



To: MAYOR AND CITY COUNCIL

Agenda Item #: IV. J.

From: Bill Neuendorf, Economic Development Manager
Brian Olson, Director of Public Works

Action

Discussion

Date: January 21, 2014

Information

Subject: Authorizing Engineering Services for Design of 50th & France Parking Ramps Improvements

Action Requested:

Authorize City Manager to sign attached proposal for Engineering Services.

Information / Background:

Kimley-Horn Associates has completed their Feasibility Study for potential repairs and improvements to the City-owned parking ramps at the 50th and France business district.

The content and recommendations of the Study are based on national best-practices and have been crafted using direct input from a Project Advisory Team consisting of property owners and business operators as well as City staff members responsible for planning, transportation, and public works. The Feasibility Study has been submitted to the City and a Public Hearing will be scheduled for February 18, 2014.

The construction is anticipated to occur from June to October 2014 with completion in spring/summer 2015. It is important that the preparation of the design documents begins soon so that bid documents can be prepared in advance of the summer construction season.

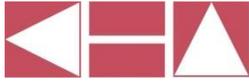
Kimley-Horn Associates has satisfactorily completed their previous work with the City and are recommended to continue with the design documents to bring efficiencies to the project.

The cost of this work is intended to be included in the overall cost of the project, most of which will be borne by the property owners through the MN Chapter 429 Special Assessment process. Construction costs of capital improvements to the parking ramps are anticipated to be borne by the Edina Housing and Redevelopment Authority. Final determination of costs will be acted upon when the project is bid in April/May 2014.

The Public Works department will be responsible for oversight of this contract and of the project construction.

Attachments:

- Kimley-Horn Associates proposal dated January 15, 2014



Kimley-Horn
and Associates, Inc.

January 15, 2014

Mr. Bill Neuendorf
Economic Development Manager
City of Edina
4801 West 50th Street
Edina, MN 55424

Re: **City of Edina 50th & France Parking Ramp Restoration, Streetscape and Wayfinding Final Design Services**
50th & France District - Supplemental Agreement to Master Agreement for Professional Engineering Services

Dear Mr. Neuendorf:

Kimley-Horn is pleased to submit this letter describing our project understanding, scope of services, schedule, and fees for parking structure restoration, streetscape and wayfinding improvements in the 50th & France District. The work will be performed in accordance with Kimley-Horn's Master Services Agreement with the City.

Project Understanding

The City of Edina is moving forward with a parking, streetscape and wayfinding project in the 50th & France District with the following objectives:

- Improve parking ramp accessibility, safety and appearance
- Provide a dynamic parking wayfinding system that informs motorists of structures with available parking
- Structural and preventative maintenance repairs to South, Middle and North ramps
- Improve the lighting levels in the South, Middle and North ramps
- Streetscape improvements to replace deteriorating/dying elements and enhancements

We understand that the improvements will be funded by a combination of the City of Edina and special assessments of the benefitting properties.

We understand that this project will consist of three distinct bid packages as follows:

- Wayfinding System
- Parking Ramp Restoration, Pedestrian Access Improvements, and Lighting Improvements
- Streetscape Improvements

This scope of work builds on Kimley-Horn's *50th & France Parking and Wayfinding*

Improvements Feasibility Study and Report dated January 21, 2014.

Scope of Services

Kimley-Horn and Associates, Inc. proposes to provide final design services under this authorization, as follows:

Task 1 - Project Management

Services consist of the following tasks:

A. Monthly Invoices

1. Prepare and submit one invoice per month to the City.

B. Public Open House to Present the Project

1. Schedule and lead one open house format public meeting to inform the public of the project elements and phasing for 2014 and 2015 construction. Meeting will have three stations, staffed by one Kimley-Horn team member each, consisting of:
 - i. Wayfinding improvements
 - ii. Parking ramp restoration, pedestrian access improvements, and lighting improvements
 - iii. Streetscape and urban design improvements
2. Comment cards will be made available to obtain public comments and concerns regarding the improvements.

C. Project Management Team Meetings

1. Project Management Team will provide technical input, review deliverables and provide direction to the Kimley-Horn team. It is anticipated the PMT will be composed of city staff representing economic development, public works, engineering, facilities, planning, parking and transportation disciplines.
2. Up to three project management team (PMT) meetings are included in the scope of work. Assumes attendance by up to 3 Kimley-Horn team members.

D. Project Advisory Team Meetings

1. Project Advisory Team will provide a link between the property owner / business owner community and the project. It is assumed the PAT will be composed of the business owners and property owners that were invited to the consultant interview.
2. Up to three project advisory team (PAT) meetings are included in the scope of work. Assumes attendance by up to 3 Kimley-Horn team members.

E. Small Group Meetings

1. Invite property owners and tenants to small group meetings to discuss project scope, schedule, and mitigation of construction impacts on businesses.
2. Up to 10 small group meetings are included in the scope of work. Assumes attendance by up to two Kimley-Horn team members.

F. Public Art Coordination Meetings

1. Invite Public Art representatives to discuss project scope, schedule, and opportunities to incorporate art into the parking ramps.
2. Up to three small group meetings are included in the scope of work. Assumes attendance by up to two Kimley-Horn team members.

Owner to Provide: *Meeting space and input on the design issues.*

Deliverables: *Meeting minutes and supporting graphics*

Task 2 - Wayfinding System

Services consist of the following tasks:

A. Wayfinding Signage & Signage Control System

1. Provide construction documents for wayfinding signage as outlined in paragraph 2.F of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. In general this will consist of a wayfinding system that counts vehicles entering and leaving each of the parking ramps and relays the information to signs within the 50th & France District. The dynamic signs will inform users if a ramp is full or not and direct them to a ramp that has parking availability.

B. Construction Phasing

1. Provide phasing drawings or specification language as required to meet needs of the City and property owners as outlined in paragraph 3 of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. Construction phasing will consider all known public construction activities in the district in the construction phasing plan and specifications. This will include the Parking Ramp and Streetscape Improvements.

Owner to Provide: *Input on parking ramp names for use on signage
Review comments
Procurement, Contracting, and General Requirements
Specifications (CSI Division 00 and 01)*

Deliverables: *30%, 60%, and 90% Review Documents
Engineer's Estimate of Probable Construction Cost
Construction Plans and Technical Specifications (Division S and
CSI Divisions 02 through 48, as applicable)*

**Task 3 - Parking Ramp Restoration, Pedestrian Access Improvements,
and Lighting Improvements**

Services consist of the following tasks:

A. Parking Ramp Restoration

1. Provide construction documents for parking structure restoration as outlined in paragraph 2.I of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. In general the repairs will consist of concrete repairs in the parking ramps and stairwells (except the northeast stairwell of the South Ramp), expansion and caulk joint replacement, plumbing repairs, traffic membrane recoating and deck sealer application.

B. Pedestrian Access Improvements

1. Provide construction documents for pedestrian access improvements as outlined in paragraph 2.E.1 of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. In general the repairs will consist of curbs, bollards, signage and pavement markings to define pedestrian paths within the parking ramps.

C. Lighting Improvements

1. Provide construction documents for lighting improvements as outlined in paragraph 2.D of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. In general the improvement will consist of replacing the existing lights in the ramps with LED light fixtures.

D. Construction Phasing

1. Provide phasing drawings or specification language as required to meet needs of the City and property owners as outlined in paragraph 3 of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. Construction phasing will consider all known public construction activities in the district in the construction phasing plan and specifications. This will include the Wayfinding and Streetscape Improvements.

Owner to Provide: *Review comments
Procurement, Contracting, and General Requirements
Specifications (CSI Division 00 and 01)*

Deliverables: *30%, 60%, and 90% Review Documents
Engineer's Estimate of Probable Construction Cost
Construction Plans and Technical Specifications (Division S and
CSI Divisions 02 through 48, as applicable)*

Task 4 - Streetscape Improvements

Services consist of the following tasks:

A. Streetscape Improvements

1. Provide construction documents for streetscape improvements as outlined in paragraph 2.H of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. In general the improvements will consist of paver replacement, replacing trees, shrubs and other plantings in poor condition and an automatic irrigation system.

B. Construction Phasing

1. Provide phasing drawings or specification language as required to meet needs of the City and property owners as outlined in paragraph 3 of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. Construction phasing will consider all known public construction activities in the district in the construction phasing plan and specifications. This will include the Wayfinding and Parking Ramp Improvements.

Owner to Provide: *Parking ramp names for use on signage
Review comments
Procurement, Contracting, and General Requirements
Specifications (CSI Division 00 and 01)*

Deliverables: *30%, 60%, and 90% Review Documents
Engineer's Estimate of Probable Construction Cost
Construction Plans and Technical Specifications (Division S)*

Task 5 – Bidding Phase Services

Services consist of the following tasks:

A. Contract Document Distribution

1. Print and distribute plans and specifications to potential bidders and City staff
2. Assumes up to thirty sets of plans and specifications per bid package, for a total of ninety sets.

B. Pre-bid meetings

1. Conduct one pre-bid meeting per bid package, for a total of three meetings.
2. Assumes attendance by up to two Kimley-Horn team members.

C. Addenda and Respond to Contractor Questions

1. Issue addenda to clarify the bidding documents and respond to contractor questions.
2. Assumes one addendum per bid package, for a total of three addenda.
3. Assumes up to ten contractor questions per bid package, for a total of thirty question responses.

D. Bid Opening

1. Attend the bid opening, tabulate bids, review bids and prepare a bid award recommendation
2. Assumes one bid opening for all bid packages.
3. Assumes attendance by one Kimley-Horn team member.

Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope the City requests, will be considered additional services and will be performed at our current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Project meetings beyond those identified in the scope of services above
- Design of new elevator/stair core(s) in the parking ramps
- Design of streets, parking lots, or utility modifications
- Construction phase services

Schedule

The following is a summary of the anticipated schedule for tasks within this proposal:

Notice to Proceed	January 21, 2014
Public Hearing, City Council Orders Project, Approves Plans and Specifications and Authorizes Ad for Bids	February 18, 2014
30% Design Review with PMT/PAT	February 20, 2014
60% Design Review with PMT/PAT	March 20, 2014
Open House	April 1, 2014
90% Design Review with PMT/PAT	April 24, 2014
Advertisement for Bids	May 1, 2014
Bid Opening	May 22, 2014
Assessment Hearing / Award Contract	June 3, 2014

Fee and Billing

Kimley-Horn and Associates, Inc. will provide the services described in the scope of services on a labor fee plus expense basis not to exceed **XX** dollars (**\$XX**). Labor fee will be billed according to the attached hourly rate schedule. An amount will be added to each invoice to cover certain other expenses such as in-house duplicating, local mileage, postage, and delivery charges. The total estimated fees and expenses for the work tasks included in this Agreement are:

1. Project Management \$
2. Wayfinding System \$

3. Parking Ramp Restoration, Pedestrian Access, Improvements, & Lighting Improvements	\$
4. Streetscape Improvements	\$
5. Bid Phase Services	\$
Reimbursable Expenses	\$
TOTAL	\$

Fees will be invoiced monthly based on the actual amount of service performed and expenses incurred. Payment will be due within 35 days of the date of the invoice.

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions of the Master Agreement for Professional Engineering Service between the City and Kimley Horn and Associates, Inc. dated August 16, 2013, except that sections 2.1, 2.5 and 2.6 are deleted.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate this opportunity to continue our services to the City of Edina. Please contact me at 651-643-0411 if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Jerry D. Pertzsch, P.E.
Project Manager

Jon B. Horn, P.E.
Vice President

Attachement : Hourly Rate Schedule
Copy: File

Agreed to this _____ day of _____, 2014.

CITY OF EDINA

BY: _____
James Hovland, Mayor

BY: _____
Scott Neal, City Manager