



## REPORT/RECOMMENDATION

<b>To:</b> City Council	<b>Agenda Item</b> <u>Item No. IV.K.</u>
<b>From:</b> John Keprios, Director  Parks & Recreation Department	<input checked="" type="checkbox"/> <b>Action</b>  <input type="checkbox"/> <b>Discussion</b>  <input type="checkbox"/> <b>Information</b>
<b>Date:</b> August 6, 2012	
<b>Subject:</b> Professional Park Construction Design and Construction Administration Services Agreement for Countryside Park	

**ACTION REQUESTED:**

Staff recommends approval of the Hoisington Koegler Group Inc. (HKGi) Professional Services Agreement to develop construction plans, specifications and bidding documents and provide construction administration services for the development of the Countryside Park master plan. The total proposed professional services fees are \$68,220.00 plus reimbursable expenses of mileage and printing.

**INFORMATION/BACKGROUND:**

HKGi is the architect firm that worked for the City of Edina and with the Park Board and neighborhood to establish the current master plan concept for Countryside Park. The master plan has been waiting for adequate funding to begin development of construction plans and specifications to bid the park improvement projects and begin construction. The Waters Development paid their \$695,000.00 Park Developer's fee on July 19, 2012, which now affords us to pursue the development of the Countryside Park master plan.

This proposed professional architect/engineering services agreement would cover design and specifications services for all of the park master plan improvements except the replacement of the park shelter building design which is proposed to be with another architect firm. HKGi proposes to use the engineering services of Bolton and Menk Inc. for final grading design and the design and plans for sanitary sewer and water main connections which is included in the proposed design fee.

The scope of services include schematic design drawings for the new replacement playground equipment, renovation of the prep baseball field, landscape areas, trails, seeding, plantings and coordination of park design elements with the park shelter building design to be completed by another architect firm. Part of the scope of services includes working with the neighborhood and staff in the design and development of the new replacement playground equipment plan. The professional services also include construction oversight and administration of all the master plan elements with the exception of the park shelter building.

The total Countryside Park renovation project is estimated to be approximately \$1,023,000.00. \$330,000.00 is budgeted in the 2012 Capital Improvement Plan for Phase I of the Countryside Park master plan improvements. The Waters Development Park Developer's fee of \$695,000.00 brings the Park Developer's Fund balance to a total of \$873,295.00. It is our goal to rely on only \$695,000.00 of that Fund to complete the master plan development.

Senior Landscape Architect Greg Ingraham and his staff at HKGi have done a wonderful job working with the neighborhood and assisting staff and the Park Board in a comprehensive process that established a park master plan that will serve the community's needs for many years.

#### **ATTACHMENTS:**

- A. HKGI Professional Services Agreement
- B. Countryside Park Master Plan

Creative Solutions for Land Planning and Design

Hoisington Koegler Group Inc.



July 9, 2012

John Keprios, Director  
Edina Parks and Recreation  
4801 West 50th  
Edina, MN 55424-1394

Re: **Countryside Park Renovation Proposal and Agreement**  
**Park Construction Plans, Specifications, Bidding and Construction Administration**

Dear John:

On behalf of Hoisington Koegler Group Inc. (HKGi), we are pleased to submit this proposal/agreement to provide professional park construction design and construction administration services for renovation of Countryside Park. The park construction plans and specifications will be based on the park schematic design we prepared in coordination with City staff and the construction project will be designed to match available City funds allocated for Countryside Park renovation. We will use engineering services from Bolton and Menk Inc. for final grading design and the design and plans for sanitary sewer and water main connections.

We will coordinate bidding and provide construction oversight and administration for a smooth process and quality construction. We are ready to begin work on the construction plans upon authorization from the City and we will have the construction document package available for bidding at the end of 2012 with an anticipated start of construction in Spring 2013.

We will work closely with City staff on the park plans and specifications and we will coordinate the park design with the park building architectural design.

### **Project Work Plan**

Working closely with City staff and the Park Board, the HKGi team will provide the following professional services to accomplish the project:

#### **Task 1 – Preliminary Construction Design Package**

As a logical next step following the recently completed schematic phase, the HKGi team will prepare further refinement to all site elements approved in the schematic design drawing including playgrounds, play fields, landscape areas, trails, all site seeding and plantings. This phase of the work will include further refinement of layout and site organization, materials selection, grading and drainage strategies, preliminary planting design and plant availability and preliminary construction details. HKGi will coordinate park design elements with the park building design (by others). We will update the preliminary construction cost estimate and work with City staff to define the construction design package and potential add alternates to

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match the park improvement budget (\$1,023,000). Outline technical specifications will be prepared and we will coordinate general specification language with City staff.

Meetings: Minimum of (2) staff level design review meetings to gather input on the design status for the Park.  
Presentation of the schematic park design plan to the Park Board.

Task 1 Deliverables: Preliminary Site Layout Plan  
Preliminary Site Grading Plan  
Preliminary Site Planting Plan  
Preliminary Construction Details  
Outline of Project Specifications  
Updated Cost Analysis

#### Task 2 – Final Design/Construction Documents

Following Preliminary Design tasks, the HKGI team will refine the package into a bid set by finalizing plans and details, developing the project's General, Supplemental, and Technical specifications, and establishing the project bid form. The final set will provide prospective bidders a clear set of drawings and related specifications that illustrate the desired design for the park improvements. We will also complete and submit MPCA NPDES and sewer extension permits, MDH permit and permits required by the local water shed agency.

Meetings: Minimum of (2) staff level review meetings to gather input on the progress of the Construction Documents.  
Minimum of (2) coordination meetings with Architect

Task 2 Deliverables: Site Materials Plan (including enlargement plans)  
Site Layout Plan  
Site Grading Plan  
Site Planting Plan  
Construction Details  
Project Specifications including General, Supplemental, and Technical Conditions.  
Final Cost Estimate

#### Task 3 – Bidding Support

Following the preparation of Construction Documents, the HKGI team will coordinate an advertisement for bid, post plans on Quest site or similar, respond to bidder's questions, develop and distribute any required addenda, attend bid opening, tabulate bids, and review and recommend a qualified bidder. We will also support the City as needed in the selection of a qualified Contractor for the project.

Task 3 Deliverables: Electronic and hard copies of bid documents  
Review of bidder qualifications  
Attendance at Pre-bid meeting

Bid Tabulation Summary  
Recommendation of qualified bid

**Task 4 – Construction Oversight and Administration**

Following the project bidding, the HKGi team will provide scheduled on site observation during construction of the designed improvements to ensure that the requirements of the plans and specifications is adhered to by the selected Contractor. Site meetings (bi-weekly) will be organized and thoroughly documented during all active construction periods. Our team will coordinate all contract related tasks including supporting staff in the initiation of an Agreement with selected Contractor, interim and final pay requests, change orders and supplemental instructions, project punch lists, and all other closeout and project acceptance documents.

Task 4 Deliverables: Meeting summaries from bi-weekly meetings  
Copies of all pay requests and supplemental instructions  
Prepare project punch lists  
Project closeout documents

**Professional Services Fees**

Task 1 – Preliminary Construction Design Package	\$16,100.00
Task 2 – Final Design/Construction Documents	\$33,120.00
Task 3 – Bidding Support	\$2,100.00
Task 4 – Construction Oversight and Administration	<u>\$16,900.00</u>
Total Fees	\$68,220.00*

*\*plus reimbursable expenses of mileage and printing*

**Schedule**

We are available to begin work on the Countryside Park construction plans upon approval of this scope of work/agreement by the City. Assuming authorization to proceed in July 2012, we will prepare plans and specifications for bidding in December 2012/January 2013 and start of construction in Spring 2013.

Invoicing will occur monthly for work completed. The City of Edina shall pay HKGi within 30 days of receipt of project invoices.

**Qualifications and Personnel**

The Hoisington Kogler Group Team is uniquely qualified to prepare the park-construction package for Countryside Park.

- We have an intimate knowledge of Countryside Park through our work on the park concept plan, schematic plan, playground specifications and project construction budget.
- We have a successful history of park construction design and construction administration.
- We feature award-winning and creative park design.
- We bring extensive experience in park revitalization.
- Experienced engineering support from Boloton and Menk.

Paul Paige will direct the Countryside Park-planning work. Greg Ingraham will continue to assist with communication and coordination. Gabrielle Grinde and Amy Bower will help prepare the plans and specifications, assist with bidding and provide construction oversight. Brian Hilgardner will direct the engineering work for Bolton and Menk.

Contact Paul at 612 252-7125 or Greg at 612.252.7132 if you have any questions about the work plan or process or need any revision in this proposal/agreement. We look forward to the opportunity to assist Edina with its park construction design needs and to helping to guide the renovation of Countryside from concept through final construction. If you are in agreement with this proposal, please sign below, send one copy to Paul for our files and we will begin work.

Sincerely,



Paul Paige, RLA  
Vice President  
Hoisington Koegler Group Inc.



Greg Ingraham, RLA  
Senior Landscape Architect  
Hoisington Koegler Group Inc.

SIGNATURE OF ACCEPTANCE: - City of Edina, MN

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



### Countryside Park Master Plan

- ① Little League Field
- ② Prep Field (325' to center field fence)
- ③ Basketball Court
- ④ Tennis Courts (2)
- ⑤ Hockey Rink (165' length)
- ⑥ Children's Play Area
- ⑦ Free Skate Area
- ⑧ Park Building / Warming House
- ⑨ Parking Lot
- ⑩ Paved Trail
- ⑪ Park Benches
- ⑫ Wetland Overlook and Boardwalk

