

REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



To: Mayor and City Council

From: Ann Kattreh
Parks & Recreation Director

Date: January 21, 2014

Subject: Request for Purchase – Contract #13-8PK, Architectural Services, Pamela Park Shelter Building, Pamela Park Renovation Project, Wendel Companies

Date Bid Opened or Quote Received:
Tuesday, January 14, 2014

Bid or Expiration Date:
NA

Company:
Wendel Companies

Amount of Quote or Bid:
\$46,750.00

Recommended Quote or Bid:
Wendel Companies

General Information:

On October 14, 2013 the City Council directed staff to proceed with the development of plans and specifications for the renovation of Pamela Park, including a new park shelter building. Staff has worked with Anderson-Johnson Associates, Inc. since 2009 to develop a master plan for Pamela Park. A new shelter building was part of this plan. Staff is preparing an AIA Document B132 - 2009 contract with Wendel. This contract is being reviewed and will be approved by City Attorney Roger Knutson. Wendel Companies recently worked for the Edina Parks & Recreation Department on the architectural design and plans for the Countryside Park shelter building. Wendel Companies also provided architectural services for the newer shelter buildings at Cornelia, Todd, Walnut Ridge, Weber and Wooddale Parks.

Site planning, landscape architecture and civil engineering for the south athletic field renovation, southeast (senior lighted) athletic field, north (senior) athletic field, north parking lot, west parking lot, south parking lot, and paved trails and construction management services will be provided by other contractors.

A working group of Park Board, athletic associations, neighborhood and staff members will be assembled and approved by the Park Board to oversee the design of the building. Estimated construction costs are \$400,000 - \$500,000 which would potentially include additional storage for athletic associations, park maintenance and recreation programming. A concession stand will also be explored.

Staff began working with Mark Ruff, Senior Financial Advisor/Principal from Ehlers regarding the financing for this project. This contract would be paid as part of the funding package for the Sports Dome, outdoor rink, Arena improvements and Pamela Park renovation projects.

Agenda Item #: IV. L.

The Recommended Bid is

- Within Budget
 Not Within Budget

Attachments:

Fee Proposal



January 14, 2014

Ms. Ann Kattreh; Director
Edina Parks and Recreation Department
4801 West 50th Street
Edina, MN, 55424

Ann:

Wendel SGN Architecture (dba Wendel) is pleased to submit the following proposal for Architecture and Engineering services for the proposed Pamela Park Shelter project. Based on our previous work for Edina Parks, we feel that we are well qualified to provide the services required for the project.

Our understanding of the project is that Edina Parks would like to replace the park shelter at Pamela Park with a new park shelter with similar features to the shelter designed by Wendel at Countryside Park. In addition to the spaces provided at Countryside, the program may include additional storage space and a concession space. The new shelter will also need to incorporate spaces for the existing City well head and chlorine room. Based on that information, we would anticipate a one-story structure of approximately 2,500 – 3,000 square feet.

Per our discussion, the following work will be included in our scope of services:

A. Preliminary Planning Services

- Initial meeting with Park Department staff
- Program review
- Site analysis / study (coordination with Anderson Johnson)
- Conceptual drawings
- Meetings with staff, neighborhood group, Park Board and City Council

B. Basic Architectural and Engineering Design Services

- Schematic Design
- Design Development
- Construction Documents
- Bidding and Negotiation
- Construction Administration

Based on the above scope, we propose to provide Architectural/Engineering services for a **lump sum fixed fee of \$46,750.00.**



The proposed fee is based on the following assumptions:

- Architecture, Structural, Mechanical and Electrical Engineering are included. Civil Engineering and Landscape Architecture will be provided by Anderson Johnson Associates under separate contract.
- Electrical Engineering for site work (scoreboards, field lighting, etc.) is not included.
- RJM Construction has been retained by the City to provide Construction Management services for the project. Cost estimating will be provided by RJM, and is not included in our services.
- Meetings and submittals as required for zoning approval and building permits are included. Any fees required to secure these approvals are not included.
- Site survey and geotechnical report (soil borings) shall be provided by the Owner.
- It is anticipated that the project will be publicly bid for lump sum general construction.

This fee proposal is based on standard terms and conditions of the AIA B132 Agreement between Owner and Architect (2009), except as noted here.

C. Reimbursable Expenses

- **No charge** for mileage, lodging, meals, photocopying, fax and telephone.
- Costs for outside printing, express delivery/courier service and required agency review fees will be billed at actual invoiced cost (**no mark-up**).

If this is acceptable, please contact me and we will draft a contract for your review.

Sincerely,

WENDEL SGN ARCHITECTURE

A handwritten signature in blue ink that reads "Jim Wilson".

Jim Wilson, AIA, LEED AP
Associate