

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



To: Edina City Council

Agenda Item #: IV.G.

From: Joe Abood
Braemar Golf Course General Manager

The Recommended Bid is

Within Budget

Not Within Budget

Date: September 16, 2014

Subject: Request for Purchase – Consulting Services, Braemar Master Plan and Stormwater and Natural Resources Plan

Date Bid Opened or Quote Received:
August 22, 2014

Bid or Expiration Date:
NA

Company:
Richard Mandell Golf Architecture

Barr Engineering

Amount of Quote or Bid:
Master Plan \$45,000
Tree Management Report \$8,000 (Optional)
Stormwater and Natural Resources Plan

Recommended Quote or Bid:
Richard Mandell Golf Architecture
Master Plan \$45,000
Tree Management Report \$8,000 (Optional)
Total \$53,000 – Memorial Fund

Bar Engineering – Stormwater and Natural Resources Plan
Total not to exceed \$42,000 – Stormwater Utility Fund

General Information:

Braemar Golf Course Master Plan

The first step in this process was to select a five member Master Plan Task Force using an application and interview process. Two additional members were appointed by the Park Board. At the June 17, 2014 City Council meeting the Council ratified the selection of the Braemar Master Plan Task Force appointments: Brenda McCormick (Park Board), David Deeds (Park Board), Rick Ites, Pacy Erck, Joseph Hulbert, Dick Brozic and Paul Presthus.

The task force has been meeting on a weekly basis since July 2014. Rick Ites was selected as the chairperson to lead the Master Plan Task Force through the process.

On July 28, 2014 the Request for Proposal for the Braemar Golf Course Master Plan was advertised.

On August 22, 2014 twenty-eight (28) consultants from all over the country submitted proposals in response to the Braemar Master Plan RFP. Of the 28, five were selected by staff to interview and be evaluated by the Master Plan Task Force. Interviews were conducted September 8 – 10, 2014.

After careful consideration, the Master Plan Task Force would like to recommend Richard Mandell Golf Architecture to provide consulting services for the Braemar Golf Course Master Plan including a tree management plan.

Mandell's firm was unanimously chosen by the task force due to his particular understanding of the project, substantial municipal experience, quality of his team and his overall project approach.

Richard Mandell Golf Architecture has completed 35 renovation projects since 1992, of which a considerable number were municipal facilities. Most recently, Mandell completed a three year renovation of the historic Keller Golf Course in Ramsey County, Minnesota.

Braemar Golf Course Stormwater and Natural Resources Plan

At the City Council meeting on April 22, 2014 Council approved staff recommendation to plan stormwater in tandem with the Braemar Golf Course master planning process, due to the significant impact of floodplain and wetlands on the course, and the rules of the Nine Mile Creek Watershed District.

Attached is a proposed scope of services from Barr Engineering meant to augment the golf planning process and produce an integrated Stormwater and Natural Resource plan for Braemar Golf Course.

Attachment:

Barr Engineering Stormwater and Natural Resource Plan



July 10, 2014

Mr. Ross Bintner
Environmental Engineer
City of Edina Engineering Department
7450 Metro Boulevard
Edina, MN 55439

Re: Agreement for Flood Protection, Water Quality, and Natural Resources Management Support for Braemar Golf Course Master Planning

Dear Mr. Bintner:

Thank you for retaining us to provide technical support and natural resource management recommendations for the Braemar Golf Course master planning process. We will do our best to justify your expression of confidence in us. It is our understanding that a golf course architectural planning firm will be retained by the City to lead a Task Force for development of a golf course master plan. Barr will provide support to the Task Force related to flood protection, water quality and natural resources management considerations throughout the master planning process.

Barr's Project Objectives:

- Assist Master Planning Task Force in identifying and understanding golf course redesign constraints related to floodplain management, wetland protection, and stormwater management.
- Assist Master Planning Task Force in understanding existing and potential natural resource and wildlife habitat assets and exploring ways to integrate with golf course redesign
- Provide recommendations to City and Master Planning Task Force for active management of wetland buffers and other natural areas within golf course
- Provide recommendations to City and Master Planning Task Force for stormwater management within golf course

Task 1. Summary of Floodplain Management, Wetland Protection, and Stormwater Management Design Constraints

Subtask 1a. Prepare Floodplain Management Summary

Barr will prepare a GIS figure showing the Nine Mile Creek 100-year floodplain (preliminary) and provide supporting text describing the relevant Nine Mile Creek Watershed District (NMCWD) rules and requirements for filling within the floodplain.

Subtask 1b. Prepare Wetland Protection Summary

The NMCWD wetland buffer requirements vary depending on the wetland classification (high, medium, or low value). This scope of work is based on the assumption that wetland delineations, type determinations, and function and values assessments will be completed by another firm prior to completion of this task, and the information on wetland delineation and classification will be provided to Barr in electronic formation (GIS or CAD). Barr will prepare a GIS figure that shows the delineated wetland boundaries within the Braemar Golf Course and identifies the wetland classification as related to the NMCWD wetland management rules (high, medium, or low value). Barr will also prepare a GIS figure that depicts average wetland buffer width requirements based on the determined wetland classifications. Barr will also provide supporting text describing the relevant NMCWD rules and requirements for wetlands management.

Subtask 1c. Prepare Stormwater Management Summary

Barr will prepare a summary of the NMCWD stormwater management rules and requirements as they pertain to redesign of the golf course.

Subtask 1d. Prepare Presentation for Task Force Meeting

Barr will prepare a presentation for the Master Planning Team and Task Force summarizing floodplain management, wetland management and stormwater management design constraints.

Deliverables:

- Floodplain GIS figure and supporting text
- Wetlands GIS figure and supporting text
- Written summary of stormwater management requirements
- PowerPoint presentation regarding floodplain, wetlands, and stormwater management design constraints

Task 2. Assessment of Existing Natural Areas

Subtask 2a. Conduct Site Visit with City Staff

Barr staff will conduct a site visit with City of Edina staff to identify natural resource assets within the golf course, including identification of natural areas, core habitats areas (woodlands or wetlands, for example), the main native plant types within these areas, and any special concerns such as endangered species.

Subtask 2b. Review of Audubon Cooperative Sanctuary Program Certification

The Braemar Golf Course received Audubon Cooperative Sanctuary Program (ACSP) certification in 2004. Barr will review the certification submittals and/or other available information related to implementation of the cooperative program.

Subtask 2c. Prepare Natural Resource and Habitat Maps

Barr will prepare a GIS figure that identifies natural areas throughout the golf course based on available GIS data, ACSP certification information, aerial imagery, and observations from the site visit. The figure will also identify core habitat areas and the primary native plants in the natural areas.

Subtask 2d. Prepare presentation for Task Force Meeting

Barr will prepare a presentation for the Master Planning Team and Task Force summarizing the assessment of existing natural areas and recommendations for natural resource and wildlife habitat improvements for consideration during the master planning process.

Deliverables:

- Natural Areas GIS figure
- PowerPoint presentation regarding assessment of existing natural areas and recommendations for natural resource and wildlife habitat improvements

Task 3. Meetings

Subtask 3a. Attend Project Kick-off Meeting with City Staff and Master Plan Consultant

Two Barr staff will attend a project kick-off meeting with City staff and the golf course architectural firm selected to develop the Master Plan. The kick-off meeting will include discussion of the Master Plan development objectives, project schedule, Task Force meeting schedule, and communication protocol between the City, Barr, and the Master Plan consultant. This scope of work assumes that the kick-off meeting will not be coordinated by Barr.

Subtask 3b. Participate in Master Plan Task Force Meetings

One Barr staff will attend up to six Master Plan Task Force meetings to provide input on flood protection, water quality and natural resources management considerations and ideas on integrating natural resource assets into the golf course redesign. This scope of work assumes up to 6 hours of time for preparation or follow-up for each Task Force meeting to review information/work products provided by the Master Plan consultant and other meeting preparation or follow-up, as necessary. This scope of work assumes that the Task Force meetings will not be coordinated by Barr.

Task 4. Natural Resources Management Recommendations

Subtask 4a. Prepare summary of natural resources management recommendations

Barr will prepare a written summary of natural resource management recommendations for inclusion in the Master Plan, including the following:

- Water quality treatment recommendations
- Wetland buffer management recommendations
- Forest and/or natural area vegetation management recommendations
- Wildlife and Habitat improvement recommendations
- Natural resource protection education and awareness recommendations

The summary will be provided to Engineering and Parks and Recreation staff for review and comment.

Subtask 4b. Seek City staff input and revise management recommendation summary

Barr will meet with staff from the Engineering and Parks and Recreation departments to discuss the natural resources management recommendations and City comments on the draft summary document. Barr will revise the management recommendations summary per City comments.

Subtask 4c. Review and Comment on Master Plan

Barr will review the draft Master Plan provided by the Master Plan consultant and prepare and submit comments to City staff (Engineering and Parks and Recreation departments) and the Master Plan consultant.

Deliverables:

- Draft written summary of natural resources management recommendations
- Revised summary of natural resources management recommendations
- Comments on Master Plan

Task 5. Project Management

Includes project coordination with City staff and internal Barr team, management of project schedule and budget, and progress reporting.

Deliverables:

- Project progress reports

Barr will complete the proposed scope of work in accordance with the Master Agreement for Professional Engineering Services. Project fees will be billed on a time and expense basis, not to exceed the total of \$42,000 without prior approval from authorized City of Edina staff.

We appreciate the opportunity to continue providing engineering services to the City of Edina and look forward to working with you on this project. If the proposed scope of services and fees are satisfactory, please sign a copy of this letter in the space provided, and return it to us at your earliest convenience.

Sincerely,

BARR ENGINEERING CO.

By _____

Janna M. Kieffer

Its Vice President

Accepted this ___ day of _____, 20__

CITY OF EDINA

By _____

Its _____



Project Name: Flood Protection, Water Quality, and Natural Resources Management Support for Braemar Golf Course Master Planning
 Client Name: City of Edina
 Date: July 10, 2014

Estimated Project Costs by Subtask		Total Hours	Project Total
Task 1	Summary of floodplain management, wetland protection, and stormwater management design constraints		
	Subtask 1a. Prepare floodplain management summary	26	\$ 2,640.00
	Subtask 1b. Prepare wetland summary	32	\$ 3,290.00
	Subtask 1c. Prepare stormwater management summary	6	\$ 840.00
	Subtask 1d. Prepare presentation or Task Force meeting	6	\$ 840.00
	Subtotal	70	\$ 7,610.00
Task 2	Assesment of Existing Natural Areas		
	Subtask 2a. Conduct site visit with City staff	25	\$ 2,165.00
	Subtask 2b. Review of Audubon Cooperative Sanctuary Program Certification	8	\$ 845.00
	Subtask 2c. Prepare natural resources and habitat maps	55	\$ 4,665.00
	Subtask 2d. Prepare presentation for Task Force meeting	10	\$ 1,140.00
	Subtotal	98	\$ 8,815.00
Task 3	Meetings		
	Subtask 3a. Attend project kick-off meeting with City staff and Master Plan consultant	8	\$ 1,140.00
	Subtask 3b. Participate in Master Plan Task Force meetings	60	\$ 8,550.00
	Subtotal	68	\$ 9,690.00
Job 4	Natural Resources Management Recommendations		
	Subtask 4a. Prepare summary of natural resources management recommendations	87	\$ 9,025.00
	Subtask 4b. Seek city staff input and revise management recommendation summary	24	\$ 2,900.00
	Subtask 4c. Review and comment on Master Plan	18	\$ 2,560.00
	Subtotal	129	\$ 14,485.00
Job 5	Project Management		
	Project administration and management	10	\$ 1,400.00
	Subtotal	10	\$ 1,400.00
Project Total		365	\$ 42,000.00