

REPORT / RECOMMENDATION



To: Mayor and City Council

Agenda Item #: VIII.F.

From: Ann Kattreh
Parks & Recreation Director

Action

Discussion

Date: April 22, 2014

Information

Subject: Fred Richards Park Design Process – Authorizing Consulting Services Proposal,
Schoenbauer Consulting, LLC

Action Requested:

Approve a process for a reuse study and visioning for a master plan for Fred Richards Golf Course including authorization of a professional consulting services proposal for Schoenbauer Consulting, LLC.

Information / Background:

At the March 18, 2014 City Council meeting, the City Council passed the following motion:

Member Swenson made a motion, seconded by Member Bennett, to start the Master Plan for redevelopment of Fred Richards Golf Course with funding from 2013 undesignated funds and with involvement by residents, the Park Board, and City officials.

The Council discussed the motion. Mr. Neal stated if the motion carried, staff would present a description of that process within 30 days.

Ayes: Bennett, Brindle, Sprague, Swenson

Abstain: Hovland

Motion carried.

Staff proposes that the city will use an inclusive public input process in order to create a park design plan for the future of Fred Richards Park. The process will:

- Be open to and inclusive of all residents of Edina
- Be civil and respectful of the concerns of all participants
- Be timeline sensitive
- Receive review and recommendation of the Park Board
- Receive final approval of the City Council

The parameters of the proposed park design plan will be:

- Compatible with the adjoining land uses
- Sensitive to environmental concerns of the site
- Connected, but not intrusive, to adjoining neighboring properties
- Coordinated with Three Rivers Park District and the Nine Mile Creek Regional Trail
- Coordinated with the Nine Mile Creek Watershed District

The timeline and milestones to complete the public input and project approval process are as follows:

- April 22, 2014 Award Consultant Contract
- June 2, 2014 Public Input Process Begins
- August 12, 2014 Check in with Park Board
- October 14, 2014 Review and Recommendation by Park Board
- October 21, 2014 Review and Approval by City Council

The approved park design plan will:

- Be generally supported by the process participants
- Have the recommendation of the Park Board
- Be consistent with the Council's park design parameters
- Serve as the basis for the preparation of a master plan to include construction plans and bidding documents
- Include an estimated development budget and annual operating budget

The process will include significant public input including public meetings, a site walk, and workshops. The end product will be a report of findings with recommendations and a final vision master plan graphic/concept plan. At the completion of this visioning, public input and design process, the city will be well positioned to hire a landscape architect to complete a final master plan design with construction documents.

Schoenbauer Consulting has worked on many challenging projects including Woodland Cove, a 500 acre development in the City of Minnetrista and a study of the Mississippi National Golf Course in Red Wing. Additionally, they created the "Redefining the Development Process: Choosing Collaboration over Contention to Protect Natural Resources and Maximize the Public Value of Private Development" handbook and related workshops under a Bush Foundation Grant in collaboration with MN DNR. They developed strategic plans related to parks, trails and open space including the Greater Minnesota Regional Parks and Trails Strategic Plan and a Strategic Land Acquisition Plan for Parks and Trails Council of Minnesota. They worked with Minneapolis Park Board and Recreation Board to help draft their public process protocol and also for the City of Eden Prairie doing trail planning, design and development, which included meetings with neighbors to understand and address their needs and concerns. Jeff Schoenbauer was the principal in charge and lead planner for park system plans for the cities of Rogers, Northfield, Hastings, Oak Grove, Lino Lakes, Bemidji, Minnetonka, Maplewood, Inver Grove Heights and Coon Rapids. Schoenbauer Consulting has also worked with the Minneapolis Parks and Recreation Board and St. Paul Parks and Recreation on a variety of park and trail planning and organizational development issues.

Attachment:

Schoenbauer Consulting, LLC Professional Consulting Services Proposal



Schoenbauer Consulting, LLC
5054 Drew Ave. S.
Minneapolis, MN 55410

April 10, 2014

To: City of Edina
4801 W. 50th St.
Edina, MN 55424

RE: Professional Consulting Services Proposal –Fred Richards Golf Course Reuse Study/Vision Master Plan

This letter proposal outlines a scope of services, fee schedule, and other elements, which, if approved, constitute an Agreement between **City of Edina**, herein referred to as the OWNER, and **SCHOENBAUER CONSULTING, LLC**, herein referred to as the CONSULTANT.

The OWNER hereby retains the CONSULTANT to provide professional services associated with **undertaking a planning study and public process to prepare a reuse study/vision master plan for Fred Richards Golf Course**, located in Edina, MN, hereinafter referred to as the PROJECT.

The CONSULTANT's services shall include the following:

A. SCOPE OF SERVICES

Scope of Services A.1 – Project Initiation, including:

- a. **Undertake staff meeting** – to gather pertinent project information, clarify specific outcomes, refine public process, and establish complete list of stakeholders
- b. **Onsite property review** – to better understand characteristics of the site and general opportunities and constraints (OWNER to provide all necessary base mapping)
- c. **Prepare memo summarizing findings** – to confirm scope of work and points of emphasis; will proceed to next step upon City authorization

Scope of Services A.2 – Facilitate public process/outreach – to gain input from the community and defined stakeholder groups, including:

- a. **Facilitate public meeting/open house** – to identify and discuss planning issues and public perceptions about the property and its potential reuse
- b. **“Site walk”** – with interested neighbors to review site-specific concerns that may arise from public meeting
- c. **Facilitate meeting with Pentagon Park development team** – to identify potential collaborative opportunities associated with the golf course property and adjoining private development property
- d. **Facilitate City Council Workshop** – to share findings to-date; define desired public values sought for the property and planning areas/issues of concern
- e. **Facilitate 2nd public meeting/open house to review public values and conceptual plans for property reuse** – includes 2 to 3 concepts (bubble-type diagrams) that explore broad options for reuse of the property; feedback will be used as basis for developing preliminary vision master plan
- f. **Facilitate City Council Workshop #2** – to review findings to date and preliminary master plan; feedback will be used as basis for developing final report and vision master plan
- g. **Facilitate City Council Meeting** – to present final report and vision master plan
- h. **Floating public meeting** – time allocation for adding an additional meeting to the public process, as directed by the OWNER

Scope of Services A.3 – Prepare report of findings/recommendations/vision master plan graphic – to define outcomes from the public as defined under A.2, above, including

- a. **Prepare draft and final report of findings** – summarizing all information gathered through the public process; points of focus include:
 - i. Public planning issues and perceptions about the property and its potential reuse
 - ii. Summarizing desired public values as defined by City Council
 - iii. Other pertinent findings
- b. **Prepare conceptual plans for property** – includes 2 to 3 concepts (bubble-type diagrams) that explore broad options for reuse of the property; will be done in graphic format using aerial image mapping as background
- c. **Prepare draft and final vision master plan graphics** – based on review of concept plans; includes overall graphic vision master plan using aerial image mapping as background; also includes support graphics as budget allows, such as key cross-sections or blow-up areas
- d. **Meetings with staff and other public agencies/stakeholder groups (e.g., Nine Mile Creek, Three Rivers Park District, Pentagon Park, Athletic Associations)** – as needed as a normal part of planning process; budget allows for up to 6 total meetings
- e. **Cost estimating** – prepare master plan-level cost estimate listing out line items for various redevelopment cost categories associated with implementing the plan. Will also include outlining the costs for operations and maintenance, which involves working with city O&M staff to determine typical local costs. The goal is to gain an understanding of the overall cost magnitude of redeveloping the site within the context of the information available.
- f. **PROJECT OUTCOME: Final report with graphics as defined above**

Scope of Service A.4 – Additional Services – development of a more detailed master (that includes greater detailing/refinement of master plan components, ecological restoration, etc.) would be additional services; professional services such as ecological evaluation services, additional landscape architecture services, engineering services, etc. would also be additional services, as authorized by the OWNER.

B. PROJECT TEAM

- a. The project team will consist of the following:
 - 1. **Schoenbauer Consulting, LLC** (5054 Drew Avenue S., Minneapolis, MN 55410) – project lead firm, principal-in-charge, public process, planning, and design
 - 2. **Genus Landscape Architects** (325 East 5th Street, Des Moines, IA 50309) – landscape architect design and development of illustrative graphics

C. FEES FOR PROFESSIONAL SERVICES

- a. **For services outlined under A.1, A.2, and A.3 above, a maximum hourly-not-to-exceed project fee of \$35,200, plus all direct expenses.** Includes a maximum hourly not-to-exceed fee of \$9,200 set aside for the professional services of Genus from the overall project budget for design and graphics support. Also includes a budget of \$2,800 for cost estimating. Any costing information that comes out of work performed under A.4 – Additional Services will be included in the overall cost estimate.
- b. **Any additional services outlined under A.4 above to be negotiated** based upon scope of services requested by the OWNER.
- c. Expenses will be billed as incurred; **total estimated expense budget is \$1,000**; OWNER authorization will be sought for any expenses over estimated budget.

Hourly rates for each anticipated project team member:

Firm	Title	Hourly Rate
Schoenbauer Consulting	Senior Principal	\$160
Schoenbauer Consulting	Principal	\$140
Genus	Principal	\$160
Genus	Project Manager	\$100
Genus	LA/Planner II	\$90
Genus	LA/Planner I	\$80
Genus	Designer	\$65

- d. Timesheets recording all time shall be submitted with invoices.
- e. Expenses related to all services will be billed in addition to the fee, at direct cost.

D. PAYMENT TO THE CONSULTANT

- a. Payment requests for services will be submitted upon completion of services as outlined under A. above.
- b. Payments for CONSULTANT's services shall be due and payable within 30 days from the date of receipt of invoice.
- c. Interest in the amount of 1.5% month shall accrue to all overdue balances.

E. INSURANCE REQUIREMENTS AND LIMITATION OF LIABILITY

- a. CONSULTANT is required to be in compliance with all insurance as required by OWNER. Specifically, such insurance shall be written for amounts not less than:

Commercial General Liability	\$1,000,000 each occurrence/aggregate
Automobile Liability	\$1,000,000 combined single limit
Excess/Umbrella Liability	\$2,000,000 each occurrence/aggregate
Professional Liability	\$1,000,000 each occurrence/aggregate

- b. Before commencing work the CONSULTANT shall provide the OWNER a certificate of insurance evidencing the required insurance coverage. OWNER shall be named as an additional insured. .

F. OWNER'S RESPONSIBILITY

- a. Full project coordination with one individual representing the OWNER's interests
- b. Coordinating all public meetings associated with the project.
- c. Providing all base mapping and other pertinent information needed for the project in printed version for work onsite and electronic version for office use; AutoCad format will be required for scaled drawings

G. CONSULTANT'S RECORDS AND DOCUMENTS

- a. The CONSULTANT shall maintain records for time and expenses for the duration of the project.

H. TERM, TERMINATION, SUCCESSORS, ASSIGNS, AND RESOLUTION OF DISPUTES

- a. The term of the Agreement shall be concurrent with the work authorized.
- b. Termination may be accomplished by either party at any time by written notice, and shall be effective upon payment in full for all services performed to the date of receipt of such notice.
- c. Neither the Owner nor Consultant shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

I. EXTENT OF AGREEMENT AND APPLICABLE LAW

- a. This Agreement represents the entire and integrated Agreement between the OWNER and CONSULTANT and supersedes all prior negotiations, representations, or Agreements, whether written or oral, with respect to the PROJECT. This Agreement may be amended only by written instrument signed by both the OWNER and CONSULTANT.

J. PROJECT SCHEDULE

- a. All project work shall be completed by **September 30, 2014**, unless expressly authorized otherwise in writing by the OWNER. Key target dates are as follows:

Task/Service	Target Date
Execute contract	May
Project Initiation	June 1
Facilitate public process	June, July, and August
Draft report of findings & recommendations	August
Deliver final reports	September 30

The Owner hereby contracts for the Services as outlined above in this Agreement.

IN WITNESS HEREOF the OWNER and the CONSULTANT have made and executed this Agreement, this _____ day of _____, 2014.

Schoenbauer Consulting, LLC
5054 Drew Avenue South
Minneapolis, MN 55410

City of Edina
4801 W. 50th St.
Edina, MN 55424

Signature: _____

Signature: _____

Printed Name: Jeff Schoenbauer
Title: CEO, Cofounder

Printed Name: _____

Title: _____