



June 9, 2022

Ben Jaszewski
Parks and Planning Superintendent
Maple Grove Parks and Recreation Board
12951 Weaver Lake Rd
Maple Grove, MN 55369

Re: Design Services Proposal – Lakeview Knolls Park Schematic Design through Construction Administration

Dear Ben:

HKGi is pleased to provide the Maple Grove Parks and Recreation Board with this proposal to facilitate and continue a process in collaboration with City staff to facilitate the incorporation of new pickleball courts and supporting facilities within Lakeview Knolls Park. The recently completed concept design process has established the park program and general composition of the features, and this phase of work will focus on developing construction documents to facilitate a public bid process and administering the construction of the project. We propose to accomplish the project with the following sequential tasks:

Task 1 – Schematic Design through Construction Documents

Based on input and the related agreed upon refinements to the Concept Design, the HKGi team will further refine the design for the proposed features. Tasks will include developing a detailed site plan with enlarged plans to identify locations, materials, and construction systems of proposed elements, related construction details, pre-engineered building/shelter specifications, materials selections, grading and drainage systems, sewer and water service extensions, site furnishings, and restoration and planting concepts necessary to implement the approved concept design. The following tasks will be completed during this phase of the work:

1. Prepare a Schematic Design set that includes refinement of the approved concept plan and identifies proposed site materials, layout, grading, and infrastructure plans.
2. Coordination with Elm Creek Watershed District to establish drainage and stormwater systems that meet their guidelines.
3. Development of a 3-D design model of the proposed improvements to support the review process with staff and the Park Board.
4. Review with City staff and the Park Board and modify based on input.
5. Develop a draft construction document set to include the following:
 - i. Summary of Quantities Worksheet and Bid Form
 - ii. Site Materials and Layout Plan
 - iii. Grading and Erosion Control Plan
 - iv. Planting and Site Restoration Plan
 - v. Site and Detail Sections and Elevations
 - vi. Electrical Plan
 - vii. Construction Details
 - viii. Technical specifications
 - ix. Final cost estimate
6. Review the draft progress set and updated cost estimates with staff.

7. Update construction documents based on comments received.
8. Prepare final bid documents, including plans, specifications, summary of quantities, and final cost estimate.

Task 2 -Bidding Support and Construction Administration

The HKGi team will lead the bidding and construction administration needs associated with the project including the following tasks:

1. Coordinate the publishing of the ad for bid and post bid documents online via Quest CDN.
2. Respond to bidders' questions and issue addendum if required.
3. Attend bid opening (virtual), develop the tabulation of bids, and the recommendation of a qualified bidder.
4. Coordinate the agreements and notice to proceed with selected Contractor.
5. Provide construction observation at key project intervals (12 trips assumed)
6. Establish staking for primary park design components.
7. Review and approve submittals, shop drawings, mockups related to project design elements..
8. Coordinate required site materials testing.
9. Prepare any necessary RFI and change orders.
10. Review pay requests and recommend payment amounts to the City.
11. Prepare preliminary punch list.
12. Prepare final punch list and facilitate the development of project closeout documents.

Project Assumptions:

- a. The overall project is based on the scope from the approved concept plan with an overall budget of approximately \$1,800,000 and is inclusive of a design and construction contingency, project design, engineering, survey, geotechnical, bidding support, and construction administration costs.
- b. The project is intended to be bid as one package in late winter to leverage an optimum bidding climate. Additional rebidding will be coordinated if deemed necessary on an hourly basis.
- c. Staking will include locating primary features only. Contractor will be responsible for remaining and ongoing staking of project elements and proposed grades.
- d. Inspections and material and compaction compliance will utilize independent testing services.
- e. The picnic/restroom structure is assumed to be a pre-engineered feature that will be specified and structurally engineered through a vendor provided shop drawing review process.
- f. Additional meetings (Public meetings, additional staff design meetings) will be pre-approved by staff and tracked and billed hourly in addition to the proposed base fee – if required.
- g. Meetings and construction administration required due to contractor delays or an extended construction schedule will be billed hourly. Our assumption is that implementation of the project will be a (16) week construction process.
- h. Design tasks determined to be necessary outside of the limits of the original project boundary will be tracked separately and billed based on a pre-approved process with staff.

Professional Fees

Professional fees related to the above defined scope of work will be billed hourly commensurate with the work completed to date. Fee breakdown per task is as follows:

Task 1 – Design and Construction Documents Related

Site Survey and Geotechnical (borings and report)	\$15,500
Design and Engineering - Landscape Architecture, Civil Engineering, Electrical	\$117,200

Watershed coordination and permitting	\$12,500
Bid Manual -Project specifications, bid form, and cost estimate	\$8,700

Task 2 – Bidding and Construction Administration Related

Bidding, tabulation, and recommendation	\$4,600
Construction site visits, project management, and coordination (16 week duration)	\$19,500
CA Services -Shop drawing and submittal review, pay requests, staking and testing	\$24,000
Project Punchlists and closeout	<u>\$7,500</u>

Total Proposed Professional Fee **209,500***

**inclusive of incidental expenses of mileage and printing*

We are excited to continue working with you on this important community project. We look forward to creating design and construction documents that will result in creative, functional, long-lasting people-oriented improvements in the park. Please contact me if you have any questions or need additional clarifications. If you find this proposal acceptable, please sign below and send one copy back for our files.

Sincerely,



Paul Paige
President

SIGNATURE OF ACCEPTANCE:
Maple Grove Parks and Recreation Board

By: _____ Title: _____

Date: _____