



To: MAYOR AND CITY COUNCIL

Agenda Item #: IV. P.

From: Bill Neuendorf, Economic Development Manager
Brian E. Olson, Director of Public Works *BEO*

Date: April 22, 2014

Action
Discussion
Information

Subject: Request For Purchase – Final Design Engineering Services, Kimley Horn, 50th & France Parking Ramp And Wayfinding Improvements

Action Requested:

Authorize City Manager to sign attached proposal for Engineering Services.

Information / Background:

Kimley-Horn Associates has completed a Feasibility Study that was submitted to the City and a Public Hearing was held on February 18, 2014 for potential repairs and improvements to the City-owned parking ramps at the 50th and France business district. On January 21, 2014, the City Council approved a Contract to begin final design for the wayfinding system, structural restoration of the three ramps, and streetscape improvements that are scheduled to occur from June to October 2014. Bids for this phase of the work will be brought back to the City Council in May of 2014.

The purpose of this report/ recommendation is to authorize the construction design services for the aesthetic and the stair elevator improvements that are scheduled to be bid later this summer in preparation for the work to begin this Fall.

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. The elements of the design included in the feasibility study that are assessable represent 58% of the design costs. Final determination of costs will be acted upon when the project is bid in May 2014.

Attachments:

- Kimley-Horn Associates proposal dated April 14, 2014



Kimley-Horn
and Associates, Inc.

April 14, 2014

Mr. Brian Olson, P.E.
Public Works Director
City of Edina
7450 Metro Boulevard
Edina, MN 55439

Re: **City of Edina 50th & France South Ramp Stair/Elevator Core and Parking Structure Aesthetic Improvements Final Design Services**
50th & France District - Supplemental Agreement to Master Agreement for Professional Engineering Services

Dear Mr. Olson:

Kimley-Horn is pleased to submit this letter describing our project understanding, scope of services, schedule, and fees for constructing a new stair/elevator core in the northeast corner of the South Ramp, painting parking structures, and adding garbage screening 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 project to address parking structure restoration, improve streetscaping and landscaping, add a dynamic wayfinding system, improve the aesthetic appearance and improve the accessibility of the 50th & France District. Some of these tasks, wayfinding system, parking ramp restoration, lighting upgrades and streetscape improvements, were authorized previously. Project elements included in this supplemental agreement consist of:

- South Ramp stair/elevator core
- Parking ramp painting
- Garbage screening
- Up-lighting at trees

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

The South Ramp stair/elevator will be a package bid in December 2014 or January 2015. The parking ramp painting will be bid in May 2014 at the same time that other improvements are also bid. This work will be coordinated with work in the other bid packages. The garbage screening improvements will be included in the parking ramp restoration bid package which will be bid in May 2014.

This scope of work builds on Kimley-Horn's 50th & France Parking and Wayfinding Improvements Feasibility Study and Report dated January 21, 2014 and approved by the Edina City Council on March 4, 2014.

Scope of Services

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

Task 1 – Stakeholder Engagement

Services consist of the following tasks:

- A. Monthly Invoices
 - 1. Prepare and submit one invoice per month to the City.
- B. City Council Meeting
 - 1. Attend one City Council meeting to present project update including graphics. Assumes attendance by up to three Kimley-Horn team members.
- C. Public Open House to Present the Project
 - 1. Schedule and lead one open house format public meeting to inform the public of the stair/elevator core work. Meeting will have one station, staffed by two Kimley-Horn team members.
 - 2. Comment cards will be made available to obtain public comments and concerns regarding the improvements.
- D. 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, fire, building inspections and transportation disciplines.
 - 2. Up to three project management team (PMT) meetings are included in the scope of work. Assumes attendance by up to three Kimley-Horn team members.

Owner to Provide: *Meeting space and input on the design issues.*
Deliverables: *Meeting minutes and supporting graphics*

Task 2 - South Ramp Stair/Elevator Core

Services consist of the following tasks:

- A. Building Official Meetings
 - 1. Up to two meetings with the building official to review the project scope and provide feedback on code determinations are included in the scope of work. Assumes attendance by up to four Kimley-Horn team members.
- B. South Ramp Stair/Elevator Core Construction Documents
 - 1. Provide construction documents for a replacement stair/elevator core in the northeast corner of the South Ramp as outlined in paragraph 2.E of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. In the design process, saving existing walls and other elements of the existing stair will be investigated. The scope of work consist of the following:
 - a. Partial demolition of existing stair structure
 - b. New elevator hoistway and stair enclosure at location of current stairway with the following assumptions:
 - i. Access to existing South Ramp and grade at the following:

1. Grade to the north at Level 1
2. Grade to the east at Level 1
3. Existing building to the east at Level 1
4. South Ramp at Levels 2, 3 and 4
- ii. Concrete mat footing and pit walls
- iii. Fire rated reinforced CMU or precast concrete walls above grade elevator hoistway
- iv. Existing tunnel will be left in place and new stair/elevator core will be designed to be constructed around the tunnel. Minor modifications to the tunnel may be required for a door access and stairs.
- v. Review existing geotechnical information and develop foundation recommendations
- vi. Steel stairs with concrete filled pans
- vii. Painted galvanized steel stair railing
 1. Painted stainless steel handrail as alternate
- viii. Non-fire rated curtainwall glazing system with insulated glass where feasible to allow for natural light and better visibility for safety/security (rating requirement due to adjacent buildings to be verified during design)
- ix. Elevator mechanical room located within new stair/elevator core or in lower level of the South Ramp
- x. Elevator lobby requires smoke separation from stairs
- xi. Elevator hoistway and stair enclosure to be heated and cooled (tempered)
- xii. Mechanical to be located inside mechanical room with remote DX condenser on South Ramp or stair/elevator core roof (location to be determined during design)
- xiii. Fire rated mechanical shaft
- xiv. One – four stop machine-room-less (MRL) elevator with pit depth of 5 to 5.5 feet below lowest floor
- xv. Elevator pit walls require waterproofing
- xvi. Elevator pit requires drain with remote sump
- xvii. Connection to sanitary sewer for elevator pit drain
- xviii. Connection to storm sewer for roof drain
- xix. Power will be provided from the existing South Ramp electrical service
- xx. LED lighting
- xxi. Replace existing site paving impacted by construction with similar paving

Scope of work does not include the following:

- A. CCTV system in elevator or stair
- B. Call for assistance / emergency phones
 1. Modifications to the existing trash/recycling room.

Owner to Provide: *Site survey (topographic and utilities)
Record drawings of existing buildings
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 Aesthetics

Services consist of the following tasks:

A. Parking Structure Painting/Tree Lighting

1. Provide construction documents for parking structure painting as outlined in paragraph 2.G.1 of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. In general painting will be done in the following locations: underside of concrete decks (beams and slabs), concrete columns, concrete walls, and stairwell walls, metals stairs, and metal railings. The Kimley-Horn design team will perform a field survey to verify project scope.
2. Public art to be incorporated into the design will be provided by others. We will include art provided by others into the project by identifying the location of the public art in the plans and requiring the contractor to install the art.
3. Parking structure painting construction documents will be issued as a stand-alone bid package.
4. Up-lighting at trees will consist of conduits, wire, controller and fixtures. Trees to be lit will be in the planting bed on the south side of the Center Ramp and the in the alley from the Center Ramp to 50th Street.

B. Garbage Screening

1. Provide construction documents for garbage screening as outlined in paragraph 2.G.5 of the 50th & France District Parking and Wayfinding Improvements Feasibility Report. Garbage screening will be added at the South Ramp in the northeast corner of Level 1 and in the Center Ramp in the northeast and southeast corners of Level 1. Additionally, a new area for organics will be added south of the South Ramp. In general, screening will consist of prefabricated ABS plastic or steel panel systems.
2. Garbage screening construction documents will be issued as part of the Parking Ramp Restoration project previously approved.

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

Deliverables: 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 – Bidding Phase Services

Services consist of the following tasks:

A. Contract Document Distribution

1. Provide plans and specifications to City of Edina for publication of QuestCDN.

B. Pre-bid meetings

1. Conduct one pre-bid meeting per bid package, for a total of two 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 two addenda.
3. Assumes up to ten contractor questions per bid package, for a total of twenty 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 each 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 Center Ramp
- 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	April 22, 2014
90% Design Review with PMT	April 24, 2014
Open House for May 2014 bid packages	April 29, 2014
Advertisement for Bids	May 1, 2014
Bid Opening	May 22, 2014
Assessment Hearing / Award Contract	June 3, 2014
Bid Opening for Stair/Elevator Core	January 20, 2015
Start Stair/Elevator Core	April, 2015
Construction Complete	October, 2015

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 two hundred thirty five thousand dollars (\$220,000.00). 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. Stakeholder Engagement	\$ 17,500
2. South Ramp Stair/Elevator Core	\$135,000
3A. Parking Ramp Aesthetics	\$ 30,000
3B. Garbage Area Screening	\$ 20,000
4. Bid Phase Services	\$ 9,500
Reimbursable Expenses	\$ 8,000
TOTAL	\$ 220,000

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/Associate


Daniel J. Coyle, P.E.
Associate

Attachement : Hourly Rate Schedule
Copy: File

Agreed to this ____ day of _____, 2014.

CITY OF EDINA

BY: _____
James Hovland, Mayor

BY: _____
Scott Neal, City Manager

City of Edina
Parking and Wayfinding Final Design Services
50th & France District

Kimley-Horn and Associates, Inc.
Schedule of Rates

Effective thru December 31, 2014

<u>Classification</u>	<u>Hourly Rate</u>
Administrative Assistant	\$ 85.00
CADD Technician	\$ 92.50
Clerical	\$ 72.50
Client Manager	\$195.00
Drafter	\$ 67.00
Field Technician I	\$105.00
Field Technician II	\$112.50
Graduate Eng./Planner I	\$105.00
Graduate Eng./Planner II	\$115.00
Principal	\$197.50
Project Engineer/Planner	\$122.50
Project Manager	\$147.50
Senior Administrative Assistant	\$102.50
Senior CADD Technician	\$102.50
Senior Designer	\$122.50
Senior Field Technician	\$127.50
Senior Project Manager	\$167.50

Reimbursable expenses (copy/printing charges, plotting, mileage, delivery charges, faxes, etc.) will be charged as an office expense at 6.0% of the labor fee.

Additional rates may be negotiated at a later date for classifications or services not included above.