inc. personnel for this project have been conducted with that level of care and skill ordinarily exercised by members of the profession currently practicing in this area. No warranty, expressed or implied, is made.

Risk Allocation

In recognition of the relative risk, rewards and benefits of the Project to both the Owner and to the Architect, the risks have been allocated so that the Owner agrees that, to the fullest extent permitted by law, the Architect's total liability to the Owner, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed our fee.

If, due to Architect's error, any required item is omitted from the construction documents, the Architect shall not be responsible for paying the costs to add such item to the extent that it would have been otherwise necessary to the Project or adds value or betterment to the Project.

Dispute Resolution

Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall first be negotiated in good faith by the parties of this agreement to reach a resolution to the dispute. If, within 30 days after such negotiation, the parties have not succeeded in negotiating a resolution to the dispute, the parties may submit the dispute to non-binding mediation in accordance with the American Arbitration Association Mediation Department. Requests for mediation shall be filed in writing with the other party to this agreement and with the American Arbitration Association. Such requests for mediation shall be made within a reasonable time and in no event be made after the date when institution of legal or equitable proceedings based on such dispute would be barred by the applicable statute of limitations.

Lien Rights

DJR Architecture gives notice that it retains the right to submit a lien against the subject property in the event of non-payment of invoices. The lien will be prepared and filed in accordance with pertinent laws of the state.

Design/Build Mechanical/ Plumbing/ Electrical

If the Mechanical/ Plumbing/ Electrical work is provided on a Design-Build basis by the General Contractor, then the following shall apply:

- The General Contractor is responsible for the proper coordination of the mechanical, plumbing, and electrical systems, and for the coordination of all work provided by the M/P/E Contractors.
- M/P/E Contractors shall submit plans and product literature for review by the Owner.
- M/P/E Contractors shall not alter the design or intended use indicated in the architectural plans.
- M/P/E work outlined in the contract documents is to be regarded as minimum standards and materials for the Work.
- The Architect shall assume no responsibility for the design of mechanical, plumbing, and electrical systems.

City of Watertown Crow River Boardwalk Enhancement

Proposed Enhancements Overview

EDA Meeting 8.25.2025

Public Parking Lot

- Remove dumpster enclosure and add parking spaces back to parking lot





228 Lewis Ave. S.

- Add landscaping around the building (e.g., grass, flowers)
- Repair or replace stairs
- Paint lower portion of wall and clean exterior walls
- Install new lighting fixtures
- Upgrade exterior utilities with enclosures or aesthetic covers

220 Lewis Ave. S.

- Clear overgrown yard
- Add new landscaping
- Consider adding outdoor seating area
- Replace deck
- Paint back of building
- Install A/C screen and possibly include small trash enclosure



212 Lewis Ave. S.

- Repave the driveway
- Add decorative elements near the garage area to provide visual enhancement
- Paint or landscape along lower portion of building
- Landscape grass area
- Install benches or seating under/around tree

142 Lewis Ave. S.

- Add screening or enclosures for trash bins
- Add planters/landscape along northern building elevation



138 Lewis Ave. S.

- Add screening or enclosures for trash and recycling bins
- Replace deck and stairs
- Replace fence screening area
- Introduce landscaping or planters near the fence and parking area

Unaddressed Lewis Ave. S.

- Consider outdoor seating area with pergola or similar structure
- Improve pavement and parking layout
- Install lighting for safety and mural visibility
- Add landscaping or green buffers between buildings



130 Lewis Ave. S.

- Replace deck
- Paint back of building
- Consider adding windows or new door to back of building
- Add landscaping
- Replace lighting

126 Lewis Ave. S.

(1 of 2)

- Add screening or enclosures for trash and recycling bins
- Replace deck
- Paint back of building
- Pave the parking areas
- Add a window back into the building
- Replace lighting



126 Lewis Ave. S.

(2 of 2)

- New fence (ornamental iron)
- Create outdoor seating area
- Add windows to side of building
- Add pergola structure over a portion of seating
- Add landscaping between parking and outdoor seating
- Introduce landscaping or planters near the fence and parking area

Boardwalk

- Possibly add flags or messaging to light poles and or signage for wayfinding (“downtown Watertown brand”)

