



Empire Block Rehabilitation | Superior, Wisconsin



CITY OF SUPERIOR, WISCONSIN

SUPERIOR DOWNTOWN DESIGN BEST PRACTICES

Timothy L. Meyer, Principal Architect
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MEYER GROUP ARCHITECTURE DULUTH

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OCTOBER 20, 2026

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City of Superior
Attn: Contract Analyst
316 North 14th Street
2nd Floor
Superior, WI 54880

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Ashland, WI 54806
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Dear Jason,

We are pleased to present the credentials of our Design Team for the Superior Downtown Design Best Practices project. As you will see, we are presenting a team with a vast amount of experience in municipal and historic preservation projects. Our experience spans over 38 years and a great range of building types. Meyer Group Architecture has worked extensively on projects in Minnesota, Northern Wisconsin, and throughout the Midwest, and we are proud to have built lasting relationships with many of our clients.

Meyer Group is a multi-disciplinary firm offering a comprehensive range of in-house services, including Architecture, Graphic Design, Interior Design, Landscape Architecture, Planning, Project Management, and Owner's Representation. As the CEO and Principal Architect of Meyer Group, I will serve as the authorized representative for our team. With over 39 years in the building industry, I have held several roles, including owner, CEO, partner, project architect, project manager, and project designer. Alongside my talented team of architects, designers, and project managers, Meyer Group Architecture has the expertise and resources to deliver your project with the highest level of detail and excellence.

Team coordination is essential to us. We take pride in our ability to seamlessly integrate multiple disciplines and building systems, thus eliminating conflicts, construction problems, and delays. By maintaining clear and open communication with all project team members, we ensure that each project meets the highest standards of quality, is delivered on time, and stays within budget. This proposal outlines our vast experience in municipal and historic preservation projects, as well as our overall approach to business and partnership. We hope this demonstrates our qualifications and commitment to excellence.

Meyer Group Architecture has made their own examination, investigation and research regarding the method of doing the work, all conditions affecting the work to be done, the labor, equipment and materials, and the quantity of the work to be performed. We are eager to contribute our design expertise to the City of Superior community, and would be honored to collaborate with you on this important project. Should you need any further information or clarification regarding the details presented in this proposal, please do not hesitate to reach out. I am more than happy to assist in any way.

Sincerely,

Tim Meyer, AIA, CID, NCARB, LEED AP
Principal Architect & CEO
tim.meyer@meyergroupduluth.com



Meyer Group will create responsible, progressive design solutions through a process that surpasses our clients' expectations on all levels.

Meyer Group, P.C. is a multi-disciplinary resource and service based architectural firm. Through our progressive, forward-thinking, planning, and design process, we provide superior quality, responsible, and environmentally friendly design solutions for a range of projects. All aspects of our business are centered on building responsive relationships with our clients.

Meyer Group fills a special niche in the architectural community. Founded by Timothy Meyer, AIA, CID, LEED AP, our business has grown from his vast experience in government, commercial, educational, and tribal architecture. The foundation of Meyer Group is our unparalleled level of commitment to our clients and a deep sense of investment in each project we undertake. With a talented, seasoned, and enthusiastic staff, we extend a unique brand of design to meet the needs of each of our clients.

Our work does not end when we sign off on drawings, or even when the last coat of paint is applied to the inside of a sparkling new building; we provide resources to clients that extend beyond design and architecture. Meyer Group prides ourselves in creating relationships with each of our clients with the respect and responsiveness they give us. When we partner with a client we create a lasting relationship rooted in our tenets of responsiveness and respect.

The importance of respecting our clients is paralleled by our efforts to create designs that also respect the environment. We incorporate the use of rapidly renewable and recycled materials to create value-added designs. We strive to make sure that our work is friendly to the natural environment we build on. This emphasis is critical in our efforts to exercise responsibility toward our clients and communities.

Ownership

Professional Corporation,
Timothy L. Meyer

Established

June 17, 2009

Staffing By Discipline

(1) Licensed Principal Architect & CEO
(1) Registered Architect & Project Manager
(1) Designer III
(3) Designer I
(1) Senior CAD Technician
(3) Administrative Staff

(10) Total Personnel

"Meyer Group is one of the finest architectural firms I have had the opportunity to collaborate with on planning, design and construction over-sight. Tim Meyer and staff are very courteous, detail oriented and highly competent in all phases of project development. I would highly recommend Meyer Group for any and all of your architectural service needs."

- Brian Bisonette
Tribal Historic Preservation Officer and Former Tribal Council Member and
Project Manager – Lac Courte Oreilles Band of Chippewa



REGISTRATIONS

Minnesota #21619, Wisconsin #9462, Michigan #1301056184, North Dakota #2409, Iowa #08873, Certified Interior Designer #C00695, LEED Accreditation 2008, NCARB Certified 2010

EDUCATION

North Dakota State University
Bachelor of Architecture
Bachelor of Environmental Design

St. Cloud University
Pre-Engineering

EXPERIENCE

39 Years | MGA: 17 Years

PROFESSIONAL AFFILIATIONS

AIA Minnesota - State Board of Directors
(1998 - 2001; 2010 - 2011)

MEYER GROUP ARCHITECTURE DULUTH

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tim.meyer@meyergroupduluth.com

TIM MEYER

AIA, CID, NCARB, LEED AP, PRINCIPAL ARCHITECT

Tim is a registered Architect/Interior Designer/ LEED-Accredited Architect with over 39 years of experience as a partner, project architect, project manager and project designer. Tim began his work in the Duluth-Superior area as a project designer, project manager, project architect and partner specializing in Indian gaming and tribal community development projects. Tim led the tribal community development market segment that he developed at a previous firm. His primary roles included client relations, business development, involvement in firm management and overall project management. In 2009, Tim's vast architectural experience led him down an entrepreneurial path and he founded the Meyer Group, a service-based architectural firm specializing in environmentally-sound progressive design solutions.

PROJECTS

Empire Block Rehabilitation

Superior, Wisconsin

City of Virginia – Downtown Restoration Projects

Virginia, Minnesota

The West Theatre Restoration

Duluth, Minnesota

Bachand Group Headquarters

Superior, Wisconsin

City of Superior – Carnegie Library Roof Replacement

Superior, Wisconsin

City of Ironwood – Carnegie Library Addition

Ironwood, Michigan

Douglas County Humane Society

Superior, Wisconsin

Lac Courte Oreilles New Post Community Park

Hayward, Wisconsin

Lac Courte Oreilles Kinnamon Cultural Center

Hayward, Wisconsin

Bois Forte Land Use Master Plan *

Tower, Minnesota

City of Ely – City Hall Addition & Restoration

Ely, Minnesota

Cook County – Family YMCA

Grand Marais, Minnesota

City of Ashland – Vaughn Literary Park

Ashland, Minnesota

City of Ironwood – Carnegie Library Renovation

Ironwood, Michigan

City of Sandstone – “Imagine Sandstone” Redevelopment

Sandstone, Minnesota

Duluth Public Library – Pre-Design & Master Plan

Duluth, Minnesota

Duluth Public Library – Restroom Renovation

Duluth, Minnesota

Ely Public Library

Ely, Minnesota

City of Duluth – Lincon Park Renee Van Nett Pavilion

Duluth, Minnesota

Barnum City Center

Barnum, Minnesota

Anoka County Park Pavilions

Andover, Minnesota

Calumet Village Hall

Calumet, Minnesota

TIM MEYER

COMMUNITY INVOLVEMENT

A long-standing community advocate, Tim is a former member of the Duluth Historic Preservation Commission and currently serves as President and a professional member of the City of Superior Historic Preservation Commission. He has also served on the Superior Public Museums Board of Directors and the Fairlawn Mansion Board of Directors. In addition, Tim serves on the Minnesota Board of AELSLAGID Licensing and the Community Action Duluth Board. While the Chair of the Superior Historic Preservation Commission, Tim was involved with the decision making process on the future of the Princess Theater site.

- **City of Duluth – Planning Commission**
(2013 – 2021)
- **City of Superior – Historic Preservation Commission Member**
(2018 – PRESENT)
- **APEX Economic Development Member**
- **City of Duluth – HRA Commission**
(2021 – 2026)
- **City of Duluth – Historic Preservation Commission Member**
Two Terms
- **City of Superior – Public Museums Board**
- **AIA Northern Minnesota**
(2009 – PRESENT)
- **Community Action Duluth – Chairman**
(2026 – PRESENT)
- **Western Lake Superior Habitat for Humanity – Vice President/Treasurer**
(2025 – PRESENT)
- **Minnesota Board of AELSLAGID Licensing**
(2022 – 2025)
- **City of Duluth – Public Arts Commission**
- **City of Duluth – Waterfront Review Board**





REGISTRATIONS

Minnesota #59157, NCARB

EDUCATION

North Dakota State University
Master of Architecture
Bachelor of Science in
Environmental Design

EXPERIENCE

13 Years | MGA: 10 Years

PROFESSIONAL EXPERIENCE

Freelance Work (Subcontractor)
Designer/Draftsman
(August 2014 - October 2015)

Robert A. Berquist Architect
Designer
(May 2012 - August 2014)

Steve C. Martens Architect
Architectural Intern
(June 2011 - August 2011)

MEYER GROUP ARCHITECTURE DULUTH

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erik.schwarzkopf@meyergroupduluth.com

ERIK SCHWARZKOPF

NCARB, PROJECT MANAGER, REGISTERED ARCHITECT

Erik Schwarzkopf is a graduate of North Dakota State University. He completed his Master in Architecture in 2013, is a registered architect, and has twelve years of experience in the Architecture industry. Erik chose the profession of architecture with the intention of making a positive difference in the community. He currently acts as Meyer Group's project manager where he specializes in client relations, budgeting, and scheduling.

PROJECTS

Empire Block Rehabilitation

Superior, Wisconsin

The West Theatre Restoration

Duluth, Minnesota

Bachand Group Headquarters

Superior, Wisconsin

City of Superior – Carnegie Library Roof Replacement

Superior, Wisconsin

City of Ironwood – Carnegie Library Addition

Ironwood, Michigan

City of Ashland – Vaughn Literary Park

Ashland, Minnesota

Anoka County Park Pavilions

Andover, Minnesota

Ashland County Public Health & Human Services Pre-Design

Ashland, Wisconsin

Bad River Old Clinic Renovation & Addition

Odanah, Wisconsin

Barnum City Center

Barnum, Minnesota

Calumet Village Hall

Calumet, Minnesota

City of Duluth – Lincoln Park Renee Van Nett Pavilion

Duluth, Minnesota

City of Ironwood – Carnegie Library Renovation

Ironwood, Michigan

City of Sandstone – “Imagine Sandstone” Redevelopment

Sandstone, Minnesota

City of Superior – Municipal Services Building Space Needs & Concept Design

Superior, Wisconsin

City of Walker Amphitheater Concept Pre-Design

Walker, Minnesota

City of Walker – Public Library Interior Design

Walker, Minnesota

City of West Fargo – Salt & Brine Storage Building

West Fargo, North Dakota

Cloquet Public Library Addition & Renovation

Cloquet, Minnesota

Cook County Community Center – Renovation & Childcare Addition

Grand Marais, Minnesota

Cook County Hovland Public Works Facility

Hovland, Minnesota

Cook County Ice Rink & Warming House

Grand Marais, Minnesota

Duluth Public Library – Restroom Renovation

Duluth, Minnesota

State of WI DNR – Pattison State Park Multi Building Window Replacement

Superior, Wisconsin

REPRESENTATIVE PROJECTS

Empire Block Rehabilitation

Superior, Wisconsin
(WISCONSIN HISTORICAL SOCIETY
PRESERVATION AWARD)

Categories	Commercial, Historic Preservation, Housing
Services	Architecture, Interior Design, SHPO
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$4,300,000
Project Size	10,000 Sq Ft
Completion Date	2018

Meyer Group Architecture guided the rehabilitation of the Empire Block to meet the Secretary of the Interior's Standards and qualify for historic tax credits. The project included historically accurate window replacement, restoration of the late-1800s façade, and interior renovations for retail and residential use, along with roofing, masonry, carpentry, painting, and lead abatement. The work preserved the building's historic character while adapting it for modern use and supporting downtown Duluth's economic and cultural vitality.



City of Virginia – Downtown Restoration Projects Virginia, Minnesota

Categories	Commercial, Historic Preservation, Municipal
Services	Architecture, SHPO
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	N/A
Project Size	N/A
Completion Date	N/A

Meyer Group Architecture worked on behalf of the City of Virginia on the Virginia Downtown Restoration Projects. Numerous downtown buildings were revitalized with new storefronts, roof replacements, and a variety of other maintenance work. Meyer Group Architecture worked with the State Historic Preservation Office to facilitate the design requirements that needed to be met in order to maintain the integrity of Downtown Virginia's historic designation as the Virginia Commercial Historic District which was first designated in 1997 and recognizes 78 contributing properties primarily built between 1900 and 1941.



The West Theatre Restoration

Duluth, Minnesota

(DULUTH PRESERVATION ALLIANCE AWARD)

Categories	Commercial, Historic Preservation
Services	Architecture, Interior Design
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$1,000,000
Project Size	6,684 Sq Ft
Completion Date	2019

Meyer Group Architecture was selected to assist in the restoration of the West Theater, one of only two remaining Art Deco-style theaters in the Duluth-Superior area. Constructed in 1937, the theater had a rich history of operation, and the project focused on restoring its original Art Deco aesthetic and marquee sign to recapture its historic charm. Upon completion, the venue hosted classic and alternative films, live music, and community events, creating a vibrant cultural hub for audiences of all ages in the Denfeld neighborhood.



Bachand Group Headquarters

Superior, Wisconsin

Categories	Commercial
Services	Architecture, Interior Design
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	N/A
Project Size	10,500 Sq Ft
Completion Date	2016

The Bachand Group of Superior, Wisconsin contracted Meyer Group Architecture to design their new headquarters situated prominently on the corner of Tower Avenue and N 8th Street in downtown Superior. The Bachand Group was in need of consolidating their various growing business ventures into one building in an effort to facilitate a more efficient and cohesive business model. The building was designed to gather under one roof all three divisions of realty services that the Bachand Group offers. It stands as an enduring testament to the Bachand Group's business.



City of Superior – Carnegie Library Roof Replacement Superior, Wisconsin

Categories	Historic Preservation, Municipal
Services	Architecture
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$25,000
Project Size	N/A
Completion Date	2023

The City of Superior purchased the long-vacant Carnegie Library in 2022, recognizing its historic significance to the community. Meyer Group Architecture was hired to develop construction documents for the roof replacement, prioritizing historic preservation throughout the design process to protect and restore this landmark building for future use.



City of Ironwood – Carnegie Library Addition Ironwood, Michigan

Categories	Historic Preservation, Municipal
Services	Architecture, Interior Design, Construction Administration
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$750,000
Project Size	1,000 Sq Ft Addition
Completion Date	June 2026

Meyer Group Architecture was hired to design a 1,000 S.F. addition to the historic Ironwood Carnegie Library, listed on the National Register of Historic Places in 2011. The design incorporates a breezeway connection that respects historic preservation standards while enhancing functionality. The new space is planned as a flexible area to accommodate the children’s collection and library programming, with site layout and traffic flow carefully considered to ensure accessibility and ease of use.



Douglas County Humane Society Superior, WI

Categories	Municipal
Services	Construction Administration
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$2,800,000
Project Size	12,000 Sq Ft
Completion Date	2015

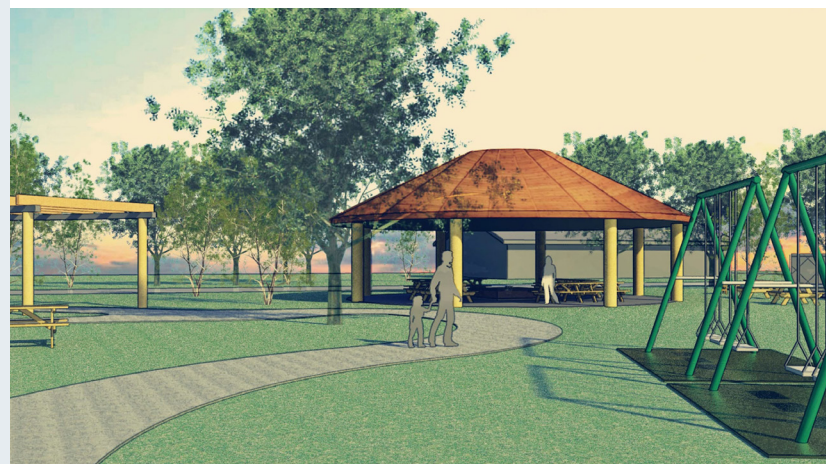
Meyer Group Architecture, in association with Animal Arts Inc., provided contract and construction administration services for the City of Superior on the new Superior/Douglas County Animal Shelter. The firm's responsibilities included construction observation, contract administration, and project management throughout the construction phase. The new facility consolidates city and county animal services into a state-of-the-art animal care and adoption center.



Lac Courte Oreilles New Post Community Park Hayward, WI

Categories	Tribal, Landscape, Parks & Rec
Services	Architecture, Master Planning, Project Management
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$15,000,000
Project Size	50,000 Sq Ft
Completion Date	2013

The Lac Courte Oreilles Band of Lake Superior Chippewa proposed a new community park in New Post, WI, with a master plan divided into three phases. Phase one includes a basketball court (currently under construction) and a children's playground on the north end. Phases two and three will add a pavilion, walking paths, and a volleyball court on the south end. Meyer Group provided Project Management, Architecture, Bidding, and Construction Administration services. A dedication Pow Wow was held in June 2013, with work including new drum arbors, calling stands, seating areas, sod, and landscaping.



Lac Courte Oreilles Kinnamon Cultural Center Hayward, WI

Categories	Tribal, Education, Interior Design, Historic Preservation, Landscape
Services	Architecture, Historic Preservation, Interior Design, Landscape
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$850,000
Project Size	2,400 Sq Ft
Completion Date	2016

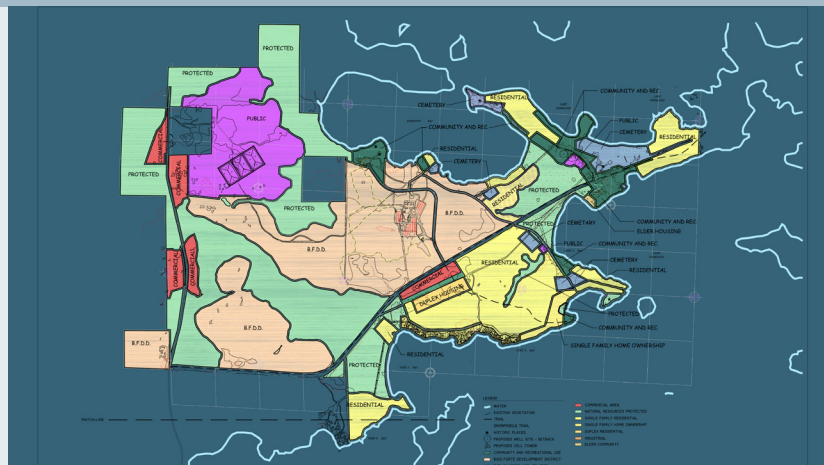
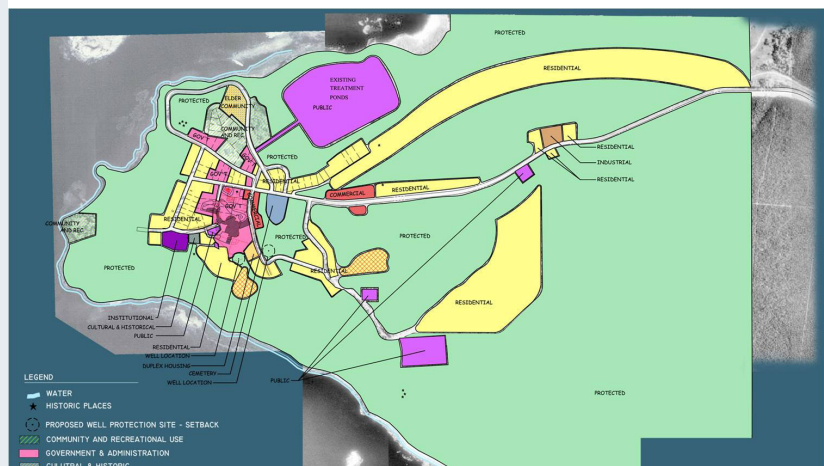
The Lac Courte Oreilles Band of Chippewa sought to preserve a 2,400 Sq Ft multi-level school building, originally constructed in 1925 and abandoned since the 1960s. The restored building will be adaptively reused as a Visitor Center, Museum, and Gift Shop to house historic tribal items. This project supports local tourism, provides a space for tribal businesses and artists, and preserves the historic character of the original structure. We are proud to be part of restoring this beloved building to its former state.



Bois Forte Land Use Master Plan Tower, MN (WITH PREVIOUS FIRM)

Categories	Tribal, Landscape, Parks & Rec
Services	Master Planning
Project Cost	\$3,000,000
Project Size	N/A
Completion Date	N/A

This comprehensive land-use plan was developed on behalf of the Bois Forte Band of Chippewa Tribal Government. Team members from KOA, including Tim Meyer, and S.A.S. & Associates conducted community meetings in the Bois Forte communities of Vermilion and Nett Lake, Minnesota in an effort to gather community input and opinions regarding land-use issues in the reservation community. In conjunction with the Bois Forte Tribal Government, community input was integrated into the development of land use policy, planning, and development of a land-use permit process. The plan aids in directing all land-use development within the reservation community.



City of Ely – City Hall Addition & Restoration Ely, MN

Categories	Historic Preservation, Municipal
Services	Architecture, Interior Design
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$1,100,000
Project Size	22,600 Sq Ft
Completion Date	2015

Meyer Group Architecture developed construction documents for the renovation of Ely's historic 1930 Art Deco City Hall. The project added an accessible entrance, stair tower, elevator, and Police Department garage, designed to complement the building's style and scale. Interior updates modernized the facility for public use while preserving historic finishes, with sustainable materials, energy-efficient systems, and enhanced security integrated throughout.



Cook County – Family YMCA Grand Marais, MN

Categories	Education, Municipal, Parks & Recreation
Services	Architecture, Interior Design, Master Plan, Programming, Community Engagement
Firm On Record	Meyer Group Architecture
Team Manager	Timothy Meyer - Architect/ Project Manager
Project Cost	\$3,600,000
Project Size	36,747 Sq Ft
Completion Date	2017

Meyer Group Architecture, in association with JLG Architects, worked with the Duluth Family YMCA and Cook County to design the Cook County Family YMCA. The \$9.5 million, 38,000 S.F. addition is attached to Cook County High School. Following a 2009 public meeting and programming assessment, the facility was designed to include a gymnasium, aquatic center, wellness and fitness center, walking/running track, physical therapy, child care, meeting spaces, field house, full-service kitchen, youth area, locker facilities, and multi-purpose recreation space. The facility strengthens the partnership between the City of Grand Marais, ISD 166, and the Duluth YMCA.





CITY OF SUPERIOR, WISCONSIN – DOWNTOWN FAÇADE AND STREETScape BEST PRACTICES GUIDE

Project Understanding and Approach

Meyer Group Architecture understands that the City of Superior is seeking more than a design guide; the City needs a practical, visually compelling, and community-supported tool to guide the continued revitalization of downtown. Centered on Tower Avenue and extending into surrounding areas, this effort will establish clear expectations for building rehabilitation, façade improvements, compatible infill development, streetscape enhancements, signage, lighting, and other elements that contribute to a cohesive downtown environment.

Superior's downtown reflects its history, architectural diversity, commercial activity, and connection to the surrounding community. The challenge is to preserve the historic character that makes downtown distinctive while providing property owners and developers with realistic, achievable options for reinvestment. Our approach will emphasize the relationship between individual buildings and the larger streetscape, recognizing that successful revitalization depends on both the quality of individual properties and the continuity of the public realm.

Meyer Group Architecture will work collaboratively with City staff, the Superior Business Improvement District, the Chamber of Commerce, property owners, business owners, residents, and other stakeholders to develop a guide that reflects the community's priorities and supports the City's long-term vision. The resulting document will balance preservation, economic development, design quality, and practical implementation.

The final guide will be written and illustrated for everyday use by property owners, developers, design professionals, City staff, and elected officials. Recommendations will be specific enough to establish meaningful design direction while remaining flexible enough to accommodate the variety of building types, uses, budgets, and architectural styles found throughout downtown.

Background Research and Existing Conditions Assessment

Our process will begin with a review of the City's comprehensive plan, zoning ordinances, applicable design standards, historic preservation resources, redevelopment plans, and other relevant documents. We will examine how existing policies address downtown character, building improvements, signage, site design, streetscape development, and public and private investment.

This review will help identify opportunities to clarify existing expectations, address gaps in current guidance, and establish recommendations that can support future zoning ordinance updates. We will also consider applicable Wisconsin Department of Transportation requirements where state highways or transportation facilities influence downtown streetscape design, access, signage, landscaping, lighting, and pedestrian accommodations.

An on-site assessment will document representative building types, architectural styles, historic features, storefront configurations, façade conditions, materials, building heights, setbacks, streetscape elements, pedestrian connections, and development patterns. Particular attention will be given to the visual qualities that define Superior's downtown, including the relationship between upper-story façades and ground-floor storefronts, the rhythm of building entrances and windows, and the continuity of street-facing building walls.

The assessment will identify common design challenges, opportunities for improvement, and examples of successful existing features that should be retained or reinforced. We will distinguish between historically significant character-defining elements and later alterations that may detract from a building's architectural integrity.

The findings will provide the foundation for design recommendations that respond to actual downtown conditions rather than relying on generic design standards.



Community Engagement and Stakeholder Coordination

Community participation will be integrated throughout the project to ensure the guide reflects local priorities and can be implemented effectively. Meyer Group Architecture will coordinate with City staff to establish a clear engagement process, identify key stakeholders, and determine the most productive methods for gathering feedback.

Our engagement process will include:

- **Project kickoff meeting:** Confirm project goals, schedule, roles, communication procedures, deliverables, and the City's priorities for downtown revitalization.
- **Downtown tours:** Review existing conditions with City representatives and document significant buildings, streetscape conditions, and opportunities for improvement.
- **Public-body meeting:** Present the project approach and gather direction from the Common Council, Plan Commission, or other designated City body in accordance with applicable open meetings requirements.
- **Two stakeholder sessions:** Engage representatives of the Business Improvement District, Chamber of Commerce, property owners, business owners, and other identified community partners.
- **Two public sessions:** Gather community perspectives on downtown character, desired improvements, preservation priorities, and practical concerns regarding future development.
- **Draft review meeting:** Present the draft guide and façade recommendations, discuss proposed revisions, and confirm the direction for the final document.

We will prepare meeting agendas, presentation materials, attendance records, meeting summaries, and documentation of public comments. A written summary will explain how stakeholder and public feedback influenced the recommendations.

Engagement will focus on identifying shared priorities while recognizing that individual stakeholders may have different needs and perspectives. We will help translate those perspectives into clear design principles and practical recommendations, with the City retaining final authority over policy direction.

Development of the Downtown Best Practices Guide

Using the existing conditions assessment and community input, Meyer Group Architecture will prepare a comprehensive, illustrated best practices guide addressing both private properties and public streetscapes.

The guide will be organized for easy reference and will use photographs, diagrams, annotated examples, and clear written explanations to communicate recommended practices. Where useful, we will illustrate both preferred approaches and common design mistakes so property owners can readily understand the intent of each recommendation.

The guide will address the following areas:

Block Face and Site Design: Recommendations will establish principles for building placement, street frontage, pedestrian access, entrances, parking relationships, landscaping, and the continuity of the downtown streetscape. The goal will be to reinforce a pedestrian-oriented environment and maintain the established pattern of downtown development.

Building Design, Massing, and Façade Composition: Guidance will address building height, proportions, articulation, window placement, entrances, storefront organization, upper-story treatments, and the relationship between adjacent buildings. Recommendations will encourage compatible infill and additions without requiring new construction to imitate historic architecture.

Historic Preservation and Rehabilitation: The guide will identify character-defining features and explain appropriate approaches to preserving, repairing, and restoring historic buildings. It will address storefront preservation, masonry repair, window replacement, façade alterations, reconstruction, and the treatment of previously modified buildings. Recommendations will emphasize retaining significant original materials and features wherever feasible and distinguishing appropriate rehabilitation from alterations that diminish historic character.

Materials and Architectural Details: Guidance will address appropriate exterior materials, colors, trim, detailing, and material transitions. Recommendations will encourage durable, context-sensitive choices that respect the scale and character of downtown while accommodating contemporary construction methods.

Lighting and Signage: The guide will provide direction for pedestrian-scale lighting, façade illumination, sign placement, sign dimensions, mounting methods, and visual compatibility. Recommendations will promote visibility and business identification while avoiding excessive glare, clutter, and conflicts with architectural features.

Streetscape and Public Properties: Recommendations will address pedestrian amenities, street furnishings, landscaping, lighting, public spaces, and the relationship between buildings and the public right-of-way. We will consider accessibility, maintenance, durability, and coordination with applicable transportation requirements.

Throughout the guide, we will distinguish between best practices, recommended design options, and considerations that may be subject to applicable codes or regulations. This distinction will help the City communicate expectations without inadvertently presenting every design recommendation as an enforceable requirement.

The document will also be structured to support future updates to zoning ordinances and related policies. Clearly organized design principles and illustrations will provide a foundation for the City to determine which recommendations should remain advisory and which may eventually be incorporated into formal regulations.

Individual Façade Recommendations for Up to 15 Buildings

To demonstrate how the best practices can be applied to real properties, Meyer Group Architecture will prepare individualized façade recommendations for up to 15 downtown buildings.

In coordination with the City, we will identify candidate properties that represent a range of building types, conditions, architectural character, and improvement opportunities. We will coordinate with property owners and obtain the required permissions before commencing work on each property.

For each selected building, we will document existing conditions and develop practical, visually communicated improvement concepts. Recommendations will be tailored to the individual building while reinforcing the broader downtown design objectives.

Each façade recommendation will include:

- Photographs documenting existing conditions.
- Before-and-after imagery illustrating the proposed improvements.
- A written description of recommended façade enhancements and relevant design principles.
- Graphics identifying proposed changes to storefronts, windows, entrances, materials, colors, signage, lighting, architectural details, or other applicable elements.
- Identification of historic features to retain, repair, restore, or appropriately reconstruct.
- Suggested next steps for implementation, including additional design work, coordination, approvals, and potential phasing where applicable.

The recommendations will emphasize achievable improvements that can help property owners make informed investment decisions. Where appropriate, we will identify opportunities to prioritize high-impact improvements, complete work in phases, and avoid unnecessary removal of serviceable historic materials.

These concepts will be planning-level recommendations rather than construction documents. They will provide a visual starting point for future property improvements and help demonstrate how the best practices guide can be used consistently across downtown.



If the City elects to expand the program beyond the initial 15 buildings, Meyer Group Architecture will provide a clearly identified per-building fee for additional façade recommendations. Additional work will include coordination with the City and consideration of in-person meetings with individual property owners as requested.

Draft Review, Revisions, and Final Deliverables

Following preparation of the draft guide and façade recommendations, we will meet in person with City representatives and stakeholders to present the materials, explain the design rationale, and gather consolidated feedback.

We recognize the importance of ensuring that the final document is both visually effective and practical for implementation. Our review process will therefore focus on the clarity of the recommendations, consistency with City policy objectives, responsiveness to community input, and ease of use by property owners and developers.

The base scope will include at least two rounds of consolidated City comments and revisions. We will maintain a coordinated review process to address comments systematically, resolve conflicting recommendations, and document how the final direction reflects City priorities and stakeholder feedback.

The final deliverables will include a polished, illustrated downtown façade and streetscape best practices guide; individualized façade recommendation packages for up to 15 approved buildings; and a written summary documenting stakeholder and public engagement and explaining how feedback was incorporated.

Implementation and Long-Term Value

Meyer Group Architecture will approach this project with an emphasis on creating a useful, lasting resource for the City of Superior. A successful guide should do more than describe desirable design outcomes: it should help property owners understand what improvements are appropriate, help developers anticipate the City's expectations, and help City staff communicate design objectives consistently.

By combining community engagement, on-site documentation, historic preservation principles, illustrated design guidance, and building-specific recommendations, the project will establish a common framework for downtown improvements while respecting the individuality of Superior's historic buildings.

The completed guide will support future redevelopment, new construction, building additions, historic rehabilitation, grant programs, and financial incentives. It will also give the City a foundation for evaluating future policy and zoning updates.

Our objective is to help Superior strengthen the architectural character and pedestrian experience of downtown while encouraging reinvestment that is practical, context-sensitive, and achievable for the people and businesses that make the community distinctive.



CITY OF SUPERIOR, WISCONSIN – DOWNTOWN FAÇADE AND STREETScape BEST PRACTICES GUIDE

Project Duration: January 4, 2027 – April 30, 2027

• **Week 1: January 4–8, 2027 | Project Kickoff and Document Review**

- Conduct project kickoff meeting with City staff to confirm goals, scope, schedule, communication procedures, and project priorities.
- Review the City’s comprehensive plan, zoning codes, redevelopment plans, historic preservation resources, and other applicable planning documents.
- Identify key stakeholders, potential façade study properties, and applicable Wisconsin Department of Transportation requirements.
- **Deliverable:** Confirmed project work plan, schedule, and stakeholder engagement strategy.

• **Weeks 2–3: January 11–22, 2027 | Downtown Tours and Existing Conditions Assessment**

- Conduct on-site downtown tours with City representatives.
- Photograph and document representative buildings, storefronts, architectural details, streetscape conditions, signage, lighting, and pedestrian connections.
- Identify historic character-defining elements, common façade challenges, compatible infill opportunities, and potential improvements to public and private properties.
- Coordinate with property owners to obtain permission for the proposed façade recommendation studies.
- **Deliverable:** Existing conditions documentation and preliminary list of candidate buildings for façade recommendations.

• **Week 4: January 25–29, 2027 | Public-Bodies Meeting and Initial Findings**

- Prepare presentation materials and meeting agenda.
- Attend one meeting with the Common Council, Plan Commission, or other designated City body to present initial findings and establish project goals and desired outcomes.
- Confirm priorities for the best practices guide and identify issues requiring additional stakeholder input.
- **Deliverable:** Summary of initial findings, meeting outcomes, and confirmed design priorities.

• **Weeks 5–6: February 1–12, 2027 | Stakeholder and Public Engagement**

- Conduct the first stakeholder session with representatives of the Superior Business Improvement District, Chamber of Commerce, property owners, business owners, and other community partners.
- Conduct the first public session to gather input on downtown character, preservation priorities, streetscape improvements, and redevelopment opportunities.
- Prepare agendas, presentation materials, attendance records, and meeting summaries.
- Incorporate initial feedback into the development of design principles.
- **Deliverable:** Stakeholder and public engagement summaries and preliminary design principles.

• **Weeks 7–8: February 15–26, 2027 | Draft Best Practices Guide and Façade Concepts**

- Prepare the initial draft of the downtown façade and streetscape best practices guide.
- Develop recommendations addressing block face design, site design, building massing and composition, historic preservation, materials, lighting, signage, and streetscape design.
- Develop preliminary façade improvement concepts for up to 15 approved buildings, including existing-condition photographs and proposed before-and-after imagery.
- Conduct the second stakeholder session and second public session to review emerging design recommendations and gather additional feedback.
- **Deliverable:** Preliminary design recommendations and initial façade concept materials.

• **Weeks 9–10: March 1–12, 2027 | Draft Document Preparation**

- Refine the best practices guide based on stakeholder and public input.
- Complete building-specific façade recommendation graphics and written descriptions.
- Identify implementation steps, potential phasing considerations, and relevant coordination or approval requirements.
- Prepare a written summary explaining how public and stakeholder feedback was incorporated.
- **Deliverable:** Complete draft best practices guide and façade recommendation packages for City review.

• **Week 11: March 15–19, 2027 | Draft Review Meeting**

- Conduct an in-person meeting with City staff and stakeholders to present and review the draft guide and façade recommendations.
- Discuss the clarity, feasibility, and consistency of the recommendations with the City’s goals.
- Collect and consolidate City comments and identify revisions needed before finalization.
- **Deliverable:** Draft review presentation and consolidated first-round comments.

• **Week 12: March 22–26, 2027 | First Revision Round**

- Revise the draft guide and façade recommendations based on the first consolidated round of City comments.
- Verify consistency between the general design guidance and individual building recommendations.
- Submit the revised documents for the second round of consolidated City review.
- **Deliverable:** Revised draft guide and façade recommendation packages.

• **Week 13: March 29–April 2, 2027 | Second Revision Round**

- Review and incorporate the second round of consolidated City comments.
- Refine graphics, written recommendations, layout, and implementation guidance.
- Confirm the document appropriately distinguishes design best practices from applicable regulatory requirements.
- **Deliverable:** Near-final guide and façade recommendation packages.

• **Weeks 14–15: April 5–16, 2027 | Final Coordination and Quality Review**

- Complete final coordination with City staff.
- Verify that required project elements, meeting documentation, façade recommendations, and public feedback summaries are included.
- Conduct editorial, graphic, and consistency reviews.
- Prepare the final document package for submission.
- **Deliverable:** Final review-ready document package.

• **Weeks 16–17: April 19–30, 2027 | Final Revisions and Submission**

- Address any final agreed-upon corrections and complete document formatting.
- Prepare final digital files of the best practices guide, façade recommendation packages for up to 15 buildings, and public engagement summary.
- Submit the completed project documents to the City of Superior.
- **Final Milestone: April 30, 2027 — Final document package due.**

Schedule Assumptions: The schedule assumes timely City direction, consolidated review comments, stakeholder availability, and property-owner permissions. The City will assist with stakeholder coordination and property-owner introductions as needed. Delays in obtaining property permissions or receiving consolidated feedback may require adjustments to intermediate milestones; the April 30, 2027 final delivery date will remain the target completion date.

8. Professional Services

Date: 10/20/2026

City of Superior, Wisconsin

I/we, the undersigned, being familiar with your local conditions, having made a field inspection and investigation that I/we deemed necessary, having studied the scope of work and being familiar with all the factors and other conditions affecting the work, are hereto attaching the following documents:

- 1) Subcontractors List
- 2) Addenda Acknowledgment
- 3) Qualification & Evaluation Checklist
- 4) References

I/we, the undersigned, hereby propose to furnish all labor, tools, materials, skills, equipment and all else necessary to complete the work, in accordance with the specifications, and are hereby submitting the following proposal:

Total Cost (Not-to-Exceed): \$ 49,000

Amount in written figures: Forty-Nine Thousand

Completion Date: 04/30/2027 (date)

Interested firms may, at their discretion, suggest additional services not explicitly requested by this RFP. Proposals should include line-item costs for additional services. Please note that additional services may or may not be awarded by the City and that costs for additional services are excluded from the base proposal.

SIGNATURE Timothy L. Meyer Date 10/20/2026

Print Name Timothy L. Meyer

Name of Company Meyer Group Architecture

Address 306 West Superior St, Suite #1600, Duluth, MN 55802

Phone (218) 727-1330 Fax N/A

E-mail Address tim.meyer@meyergroupduluth.com

9. **Subcontractors Listing** (Must be submitted with proposal.)

Superior Downtown Design Best Practices

The undersigned agrees to employ the following listed **subcontractors** for the following enumerated classes of work and not to alter or add to such list without the written consent of the City of Superior, WI. Use separate sheet as necessary.

	<u>SUBCONTRACTOR</u>	<u>CLASS OF WORK</u>
1)	<u>N/A</u>	<u></u>
2)	<u></u>	<u></u>
3)	<u></u>	<u></u>
4)	<u></u>	<u></u>
5)	<u></u>	<u></u>

Submitted by: COMPANY Meyer Group Architecture
ADDRESS 306 West Superior St, Suite #1600, Duluth, MN 55802
COMPANY REPRESENTATIVE Timothy L. Meyer

10. Addenda Acknowledgement (Must be submitted with Proposal)

Superior Downtown Design Best Practices

I/we hereby acknowledge receipt of the following addenda(s):

Addendum No. <u>1</u>	Dated <u>September 29, 2026</u>
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the site where the work is to take place, and the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

* If no addenda were issued, the consultant/firm shall so indicate and sign this document.

Meyer Group Architecture
Company

Timothy L. Meyer
Representative Signature

11. Qualification Evaluation Checklist

Owner: Meyer Group Architecture

Contact Person: Timothy L. Meyer

Address: 306 West Superior St, Suite #1600

City: Duluth State: MN

Zip: 55802

Telephone: (218) 727-1330

Instructions:

1. When filling out the checklist check "YES" only to those services provided "in-house" by your firm (or prior experience of key personnel anticipated to perform a substantial amount of the project work) and check "SUB" for services you intend to subcontract out. List the subcontracting firm in the "Comments/Explanation" area.
2. Respondents are encouraged to add comments and to attach more detailed information where appropriate in response to checklist items. Such clarification can greatly assist the evaluation process. **Firms may include other information as they deem appropriate.**
3. Attach to this checklist any appropriate licenses, certification, degrees, or appropriate training that will assist in qualifying your firm for these services.
4. Consultant qualifications will be determined using this checklist along with the information provided as outlined in the "Requirements for Statement of Qualifications".
5. Firms are expected to answer "YES" to some of the checklist items, but not all of them.
6. False, inaccurate or misleading information shall be grounds for disqualification at any time during and after the selection process. When in doubt attach a detailed answer or call for clarification.

Yes	Sub	No	#	Question
			1.	How many years has your firm been engaged in the consulting business under the present firm name? <u>17</u>
☐		☒	2.	Has your firm ever failed to complete any work awarded to you? Comment/Explanation:

Yes	Sub	No	#	Question
☐		☒	3.	Has your firm ever defaulted on a contract? Comment/Explanation:
☐		☒	4.	Has your firm ever had claims filed for errors and omissions or been sued for services you provided? Comment/Explanation:
☒		☐	5.	Is your firm willing to provide (at no cost to the City) an on-site or virtual presentation to the City regarding your firm's qualifications? Comment/Explanation:
☒	☐	☐	6.	Have you reviewed the example of the service contract attached and are willing to sign a similar agreement? Comment/Explanation:

12. Statement of Qualifications Reference Form

Applicant Firm Name: Meyer Group Architecture
Contact Person: Timothy L. Meyer
Address: 306 West Superior St, Suite #1600
City, State, and Zip Code: Duluth, MN 55802
Telephone: (218) 727-1330

Reference #1

Owner or Company Name: Mayor of Superior, Wisconsin
Contact Person: Jim Paine
Type of Service(s) Provided: City of Superior Historic Preservation Commission Board Chair
Calendar Year(s) of Service(s) Provided: (2018 - Present)
City, State, and Zip Code: Superior, WI 54880
Telephone: (715) 395-7200

Reference #2

Owner or Company Name: Bachand Group Property Management
Contact Person: Adam Bachand
Type of Service(s) Provided: Architecture, Interior Design
Calendar Year(s) of Service(s) Provided: 2015-2016
City, State, and Zip Code: Superior, WI 54880
Telephone: (715) 394-4667

Reference #3

Owner or Company Name: Ironwood Carnegie Library
Contact Person: Lynne Wiercinski
Type of Service(s) Provided: Architecture, Interior Design, Construction Administration
Calendar Year(s) of Service(s) Provided: 2024-2026
City, State, and Zip Code: Ironwood, MI 49938
Telephone: (906) 932-0203



CITY OF SUPERIOR, WISCONSIN – DOWNTOWN FAÇADE AND STREETScape BEST PRACTICES GUIDE

Proposed Architectural & Engineering Fees

Total Proposed A&E Fees (Fixed Fee) **\$49,000.00**

All Design Phases thru Construction Administration

Payment Terms

Meyer Group Architecture's Standard Payment Terms includes invoicing on the First (1st) of the Month with Payments being made on the Thirtieth (30th) of the Month. Other terms are available, dependent on agreement of all project partners.

Reimbursable Expenses

Reimbursable expenses would include printing, copying, and any additional presentation materials required beyond those listed, including those required for public engagement meetings. Mileage, lodging & subsistence for travel outside of the Duluth-Superior Metro Area / Twin Cities Metro Area would also be additional. Reimbursable expenses budget is prepared as an estimate not-to-exceed fee and actual expenses will be closely tracked.

The current estimated reimbursable budget is based on the following (subject to change during agreement):

Material Dollars	\$ 1,000.00
Miscellaneous Dollars	\$ 0

Total Projected Reimbursable Expenses	\$ 1,000.00 (Included in Total Proposed Fee)
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Additional Services

Any additional services beyond the Basic Scope of Services outlined above will be performed only upon your instruction and will be billed at the standard hourly rates listed on the following pages. Additional work scope can be added by request. A fee proposal & contract amendment will be prepared prior to the commencement of any work.



DULUTH OFFICE

306 West Superior Street, Suite #1600
Duluth, MN 55802
(218) 727-1330

MINNETONKA OFFICE

12450 Wayzata Blvd, Suite #227
Minnetonka, MN 55305
(218) 727-1330

ASHLAND OFFICE

1022 Lakeshore Drive
Ashland, WI 54806
(715) 292-6493

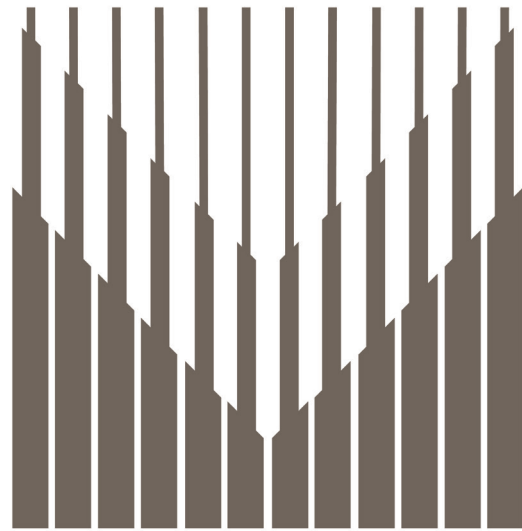
2026-2027 – Outstate MN/WI/MI/IA Standard Hourly Rates

Principal Architect	\$225.00/Hr
Project Architect	\$180.00/Hr
Project Manager	\$175.00/Hr
Landscape Architect	\$165.00/Hr
Project Designer	\$135.00/Hr
Interior Designer	\$125.00/Hr
Intern/Designer 1	\$115.00/Hr
Intern/Designer 2	\$125.00/Hr
Intern/Designer 3	\$135.00/Hr
Planner	\$125.00/Hr
Grant-Writer	\$115.00/Hr
CAD Technician 1	\$115.00/Hr
CAD Technician 2	\$125.00/Hr
Senior CAD Technician	\$135.00/Hr
3-D Technician	\$125.00/Hr
Graphic Designer	\$115.00/Hr
Clerical	\$ 90.00/Hr

Reimbursable Expenses:

Expenses connected with the work such as travel, vehicle rental, equipment rental, subsistence, lodging, etc., will be charged at cost. Outside consultants, soil testing service, etc. will be charged at cost plus 10%. Vehicle mileage will be charged at \$0.72 per mile, if required. All AIA Contract Documents – Forms and Agreements will be charged at Cost +15% Handling.

Rates Effective: 10/1/2026



MEYER
GROUP
ARCHITECTURE

RESPECTING OUR CLIENTS. RESPECTING OUR ENVIRONMENT.