



**Inver Grove Heights
Park and Recreation Advisory Commission
REGULAR MEETING AGENDA
Wednesday, December 9, 2020
8150 Barbara Avenue
7:00pm**

HELD VIA ZOOM ONLY Televised on Town Square TV

If you want to participate in the meeting please call 651-450-2471

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS – Items that don't require action
4. ANNOUNCEMENTS
 - A. You can find information regarding the City of Inver Grove Heights by visiting our web site at www.ighmn.gov
 - B. Find us on Facebook at Inver Grove Heights Parks & Recreation
 - C. Follow us on Twitter at @IGH Parks
 - D. Follow us on Instagram: @ighparksrec
 - E. Next Meeting; December 9th Work Study Meeting 6:00pm Regular Meeting 7:00pm
5. CONSENT AGENDA – All items on the Consent Agenda are considered routine and have been made available to the Commission at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Commission member or citizen so requests, in which event the item will be removed from this Agenda and considered in normal sequence.
 - A. Approval of Agenda
 - B. Approval of Regular Meeting Minutes of November 18, 2020
6. PUBLIC COMMENT – Public comment provides an opportunity for the public to address the Commission on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes. Comments will be limited to three (3) minutes per person.
7. UNFINISHED BUSINESS - Items that are brought back to the Commission for action from a previous meeting.
8. REGULAR AGENDA - Items requiring action that are new to the Commission.
 - A. Consider Approval of HKGI for NW Area Park Planning for the Peltier Property

9. ADMINISTRATIVE PRESENTATIONS - Items that need to be discussed without any actions.
 - A. Department Happenings
 - B. Update on Heritage Village Park Master Plan Sub-Committee (Sethre, Barker, Schwanz, Krech)
 - C. Update on Heritage Village Park Historical Sub-Committee (Cook, Krech)
 - D. Update on South Valley Master Plan Sub-Committee (Sethre, Stone, Christensen, Miller)
 - E. Update on NW Area Sub-Committee (Sethre, Cook, Schwanz, Prickel)
 - F. Update on Comprehensive Park Plan Sub-Committee (Barker, Stone, Christensen, Prickel)
 10. COMMISSION COMMENTS – A chance for Commissioners to ask questions or make comments.
 - A. Commission Comments
 - B. Input from Commissioners on the Next Agenda
 11. ADJOURN
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Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the Commission on each agenda item in advance from Staff; decisions are based on this information and past experiences. In addition, some items may have been discussed preliminarily at Work Sessions. If you are aware of information that has not been discussed, please raise your hand to be recognized. Comments that are pertinent are appreciated.

This document is available upon a 3-business day request in alternate formats such as Braille, large print, audio table, etc. Please contact Eric Carlson at 651-450-2587 or TDD/TTY 651-450-2501

THIS IS A PUBLIC MEETING

THIS MEETING IS TELEVISDED ON TOWNSQUARE TELEVISION

<https://www.townsquare.tv/webstreaming>

**MINUTES ARE REVIEWED/APPROVED
BY THE COMMISSION AT THE FOLLOWING MEETING**

**City of Inver Grove Heights Minutes of the Proceedings
Of the Park and Recreation Advisory Commission
8150 Barbara Avenue
Wednesday, November 18, 2020: 7:00 p.m.**

Meeting Held Via Zoom Videoconferencing Only

1. CALL TO ORDER:

Chair Cook called the November 18, 2020 Park and Recreation Advisory Commission Meeting to order at 7:00 p.m.

2. ROLL CALL:

Present: Chair Steve Cook, Vice Chair Niki Barker; Commissioner's: Elaine Prickel, Sandra Christensen, Derek Schwanz, Kari Miller, Willie Krech, and Greg Stone; Parks and Recreation Director Eric Carlson, Parks Superintendent Brian Swoboda, Recreation Superintendent Julie Dorshak, and Information Technology (IT) Manager Marc Gade.

Absent: Commissioner Kevin Sethre.

3. PRESENTATIONS:

There were no presentations.

4. ANNOUNCEMENTS:

A. You can find information regarding the City of Inver Grove Heights by visiting our Website at: www.ighmn.gov

B. Find us on Facebook at Inver Grove Heights Parks & Recreation

C. Follow us on Twitter at @IGHParks

D. Follow us on Instagram: @ighparksrec

E. Next Meeting: December 9, 2020. Work Study Meeting 6:00 p.m. Regular Meeting 7:00 p.m.

5. CONSENT AGENDA:

A. Approval of Agenda.

B. Approval of Regular Meeting Minutes of September 9, 2020.

C. Approval of Work Study Meeting Minutes of October 14, 2020.

D. Approval of Regular Meeting Minutes of October 14, 2020.

Motion by Commissioner Schwanz second by Commissioner Prickel to approve the Consent Agenda.

Commissioner Greg Stone joined the meeting via telephone at 7:03 p.m.

Ayes: 7

Nays: 0 Motion carried.

6. PUBLIC COMMENT:

There were no public comments.

7. UNFINISHED BUSINESS:

None

8. REGULAR AGENDA:

A. Consider Approval of Bids for Heritage Village Park Improvements Utilizing MN DEED Grant Funding.

Parks and Recreation Director Eric Carlson stated this is to consider the approval of bids for Heritage Village Park improvements utilizing the MN DEED Grant funding received. At the last meeting the Commission approved going out to bid using plans and specifications prepared by WSB Inc. This included sidewalk work, installing a retaining wall, railing, and other infrastructure improvements. This prepares for future improvements such as playground equipment, picnic shelter, and a restroom facility. He stated this went out to bid on Thursday, November 12th. Seven bids were received.

- The low bid was provided by JL Theis, Inc. for \$298,728.60.
- The high bid was from Urban Companies at \$511,847.00.
- The Engineer's estimate of the project was \$332,600.00.

He stated Staff suggests the Commission recommend to the City Council hiring JL Theis, Inc. in the amount of \$298,728.60 for the improvements.

Chair Cook asked if the firm was used for other projects and if they were aware of their work in other locations. Director Carlson responded the City does not have any experience with JL Theis, Inc. The Company provided a list of references all of which checked out. He stated they are comfortable awarding them the project and do not have a basis not to.

Commissioner Schwanz commended the Engineers saying they did a great job on the estimate. Director Carlson responded the goal of the Engineer's estimate is to try to be in the middle of the bids. This company was right in the middle.

Motion by Commissioner Christensen second by Commissioner Stone to approve the bid from JL Theis, Inc. for Heritage Village Park improvements utilizing MN DEED Grant Funding.

Ayes: 7

Nays: 0 Motion carried.

B. Consider Park Dedication for Builders Lot Group – Eagles Landing - Case NO 20-383V.

Director Carlson stated Builder's Lot Group is planning to develop 5.49 acres of property immediately west of North Valley Park and propose to develop 10 single family homes on the property. Because North Valley Park is adjacent, the City does not plan to increase the size of the park and are recommending the Developer pay Cash Dedication for the 10 single family lots. He stated the current cash dedication for single family units is \$2,850.00 per unit. 10 units would equal \$28,500.00 and would be deposited in the Parks Acquisition and Development Fund.

He stated issues were highlighted in the memo and shared with the Community Development Department and Engineering Staff. Issues include how they would access the property and stormwater issues. One item needing Commission feedback is that currently the property provides screening to residential properties to the west. With the newly constructed pickleball courts there is concern with the potential of noise traveling further than it does today and could become an issue to those moving into the ten new homes. He stated they would like to bring attention to the Developer that the pickleball courts were there first, if noise abatement becomes an issue, it would be something the Developer would be responsible for. He stated the pickleball courts have not created a neighborhood issue to date. Parks Superintendent Brian Swoboda responded the pickleball courts opened up in fall 2019.

Chair Cook asked where the access would be for the development. Recreation Director Carlson responded the access would be midway into the curve leading into North Valley Park. Chair Cook asked if noise abatement could be written into the agreement. Director Carlson responded that would be a Developer Agreement between the Developer and the City and something Community Development would be asked do.

Motion by Commissioner Schwanz second by Commissioner Prickel to approve Park Dedication for Builders Lot Group – Eagles Landing - Case NO 20-383V.

Ayes: 7

Nays: 0 Motion carried.

C. Consider Park Dedication for Builders Lot Group - Ruby Meadows – Case NO 20- 28SZP.

Director Carlson stated Builders Lot Group is planning to develop approximately one acre of property off of Degrio Way with six single family units. The area is located off of Concord Boulevard with Dehrer Park just up the street. There are no plans for additional parks in the area. The recommendation is the Developer pay the single-family lot price of \$2,850.00 per unit for a total of \$17,100.00 in park dedication to be deposited into the Park Acquisition and Development Fund.

Commissioner Miller asked when the property was appraised and how it was evaluated. Director Carlson responded Park Dedication is not a reflection of what the property is worth, it is a fee that was last set in 2014.

Vice Chair Niki Barker joined the meeting via Zoom at 7:17 p.m.

Commissioner Miller questioned if the last time this was set was in 2014, if it should be re-evaluated and how often. Director Carlson responded it should be done soon. Chair Cook asked if there was a schedule or if it was just determined to be a good time to look into it. Director Carlson responded the Ordinance states it be done annually, or every other year. It is overdue for being reviewed.

Commissioner Miller asked if it should be reviewed prior to these proposals being passed. Director Carlson responded the items before the Commission are too far along to be changed. Having the Park Dedication fees reviewed would be about a four to six-month process.

Chair Cook stated people are currently aware of what the rates are. They may want to change the rates for future proposals or developments. Director Carlson responded that would be his recommendation.

Motion by Commissioner Prickel second by Commissioner Schwanz to approve Park Dedication for Builders Lot Group - Ruby Meadows – Case NO 20- 28SZP.

Ayes: 8

Nays: 0 Motion carried.

D. Consider Proposal from WSB to Assist City in MN Outdoor Recreation Grant for Heritage Village Park Phase IV Improvements.

Director Carlson stated last year they applied for a MN Department of Natural Resources Outdoor Recreation Grant for South Valley Park and were successful in receiving \$250,000. This year they recommend applying for the same Grant, for Heritage Village Park. If successful they would use the funds for further improvements at Heritage Village Park which may include: Playground equipment, shelters, and a restroom facility. The Grant Application is due in March 2021. They would be notified in the fall of 2021 and would have two years to utilize the Grant proceeds. He stated they would have 2022 and 2023 to secure other funding for the park improvements proposed for Heritage Village Park.

He stated the opportunity seems like a good fit, could fit with the timeline, and allow time to secure additional funding. The City would need approximately \$2 million dollars of funding for Heritage Village Park. He stated the recommendation is to hire WSB for help with the Grant Application and would pay them \$12,826.00.

Chair Cook asked how much the Grant would be. Director Carlson responded up to \$250,000. The City would have to match that with non-State money on a 1-1 basis.

Commissioner Schwanz asked about the estimate. Director Carlson responded WSB's proposal is \$12,826.00. He rounded the number to \$15,000 because if approved by the Council at the exact amount, if extra work needed to be done there is funding already approved. They would not have to come back for another approval.

Chair Cook asked if there have been other bids, or if they need to look into other bids. Director Carlson responded they do not need to get multiple proposals when hiring professional services. Sometimes they do request multiple proposals like they are for park planning work in the northwest area. He stated when they applied for the Outdoor Recreation Grant for South Valley Park, they used HKGi. They are recommending WSB for this Grant Application because that is who they have been working with on all improvements for Heritage Village Park. He stated it could cost more to have someone else do the work because they don't have the background, knowledge, and information WSB has.

Motion by Commissioner Christensen second by Vice Chair Barker to approve the proposal from WSB to assist City in MN Outdoor Recreation Grant for Heritage Village Park Phase IV Improvements.

Ayes: 8

Nays: 0 Motion carried.

E. Consider Proposal from Jim Roe Museum Planning for Heritage Village Park Historical Interpretation.

Director Carlson stated the Historical Subcommittee for Heritage Village Park has been meeting over the last several months to discuss how to plan and display historical information in the park. The History has been one of the key ideas surrounding the park. The group has come to the conclusion they should hire a Consultant with experience in planning for historical display and how to present that information in an interesting way. He stated they had Jim Roe Museum Planning put together a proposal. The Subcommittee met and reviewed the proposal.

Chair Cook, who is on the subcommittee, stated the subcommittee has been meeting for awhile and debating the concept of asking for professional input. They are split as a subcommittee on the value/need for it. He stated the group agreed they want historical representation at the park, but don't know how to best do that, and really want to get professional input. They don't have to do all suggestions or ideas that come back, but would like input they can go through and decide what direction to go. He stated it felt like a unanimous consensus they had not had prior. The subcommittee is looking forward to the input and a few have heard of Jim Roe and his work. The subcommittee stands together in wanting to move ahead.

Director Carlson stated at the last Commission meeting Commissioner's were shown panels that would be put at Swing Bridge Park. Jim Roe is the same company that did that work for Dakota County. He has a lot of information and knowledge about the area. Dakota County was very happy with his work, his knowledge, and felt they received good value for what he charged. He stated they received his contact information from Dakota County and is why they are recommending Mr. Roe.

Vice Chair Barker stated she really liked those and thought they did a really good job. There would be continuity from the Swing Bridge to Heritage Village Park. Commissioner Prickel agreed. Chair Cook stated those two areas are so close together and would connect by trails. It provides continuity with look, presentation, and representation. Vice Chair Barker stated it would look well thought out and part of the overall plan.

Motion by Commissioner Prickel second by Commissioner Christensen to approve the Proposal from Jim Roe Museum Planning for Heritage Village Park Historical Interpretation.

Ayes: 8

Nays: 0 **Motion carried.**

9. ADMINISTRATIVE PRESENTATIONS:

A. Department Happenings.

Recreation Superintendent Julie Dorshak stated the month of October went extremely well.

- There was a great number of Halloween activities going on.
- They had a number of memberships coming in.
- A lot of people are participating in the fitness programs and classes, and coming into the facility.

She stated there will be a required closure beginning Saturday. She was hopeful they would still be doing some of the programs they have planned. Those activities would include:

- Doing some Holiday in the Heights activities. A request for sponsorships was sent out and have received at least a dozen local businesses that have contributed funds to help put together the program.
- The tree lighting would still be done, and may even be streamed on Facebook Live.
- The Candy Cane Hunt would take place at the park.
- Maybe have a drive by Santa, if Santa is available.

She stated there is a lot of work ahead to change things as a result of the closure. She is proud of the Staff who has been doing excellent work. They have been really good at coordination and making sure participants and members feel safe. She stated they look forward to having members back when they are able to in four weeks.

Chair Cook liked that they still had ideas even though they would be closed down. He asked if there were a way people could Zoom or Facetime with some of the instructors for classes such as Chair Yoga or Silver Sneakers. This way they wouldn't all be together but could still be able to see it from home. He asked if that could be a way to keep people connected, involved, and be of service during the closure. Recreation Superintendent Dorshak responded during the last eight months they have learned how to do a lot of those methods. They have learned how to connect with people. She stated one example they did was called Zoom in a Room. Each room has a capacity number and one room had too many so they had the TV set up in another room with a video camera on an instructor and was able to see that in the other room. She stated they had just started doing that and feel they would have more opportunities to stream some of the more popular classes as long as they have the funding to move forward. There are a number of classes taped and available online for people to watch.

Chair Cook stated he had been at the facility for a number of things and was impressed with the care and precautions. He was part of Silver Sneakers Yoga and was moved into another room when there were too many people. He was impressed with the sensitivity.

Parks Superintendent Brian Swoboda stated the weather has held and they were able to get additional things accomplished as follows:

- Have done a lot of tree trimming.
- Switched over equipment for snow removal and grooming.
- Got the mowers cleaned up and put away for the season.
- Working on redoing the Community Garden which had some fence, drainage, and gate problems. They will be adding onto the gardens, and hope to begin in the fall and finish in the spring.
- Mulched the trail system in the dog park. Removed Ash trees on the City right of way and used that mulch to help things be kept cleaner and neater at the park.
- Fall Clean up. Removing leaves from the courts.
- Swept all the trail systems to remove the leaves.
- Finished up a paving project at Arbor Pointe Park. Five different segments had Willow tree roots breaking through the surface. Those areas were torn up and repaved.
- Today they put all the Christmas decorations up on Cahill. They have new banners and flags this year.
- Did a prescribed burn around Simley Island. This turned out well.

- Fence repairs were done at Rich Valley Park.
- Helped Inver Wood Golf Course remove their signs in front of the Golf Course and will be switching over to the stone signs that are within the parks. He stated he met with Superintendent Metz to pick out a stone for the course and Heritage Village Park, for near the parking lot on Doffing.

Commissioner Stone asked about the little dog area in the Dog Park and if there are any plans to clean up the pathway inside. This year it was grown up with weeds and was very uneven. He commented there are older people who go through there and could be a concern for them. He asked if there are any plans for the path. Superintendent Swoboda responded that path is stone, they may be able to go in there and help pull some weeds. They cannot use herbicide in the dog park. He stated there isn't a good piece of equipment to help with that issue and would almost have to be hand dug out. He stated he could look into volunteers to help, or have Friends of the Dog Park help straighten and rake it out better.

Commissioner Stone asked about the trail through Lion's Park to McGroarty, there are older people who walk through there with carts and dogs. He asked if there was a way to clear that. Superintendent Swoboda responded streets are a priority. The majority of Staff are on the streets plowing first. Sometimes one or two plow the 52 Trail. Commissioner Stone thanked him and stated he does a good job.

Chair Cook stated the decorations along Cahill did look brand new. He commented no matter the weather, there is always someone at the Dog Park, it does get utilized.

Director Carlson stated there was nothing new to report with Department Happenings and was available for questions.

Chair Cook asked if there were any implications for the Park and Recreation system and the extension of COVID. He asked if there was any pressure. Director Carlson responded with the Governor's decision today, he hasn't had a chance to download the Executive Order and read through it yet. It will cause closure of the Community Center at midnight Friday through December 18th. That will have an impact on the High School Swim teams and Hockey teams, and the Youth Hockey teams. He stated with COVID testing going on in the gymnasium, that is impacting Volleyball, Basketball, Pickleball, and fitness classes.

Director Carlson stated the COVID situation has impacted what they are able to do at the Community Center. As Recreation Superintendent Dorshak had mentioned, they believed they had started to ramp things up as far as people participating and rejoining their memberships. The closure will be a little setback. He stated they stay positive and will find new and creative ways to engage the Community. The parks system will remain open. Weather permitting, they would still provide outdoor skating, but warming houses will not be able to be open. He stated they will continue to find creative ways for people to be able to recreate. It's not only the physical aspects of Parks and Recreation, it's also the mental with people being cooped up and not being able to see family, they need a break, need to get outside into the fresh air.

Chair Cook stated people worry increasingly, especially with cold weather coming. It's nice to be able to provide options and opportunities where people can still go out and do things even though its winter.

B. Update on Heritage Village Park Master Plan Sub-Committee (Sethre, Barker, Schwanz, Krech).

C. Update on Heritage Village Park Historical Sub-Committee (Cook, Krech).

Chair Cook stated this item was discussed previously with the approval of proceeding with professional input.

D. Update on South Valley Master Plan Sub-Committee (Sethre, Stone, Christensen, Miller).

Commissioner Stone stated the group has not met lately.

E. Update on NW Area Sub-Committee (Sethre, Cook, Schwanz, Prickel).

Commissioner Schwanz stated this group will be meeting on Monday. Director Carlson agreed and stated the proposals for park development for the Pelletier property are due tomorrow at 2:00. He would be getting copies of those to the Sub-committee and would be bringing a recommendation to the next Commission meeting on Wednesday, December 9th.

F. Update on Comprehensive Park Plan Sub-Committee (Barker, Stone, Christensen, Prickel).

Director Carlson stated this group was going to be meeting tonight at 6:00 p.m. but because of the Governor's announcement also taking place at 6:00, it was cancelled. This will be rescheduled to meet before the next Park Commission meeting. He stated the group has a document he had sent to them that they are reviewing.

10. COMMISSION COMMENTS:

A. Commission Comments.

Vice Chair Barker commented about the shutdown and people not being able to get together and what that can do to everyone. She stated Recreation Superintendent Dorshak and Staff have had to pivot so much and several times. They have been so successful and creative, it was inspiring. As Commissioner's they have that responsibility too, they need to bring hope to people that there are still things they can do. She suggested mentioning things to other people because they may not know about events going on. She stated the Survey that went out said a lot of people don't do things because they didn't know anything about it. She commented she is an information seeker, but not all are. There are other different ways to get the word out.

Chair Cook asked if she had any ideas as to how to do things so others can be reached. Vice Chair Barker responded Social Media is one way, but not all are on that. Word of mouth is another way. Superintendent Dorshak responded they could use all the help they can get in terms of ways to get the word out to other people. She stated they would be starting to do some Focus Groups in January.

Chair Cook stated he receives text reminders on his phone. Maybe they can find a way to do that without being intrusive.

Commissioner Krech stated Chair Cook did a fine job on the meeting.

Commissioner Christensen had no comment.

Commissioner Prickel had no comment.

Commissioner Stone agreed with Vice Chair Barker about the parks. The weather doesn't matter as long as there isn't a lot of snow. He stated he has been very pleased to see a lot of older people walking and getting out. It is heartwarming to see the value these parks and trails have to people when locked down. He stated he walks his dog and it's good for people to get out, both mentally and physically.

Commissioner Schwanz agreed with the comments made and stated they appreciate the Parks in the City and feel there is a good parks system. In times like this it's nice for people to be able to go outside. He thanked Director Carlson and Superintendents Swoboda and Dorshak for everything they do.

Commissioner Miller had no comment.

Chair Cook appreciated the support the Commissioner's gave to the inclusive park project in moving ahead with seeking the DEED Money Grant approval from the City Council this past month. He stated some Commissioner's attended, some didn't, but they didn't have to get up and say anything as the Council may have noticed the attendance and passed the Motion. There will be other challenges ahead as far as money, support, and what they would be doing there. He hoped the Commission will give their support by attending a Council meeting or showing support in another way. He appreciated everyone being involved.

B. Input from Commissioners on the Next Agenda.

Chair Cook stated the Commission can contact him, Vice Chair Barker, or Director Carlson if there is anything anyone would like to see added. He stated he meets with the Vice Chair, Superintendents, and Director Carlson to discuss the next Agenda before the meeting.

11. ADJOURN:

Motion by Commissioner Stone second by Commissioner Christensen to adjourn the meeting at 8:03 p.m.

Ayes: 8

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COMMISSION ACTION

Consider Approval of HKGI for NW Area Park Planning for the Peltier Property

Meeting Date: December 9, 2020
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

☐	None
☒	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED

Recommend awarding a contract to HKGI in the amount not to exceed \$70,000 to assist the city in developing the Peltier property into a neighborhood park in the NW Area of the City of Inver Grove Heights. The project is funded by the Park Acquisition and Development Fund (Fund 402).

SUMMARY

The City Council has a signed purchase agreement to purchase approximately 6.41 acres of property from Mr. James Peltier. We have completed a legal survey of the property and a Phase I environmental review. The City is also working with Dakota County to have an adjacent parcel transfer to city ownership which will bring the size of the park property to approximately 8 acres.

The City will need to hire a landscape architectural firm to assist us in the planning, design, development, and construction of the park. An RFP was developed and sent to three (3) firms for response. Responses received were as follows:

Firm	Base Fee	Optional Services
HKGI	\$67,700	\$15,900
EOR	\$64,656	\$10,000
WSB	\$93,000	\$7,000

The NW Area Park Sub-committee reviewed the proposals and is recommending HKGI. The tentative timeline for the project is:

Winter 2020/21	Review of Design Services Contract
Winter 2020/21	Review of Park Concepts
Spring 2021	Review of Schematic Design
Spring 2021	Review of Bid Documents / Authorize Bidding
Spring/Summer 2021	Bids Let
Spring/Summer 2021	Awards Bid
Summer 2021	Construction Begins
Fall 2021	Completion

The budget for the project is \$800,000 and includes professional services and construction.

REQUEST FOR PROPOSAL
PROFESSIONAL DESIGN SERVICES
Park Planning/Design



*NW Area Neighborhood Park
SW Quadrant
Inver Grove Heights MN*

Date of Issue: Tuesday, October 27, 2020
Proposals Due: Thursday, November 19, 2020

*City of Inver Grove Heights
Parks and Recreation Department
8055 Barbara Ave. Inver Grove Heights MN 55077*

Requested Services:

The City of Inver Grove Heights is soliciting the professional design services of a landscape architectural firm for the planning and design of one neighborhood park. The selected firm will be responsible for guiding residents, the Parks and Recreation Advisory Commission, City Council and staff through the design process including the creation of park concepts and amenities, schematic design, and the development of plans, specifications, bid documents and cost estimates, as well as the construction oversight as outlined in this proposal.

Background:

Inver Grove Heights located in the southeast Twin Cities metropolitan with Interstate 494 and MN Hwy 52/55 as major arteries. Over the last ten years, 5,000 -10,000 new residents have chosen to make Inver Grove Heights their home increasing the city's population to over 36,000 residents. Increased resident population has raised the demand and need for neighborhood parks.

Inver Grove Heights takes great pride in its quality park and trail facilities as well as the highly successful Veterans Memorial Community Center and municipal Inver Wood Golf Course that provide first rate recreational opportunities for its residents. This neighborhood park will require the same level of quality that all park facilities do in Inver Grove Heights.

A budget estimate for the planning and development of the park has been established at \$800,000.

Procedure:

The following information is provided to assist you in delivering your proposal:

- Number of hard copies needed: Three (3)
- Provide an electronic PDF of the proposal as a PDF.
- Due date: Thursday, November 19, 2020 by 4:00 p.m.

- Mail or deliver proposal to:
Eric Carlson – Parks & Recreation Director
Inver Grove Heights
8055 Barbara Ave
Inver Grove Heights MN 55077

- Questions please contact:
Eric Carlson – Parks and Recreation Director
Office Phone: 651-450-2587
Cell Phone: 763-350-8850
E-Mail: ecarlson@invergroveheights.org

Selection:

- The City intends to review all proposals and will contact each proposer for additional information or interviews, as needed. A staff recommendation will be made to the Commission/City Council for their review at an upcoming meeting.

Tentative Schedule:

Tuesday, October 27, 2020	RFP Issued
Thursday, November 19, 2020	Proposals Due
December 14, 2020	Review of Design Services Recommendation
December 14, 2020	Review of Design Services Contract
Winter 2020/21	Review of Park Concepts
Spring 2021	Review of Schematic Design
Spring 2021	Review of Bid Documents / Authorize Bidding
Spring 2021	Bids Let
Spring/Summer 2021	Awards Bid
Summer 2021	Construction Begins
Fall 2021	Completion

Scope of Services:

Each of the listed phases may include but are not limited to the following tasks:

Concept and Park Programming Phase

- meeting with the owner to outline project and park program
- site visit
- gather appropriate data (City to provide survey data performed by Gorman)
- neighborhood meeting to seek neighborhood interest(s)
- development of two - three concepts
- establish a budget estimate
- presentation of concepts

Schematic Design Phase –

- refinement of preferred concept
- neighborhood meeting to review concept plans
- development of grading plan, storm water management, etc.
- development of construction cost estimate
- presentation of Schematic Plan and cost estimate

Design Development Phase –

- refinement of Schematic Plan
- selection of products and materials
- development of planting plan and plant materials
- detailed layout of park focal points
- refinement of construction cost estimate

Construction Documents Phase –

- development of construction plans and specifications for public bid
- meetings with staff to ensure plans and specifications meet intent and defined budget
- refinement of construction cost estimate
- appropriate subcontractors for (staking, material testing, etc.)

Bidding Phase –

- development of bidder qualifications
- review of bidder qualifications
- pre-bid meeting with potential bidders
- review bids and develop a recommendation

Construction Phase –

- general project oversight and administration
- weekly site visits and meetings with Contractor and/or Project Manager to review field changes and ensure construction is meeting design intent
- review of all change orders
- review of all pay applications

Proposal Content:

Please include the following detailed information in your proposal.

Firm Information

- Name
- Address
- Telephone
- Website

Firm History

- Size of Firm/Staff
- Years in Business
- Organizational Chart of Firm

Design Team (for this project)

- Principal in Charge
- Project Landscape Architect or Project Lead
- Civil Engineer
- Others Involved

Design Team Specifics - For each team member provide the following information.

- Name
- Years with Firm
- Education
- Licensure
- Professional Experience
- Pertinent Experience

Consultants – Identify any consultant outside of your firm who will be part of the design team. Please provide their applicable experience.

- Civil Engineer

Representative Projects – Provide detailed information for no less than two (2) no more than four (4) projects completed by your firm that best represents a similar scope, budget, program, and complexity. For each project please include:

- Completion Date
- Name, Location and Contact
- Narrative Description
- Photographs / Images
- Size of Facility
- Budget
- Bid Amount
- Final Cost

Fee Structure – The City is requesting an hourly contract based on a “not to exceed” amount provided in this proposal. Please provide the following:

- Total “not to exceed” fee for the complete bill of services listed in Scope of Services portion of this document.
- Breakdown of your total fee for each of the six phases listed above in the Scope of Services.
- Estimated cost of reimbursables and any mark up.
- Hourly fee structure for each member of the project team.

Questions – Please briefly answer the following questions:

1. Public bids can often bring out some under qualified contractors and sub-contractors. Please describe how this can be avoided.
2. Please describe the firms approach in pre-qualifying bidders?
3. The City is interested conserving storm water on site, sustainable landscapes and the general reduction of park maintenance costs. Please describe any techniques the firm has implemented in previous park designs.

DISCLAIMER: This request for proposal is only a solicitation for information. The City of Inver Grove Heights is not obligated to enter a contract, nor is it responsible for any costs associated with the preparation of proposals and interviews. The City reserves the right to reject any and all proposals and to interview firms which in the City’s judgment will best meet the City’s needs.

Appendices:

Project Location

SW Quadrant – approximately 8 acres across from Amana Trail



PROPOSAL FOR DESIGN AND ENGINEERING SERVICES

NW AREA NEIGHBORHOOD PARK

INVER GROVE HEIGHTS, MN

Contact:

Jody Rader, PLA, Project Manager
jody@hkgi.com 612-220-8990



Prepared by HKGi and Solution Blue
November 19, 2020



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Planning
Landscape Architecture
Urban Design

123 N. 3rd Street, Suite 100
Minneapolis, MN 55401

www.hkgi.com

Contact Information

Jody Rader
jody@hkgi.com
612-220-8190

Bryan Harjes
bryan@hkgi.com
612-310-2419

COLLABORATE
LISTEN
EXPLORE
CREATE

November 19, 2020

Eric Carlson, Parks and Recreation Director
City of Inver Grove Heights
8055 Barbara Ave.
Inver Grove Heights, Minnesota 55077

Re: HKGi / Solution Blue Proposal for Park Design Services

Dear Eric:

On behalf of the HKGi team, we are pleased to submit our proposal to perform design, engineering and construction administration services for a new neighborhood park in the NW Area of Inver Grove Heights. For this project we have teamed with Solution Blue, a civil engineering firm that specializes in sustainable landscapes, to provide a thoughtful design for a neighborhood asset that will be valued for generations to come.

HKGi has a well-established relationship with the City of Inver Grove Heights. For more than two decades, our firm has provided a broad range of services for the City, including comprehensive planning, park system planning, park design, and neighborhood planning. We are currently assisting the City with the Argenta Trail Small Area Study, as well as providing support for the Comprehensive Park and Recreation System Plan. We know the community well, have developed strong working relationships with City staff, and are committed to continuing to provide the City with outstanding client service and community planning support.

We are excited about the opportunity to work closely with the neighborhood to understand needs and desires for future park amenities, and subsequently translate these ideas into a design and completed project. Our firm's 35 years of experience working closely with parks and recreation departments to create hundreds of parks provides us with the expertise to provide accurate cost estimates and to guide designs that are easily and cost-effectively maintained over time. Innovative stormwater management and integration of biodiverse, native restoration into the final design will prove effective in ensuring the long-term sustainability of the ecological performance of the park, assisting with wildlife habitat and setting the stage for future educational programming in the neighborhood. We look forward to embracing the challenges presented by this project.

I will serve as the Project Manager for the team, and Bryan Harjes will serve as the Principle-In-Charge, providing key insights and experience. Please feel free to contact us with any questions regarding our proposal. We look forward to speaking with you in more detail about this project and about our team's qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Rader'.

Jody Rader, PLA
Project Manager

A handwritten signature in black ink, appearing to read 'Bryan Harjes'.

Bryan Harjes, PLA, LEED AP
Vice President



PROJECT TEAM

HKGi

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest.

Park and recreation design has long been a core service at HKGi. As recognition of the economic, environmental, and health benefits of well-designed parks, trails, and recreation systems grows, so too does our commitment to providing innovative service to our clients.

Our planners and landscape architects bring a wealth of experience and knowledge about the programming, sustainability, community engagement, and operations issues that park and recreation planning projects must address. They also provide skilled project leadership, ensuring that projects stay on budget and on schedule.

A community-based approach has been at the heart of our practice since HKGi's founding. Gathering and responding to community input has always been essential to ensuring that our plans and designs are feasible, supported by the community, and will generate positive results for our clients and their constituents.

The primary team for this project will be comprised of HKGi landscape architects and designers who will manage the project and lead the design and engagement effort, as well as conduct construction administration for the project.

The staff members assigned to this project collectively bring more than fifty years of park and trail planning and design experience.

CREATING PLACES THAT ENRICH PEOPLE'S LIVES



Planning
Landscape Architecture
Urban Design

O: 612.252.7136

C: 612.220.8190

www.hkgi.com

123 North Third Street, Suite 100
Minneapolis, Minnesota 55401

STAFF

4 Certified Planners

8 Licensed Landscape Architects

6 Planners/Urban Designers

1 Marketing Communications



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CREATE



Solution Blue (SBI)

Solution Blue, Inc. ("SBI") is a sustainable site planning, stormwater and civil design and engineering firm focused on the creation of multi-functional outdoor spaces ranging from historic buildings to new construction, athletic facilities, public parks and trails to parking lots, plazas and many sustainable stormwater management features. Our team provides widespread expertise in the areas of civil engineering, stormwater management, landscape design and integrated construction implementation for expansion, renovation and new construction projects. SBI specializes in efficiently integrating site design strategies with all stormwater management features ranging from permeable pavement and tree trenches to green roofs, rain gardens, infiltration basins, underground storage systems, rainwater harvesting systems and more.

Our expertise with innovative and efficient stormwater management remains our team's biggest strength. We continue to collaborate with architects, planners, watersheds, cities, neighborhood groups and many others to create more sustainable stormwater features that are highly visible, cost-effective and innovative. Our team remains focused on creating multi-functional outdoor spaces that provide "triple bottom line" benefits that produce positive environmental, economic and social impacts for many years to come.

Our SBI team members are industry leaders in innovative stormwater management, water resources and site re-development. Because of our creativity and successful projects, we have contributed to the following awards:

- » "Merit Award for Planning" for Wayzata Lake Effect Vision Plan (2017 from American Society of Landscape Architects, Colorado Chapter)
- » "For Profit Service Business" Award (2016 from St. Paul Area Chamber of Commerce)
- » "Clean Water Champion" Award for CHS Field (2015 from Freshwater Society)
- » "Best New Ballpark" for CHS Field (2015 from Ballpark Digest)
- » "Watershed Partner" Award Nominee (2014 from Capitol Region Watershed District)
- » Watershed Heroes "Excellence in Development" Award (2011 from Minnehaha Creek Watershed District)
- » LEED® Silver certification – Target Field (2009 from U.S. Green Building Council)



O: 651-294-0038

E: info@solutionblue.com

www.solutionblue.com

444 Cedar Street, #1005
St. Paul, MN 55101

Key Personnel

HKGi

Jody Rader, PLA, will serve as Project Manager for the consultant team on this project. In this role she will be the primary contact for the City and will coordinate the work of the project team. She will lead the engagement effort and will also provide leadership throughout the design and construction process.

Jody brings nearly a dozen years of experience as a design professional and has been leading the design effort for the South Valley Park in Inver Grove Heights, as well as providing assistance with the Parks and Recreation Comprehensive System Plan.

Bryan Harjes, PLA, LEED AP, will serve as Principal in Charge for this project and will also provide critical input during the concept planning and design phases of the project. He will ensure that the design team has the resources it needs to conduct a high quality design process, and his experience administering construction projects will help address the City's concerns regarding contractor qualifications and the bid process.

Bryan brings more than 21 years of experience and has helped several communities address sustainability, maintenance costs, and storm water management issues. He served as project manager for recent improvements to the Springbrook Nature Center in Fridley and several implementation initiatives at Nokomis-Hiawatha Regional Park in Minneapolis. Bryan is also familiar with Inver Grove Heights and the Northwest Area planning context. He has contributed to several planning efforts conducted by HKGi over the past two decades and is currently leading the Argenta Trail Small Area Study.

Amy Bower, PLA, will provide landscape architecture services for the NW Area Neighborhood Park. She brings more than 23 years of experience, primarily contributing design development, construction documentation, and construction administration services to park, trail, streetscape, and site improvement projects through the state of Minnesota.

Amy will be involved in all aspects of the project, and will play a significant role during the design development, construction document, bidding and construction phases of the project. She has provided similar services on well over a hundred built projects of all scales during her career. Amy has demonstrated an outstanding ability to develop accurate cost estimates, which will aid the City in making sound decisions about its investments in the development of this park and its design program.

Ryan Heid will provide support during concept design, design development, and construction document phases, as well as create and update a 3D model of the site concept throughout the project process. His work will communicate the look and feel of key park elements to neighborhood stakeholders, City staff and City leadership. He has provided similar renderings for a wide variety of park design projects, including South Valley Park, and his work proves to generate excitement and neighborhood support for projects.

Solution Blue

Benjamin Lucas, PE, will serve as the civil engineering lead for Solution Blue's work on the project. He brings over nine years of experience leading civil engineering and sustainable landscape design projects throughout the metropolitan region. He excels at grading design and stormwater management on challenging sites and is experienced designing innovative stormwater BMPs to address poor soils and steep topography.

Jay Koester, PE, will provide civil engineering expertise for this project and will play an integral role in developing sustainable designs that will help the City reduce maintenance costs. He is a creative problem solver who has been involved in construction projects at every conceivable scale during his twenty-plus year career.



Jody Rader

ASLA, PLA

Landscape Architect



612.220.8990 cell / 612-2527136 office



jody@hkgi.com

Jody brings strong critical thinking and problem solving skills to her project work, and she is committed to conducting community planning and design that promotes healthy living, sustainable ecosystems, and quality of life for all. She understands the ways in which design impacts and enhances vibrancy, quality of life, connectivity, and accessibility. Jody is trained as an ecological restoration professional with a focus on native plant communities of Minnesota.

Jody is an outstanding communicator and excels at developing design solutions that incorporate stakeholder input and address key concerns and project objectives. Jody has been a key contributor on park, trail, and open space planning projects throughout the region and continues to demonstrate her dedication to helping clients enrich their communities and achieve their park and recreation development objectives.

Relevant Project Experience

- » South Valley Park Schematic Design | Inver Grove Heights, MN
- » North and South Valley Parks Active Living Master Plan | Inver Grove Heights, MN
- » Park System Master Plan | Inver Grove Heights, MN
- » Glacial Edge Regional Trail Master Plan | Fergus Falls, MN
- » Anderson Regional Park Master Plan | Isanti County, MN
- » Vermillion River Greenway Master Plan | Dakota County, MN
- » Active Living and Safe Routes to School Grant Writing | Anoka and Dakota Counties, MN
- » Minnehaha Parkway Regional Trail Master Plan | Minneapolis, MN
- » Cross-City Trail Master Plan | Duluth, MN

Years of Experience: 11

Years with HKGi: 4

Education

Master of Landscape Architecture, University of Minnesota

B.S. Architecture, University of Minnesota

Registration

Landscape Architect, Minnesota
License No. 57311

Awards

ASLA Student Honor Award

College of Design Student Excellence and Scholarship Award

HUD Innovation in Affordable Housing
Finalist

Professional Activities

Ecological Restoration Training, UMN

Member of ASLA and Association for
Community Design

Bike Walk MN 2018 Conference, Presenter

ASLA-MN Executive Committee, Student
Chapter Liaison, Step-Up Chair and WILA
(Women in Landscape Architecture) Co-
Chair

ASLA-MN Step-Up Intern Program Chair

Represent ASLA-MN at planning, and design
related conferences

Guest reviewer for the College of Design at
the University of Minnesota and Dunwoody
Institute Architecture Department



STRENGTHS SUMMARY

Connectivity & Accessibility
Ecological Restoration
Engagement Communication



Bryan Harjes

PLA, LEED AP

Vice President



612.252.7124



bryan@hkgi.com

Bryan brings creativity, an ability to lead and facilitate idea generation, and strong critical thinking skills to his project work. He has a unique ability to generate ideas that inspire additional brainstorming and exploration among project participants. He is also skilled at listening to ideas and then translating them into drawings that facilitate greater analysis and evaluation of potential development concepts and directions.

Bryan has provided leadership for several key park development projects at HKGi, including design for the Springbrook Nature Center in Fridley, site improvements for a neighborhood-focused playground area in the Nokomis-Hiawatha Regional Park, and site improvements for the Minnehaha Refectory renovation. In all of his work, Bryan emphasizes high quality solutions that fulfill community needs while also promoting ecological and fiscal sustainability.

Relevant Project Experience

- » Springbrook Nature Center | Fridley, MN
- » Oxbow Nature Center Master Plan and Site Design | Olmsted County, MN
- » 54th Street Play Area Improvements | Minneapolis, MN
- » Minnehaha Park Refectory Renovation and Site Improvements | Minneapolis, MN
- » Minnehaha Parkway Regional Trail Master Plan | Minneapolis, MN
- » Downtown Commons Plaza and Streetscape Design | Buffalo, MN
- » Moore Lake Park Master Plan | Fridley, MN
- » North Aisle Park Concept Plan | Stillwater, MN

Years of Experience: and Years with HKGi 21

Education

Master of Landscape Architecture and
Bachelor of Environmental Design,
University of Minnesota

Registration

Landscape Architect, Minnesota, License No.
42954

Awards

2018 ASLA-MN Merit Award for Planning
and Urban Design - St. Louis River Estuary
National Water Trail Master Plan - Duluth-
Superior

2016 AIA Minneapolis Preservation Award
- Minnehaha Park Refectory Renovation,
Minneapolis

2015 ACEC-MN Engineering Excellence
Honor Award - Buffalo Commons, Buffalo,
MN

2014 APA-IA Innovation in Economic
Planning and Development Award - Merle
Hay Road Gateway Redevelopment Master
Plan, Johnston, IA



STRENGTHS SUMMARY

Design Creativity
Problem Solving
Idea Generation & Evaluation



Amy Bower

PLA

Landscape Architect

 612.252.7121

 amy@hkgi.com

Amy provides design expertise for the schematic, and design development, and construction documentation and administration phases of site improvement projects.

Amy has more than two decades of experience providing landscape architecture services for projects throughout the state and the metropolitan region. She has designed all kinds of site and streetscape improvements, wayfinding and monument signage, and trails, parks, and recreational facilities. Her award-winning work can be seen throughout the state of Minnesota. She has designed playgrounds, athletic fields, and other neighborhood park improvements for at least half a dozen parks in Minneapolis and for several parks in Chanhassen.

Amy also provides clients with valuable cost estimation services that aid clients in planning and budgeting for planning improvements.

Relevant Project Experience

- » 54th Street Triangle Playground | Minneapolis, MN
- » Springbrook Nature Center | Fridley, MN
- » Park Plans, Designs, and Construction Administration (multiple parks) | Chanhassen, MN
- » Veterans Memorial Park | Chaska, MN
- » Countryside Park | Edina, MN
- » Rivers Edge Commons | Elk River, MN
- » Shingle Creek Park Improvements | Brooklyn Park, MN
- » Fernbrook Fields Athletic Complex | Maple Grove, MN
- » Lost Lake Greenway and Town Green | Mound, MN
- » Minnehaha Park Refectory Renovation Site Design | Minneapolis, MN
- » Folwell Park Improvements | Minneapolis, MN

Years of Experience and Years with HKGi: 23

Education

Masters of Landscape Architecture,
University of Minnesota

B.S., Industrial Design, University of
Wisconsin-Stout

Registration

Landscape Architect, Minnesota
License No. 41472

Awards

2020 MRPA Excellence Award - River's Edge
Commons Expansion - Elk River

2020 MRPA Excellence Award - Fernbrook
Athletic Fields Complex - Maple Grove

2017 MN APA Success Stories in
Implementation Award - Downtown Master
Plan and Streetscape - Chaska, MN

2015 MnDOT Stewardship Award - River to
River Greenway

2015 ACEC-MN Excellence in Engineering
Honor Award - Buffalo Downtown
Commons

2013 MN ASLA Merit Award and 2009 MRPA
Award of Excellence - Elk River Rivers Edge
Commons



STRENGTHS SUMMARY

Design Implementation
Detail Design & Cost
Estimating
Construction Administration



Ryan Heid

Urban
Designer

 612.252.7127

 ryan@hkgi.com

Years of Experience: 3

Years with HKGI: 2

Education

Bachelor of Landscape Architecture - North Dakota State University

B.S., Environmental Design - North Dakota State University

Awards

2020 MRPA Excellence Award - Park, Recreation and Community Education System Plan - Hutchinson

2020 MRPA Excellence Award - Fernbrook Athletic Fields Complex - Maple Grove

2017 NDSU Dennis C. Colliton Memorial Award - Top Outstanding Design Thesis in Landscape Architecture

Ryan is an urban designer who brings a strong set of graphic design and visualization skills to HKGI. The visual communications materials he produces, including animations and renderings, enable clients and stakeholders to better understand how design concepts might look and function after construction. His contributions enable us to more fully explore design considerations and ideas with clients.

Ryan's design interests also include wetland restoration, water and timber management, commercial planning, and urban design. His design thesis on phytoremediation and wetland restoration design on the TCAAP site in Arden Hills, Minnesota was recognized as the top design thesis at NDSU in 2017. Ryan was also named to collegiate All-American Lacrosse Teams twice during his college career.

Relevant Project Experience

- » South Valley Park Schematic Design | Inver Grove Heights, MN
- » Downtown Park | Ironwood, MI
- » Neighborhood Park Improvements | Prior Lake, MN
- » Siwek Park Concept Plan | St. Francis, MN
- » Great River Park Complex Master Plan | Stearns and Benton Counties, MN
- » North Aiple Park Master Plan | Stillwater, MN
- » Lake Ann Trail Feasibility Study | Chanhassen, MN
- » Fernbrook Athletic Fields | Maple Grove, MN
- » Athletic Facilities/Greenspace System Plan | Becker, MN
- » Park Master Plans | Elk River, MN
- » Great River Regional Trail Master Plan | Wright County, MN



STRENGTHS SUMMARY

Detail Oriented
Visualization Design

Ben provides over 9 years of experience in the fields of civil engineering, site planning, water resources engineering, construction administration, and storm water management. He has worked on a variety of projects including parks and trails, municipal and commercial sites, residential subdivision projects, apartment complexes, playgrounds facilities, parking lots and other site development projects. While working on various projects, Ben continues to provide site analysis, design development, stormwater modeling, project management, construction document preparation, bidding support, permitting assistance, construction administration and project closeout services.

Ben excels in multi-functional site design where he effectively integrates each site's topography, soil conditions, water management, plants and related site amenities to maximize the environmental, social and economic benefits. Additionally, he has completed numerous projects that incorporate innovative stormwater Best Management Practices (BMPs) with regard to poor soils, steep slopes, structural issues and hydrology challenges. He also has extensive experience in construction contract administration and a comprehensive understanding of contract plans and specifications. He is a certified National Pollutant Discharge Elimination System (NPDES) permit compliance professional.

SAMPLE PROJECTS

- » City of Wayzata: Lake Effect (Wayzata, MN) – Design of Street Improvements Including a Bike Trail and Stormwater Features. This Project Included a New Lake Walk and Shoreline Restoration of Lake Minnetonka
- » University of MN Landscape Arboretum – Horticulture Operations Center (Chaska, MN) – Civil Eng. for New 9,575 SF Operations Training Center and Maintenance Facility, Utilities including wells and new septic system, Stormwater, Wetland Mitigation & Parking Lot – servicing over 70 staff volunteers daily and thousands annual visitors
- » Islamic Center (Afton, MN) – Civil Design & Construction Administration for parking lot expansion including stormwater utilities and infiltration BMPs to exceed stormwater regulations.
- » University of MN Landscape Arboretum – Demonstration Farm (Chaska, MN) – Civil Eng. for Demonstration Farm for New Eastern Campus, Utilities, Stormwater, Planting Areas & Parking Lot, miles of interpretive trails with ADA accessibility.
- » University of MN Essex Corridor (Minneapolis, MN)- Civil Eng. for Infrastructure, Transportation, Pedestrian and Recreation Reconstruction of 10-acre site which is the home of 3,800 student residents and a transit corridor to thousands of health workers and patients. The project involves complex stormwater, utility and life safety updates & intimate collaboration with multiple university departments.



Benjamin Lucas

P.E.

Senior Project Engineer

EDUCATION

B.S., Civil Engineering, Michigan Technological University, 2011

REGISTRATIONS & AFFILIATIONS

Licensed Professional Engineer (P.E.) in Minnesota - #54265

Erosion and Stormwater Construction Site Management, Exp. 2021

American Council of Engineering Companies of Minnesota (ACEC/MN)

Design of Storm Water Pollution Prevention Plan – exp 2021

American Society of Civil Engineers



Jay provides over 20 years of experience in the fields of civil engineering, site planning, water resources engineering, construction administration, and storm water management. He has worked on a variety of projects including parks and trails, municipal and commercial sites, residential subdivision projects, apartment complexes, playgrounds facilities, parking lots and other site development projects. While working on various projects, Jay continues to provide site analysis, design development, stormwater modeling, project management, construction document preparation, bidding support, permitting assistance, construction administration and project closeout services.

Jay excels in multi-functional site design where he effectively integrates each site's topography, soil conditions, water management, plants and related site amenities to maximize the environmental, social and economic benefits. Additionally, he has completed numerous projects that incorporate innovative stormwater Best Management Practices (BMPs) with regard to poor soils, steep slopes, structural issues and hydrology challenges. He also has extensive experience in construction contract administration and a comprehensive understanding of contract plans and specifications. He is a certified National Pollutant Discharge Elimination System (NPDES) permit compliance professional.

SAMPLE PROJECTS

- » City of Wayzata: Lake Effect (Wayzata, MN) – Design of Street Improvements Including a Bike Trail and Stormwater Features. This Project Included a New Lake Walk and Shoreline Restoration of Lake Minnetonka
- » University of MN Landscape Arboretum – Horticulture Operations Center (Chaska, MN) – Civil Eng. for New 9,575 SF Operations Training Center and Maintenance Facility, Utilities including wells and new septic system, Stormwater, Wetland Mitigation & Parking Lot
- » Silkwood Crossing (Urbandale, IA) – Stormwater Engineer for the site detention basin design of 85 single-family lots (overall) in multiple phases on approximately 74 acres, plus off-site drainage areas of approximately 22 acres. Multiple onsite detention basins as design features of the overall subdivision.
- » University of MN Landscape Arboretum – Demonstration Farm (Chaska, MN) – Civil Eng. for Demonstration Farm for New Eastern Campus, Utilities, Stormwater, Planting Areas & Parking Lot (Currently Under Construction)
- » Bici Flats (Des Moines, IA) – Project Manager, Lead Engineer, and Engineer-of- Record for the site design of three (3) apartment buildings, parking, utilities, and a stormwater management. Planning and coordination with the City for the bike path connection along the adjacent levee of the Des Moines River.



Jay R. Koester

P.E.

Civil Engineer – Design Lead

EDUCATION

B.S in Civil Engineering, Iowa State University

REGISTRATIONS (ACTIVE)

Professional Engineer (PE): Colorado, Florida, Illinois, Iowa, Hawaii, Kansas, Minnesota, Nebraska, North Carolina, Texas, Washington, and Wisconsin

National Council of Examiners for Engineering and Surveying (NCEES)

AWARDS/HONORS

Outstanding Engineer of the Year, Smokey Valley Chapter, State of Kansas



REPRESENTATIVE EXPERIENCE



Springbrook Nature Center Master Plan and Design

Fridley, Minnesota - HKGi provided leadership for the creation of a master plan for this 127-acre park and environmental education center. HKGi subsequently provided schematic and detail design, construction documentation, and construction administration services for a host of improvements, which included a new entry plaza, internal trail connections, and site design for a new visitor's center, nature play area, and outdoor amphitheater.

The first phase of improvements focused primarily on construction of a new visitor's center and entry plaza, while the second phase involved construction of the amphitheater and nature play area. HKGi worked closely with stakeholders to identify a series of design options, and then worked with an advisory committee to refine the final designs to fit the project's targeted budget.

As the lead for phase 2, HKGi provided extensive construction administration services and worked closely with vendors and contractors during installation. The design effort also included a focus on sustainability, including conducting a LEED™ project checklist and use of porous pavers and other best practices to enhance the site's sustainability.

PROJECT SUMMARY

Completed: July 2017

Contact: Scott Hickok, Community Development Director, City of Fridley, hickoks@ci.fridley.mn.us, 763-572-3590

Size of Project: 2.5 acres for Phase 1 and Phase 2 improvements

Budget: \$47,500 for SD/DD and \$42,200 CD/CA for Phase 2 Nature Play and Amphitheater improvements

Cost Estimate: \$4.3 million total for Phase 1; \$768,000 for site work

Bid Amount: \$374,000 for Phase 2

Final Cost: \$374,000 for Phase 2





54th Street Triangle Park

Minneapolis, Minnesota - As part of the master planning process for Nokomis-Hiawatha Regional Park, HKGi was retained to design several implementation initiatives following completion of the plan. These included trail crossing reconfigurations and redesign of the 54th Street Playground, which serves as a neighborhood park for surrounding residents.

HKGi worked with a 15-member advisory committee through a series of three hands-on workshops to design a new concept for the park and play areas. Engagement activities included working with local schoolchildren from nearby Hale Elementary to inspire their imaginations and encourage them to dream about what they would like to see on the playground.

HKGi's design for the park preserved the grove of mature trees that screen the playground from all of the activity at the nearby regional park and provide a sense of calm for casual gathering. HKGi also prepared final design and construction documents and conducted construction administration for the park improvements. These implementation services also included working with playground vendors to select program elements and ensure proper installation.

PROJECT SUMMARY

Completed: September 2016

Contact: Cliff Swenson, Director of Design and Project Management, Minneapolis Park and Recreation Board, cswenson@minneapolis.parks.org, 612-230-6473

Size of Project: 1.7 acres for playground improvements

Budget: \$40,000 for SD/DD/CD/CA for playground improvements

Bid Amount: \$303,300 for playground improvements

Final Cost: \$308,474 with 1 Change Order





Countryside Park Master Plan and Design

Edina, Minnesota - The Countryside Park Master Plan establishes a park plan that responds to the changing recreational trends and desires of today's residents. HKGi developed two alternative concepts to explore and outline a variety of potential changes for the park, introducing new recreation uses in coordination with the preservation of the well-used and desired current park uses.

Both concepts developed by HKGi included a trail loop system and a large open field space that improves accessibility and provides increased recreational opportunities. HKGi worked with the City to identify and prioritize improvements to the park and then led the final design and implementation phases. Improvements included the new internal trail loops, new dugouts and other upgrades to the baseball fields, improvements to the warming house, an upgraded playground area, and new basketball court surfacing and furnishings.

The project also included engagement with the active neighborhood group surrounding the park. Engagement occurred during both the master planning and design phases.

PROJECT SUMMARY

Completed: September 2013

Contact: Ann Kattreh, Parks and Recreation Director, City of Bloomington (formerly with Edina), akattreh@bloomingtonmn.gov, 952-563-8877

Size of Project: 9 acres

Budget: \$11,600 for plan update and cost analysis; \$60,700 for SD/DD/CD/CA for all improvements

Bid Amount: \$418,600 base bid, \$443,900 contracted amount with add alternates

Final Cost: \$456,800 with 8 change orders





Natural Playground, U of M Child Development Center

Solution Blue completed the civil design and construction administration for playground and drainage improvements at the University's Child Development Center. This project improved on the drainage corrections that were implemented during an earlier remediation project and was also used as an opportunity to create a state-of-the-art natural playground.

The University of Minnesota Child Development Center's (UMCDC) new play yard reflects current research for healthy child brain and body development, using natural materials to stimulate children's imagination, creativity, exploration, and sense of wonder. Specific goals were outlined and play environments were designed to meet these requirements. Certification by the state of Minnesota was met to provide continued accreditation for the Center. Solution Blue was responsible for civil design, completing plans, specifications and estimates for civil site design, procurement/ purchasing support. We worked within budget to create a safe, accessible, and low-maintenance site enjoyed for years to come.

PROJECT SUMMARY

Completed: October 2017

Contact: Wycliffe Waganda, Project Manager, University of Minnesota, waganda@umn.edu, 612-963-3818

Size of Project: 1 acre

Budget: \$27,000 for design

Bid Amount: \$485,000

Final Cost: \$500,000; cost difference from bid for site remediation



HIGHLIGHT

NEIGHBORHOOD PARK - BASSETT'S CREEK PARK

HKGi has designed trail, playground, athletic field, and landscape improvements for several parks in Minneapolis, including a current improvement project for Bassett's Creek Park.

HKGi's design uses the site topography as a design element in some of the new play features. The project also includes new native and pollinator planting as well as picnic elements overlooking a nearby bend in the creek.

Design and construction of this project has also required engagement with the Bassett Creek Watershed Management District to ensure water quality and stormwater management standards are met.

PROJECT BUDGET: \$500K



UNDERSTANDING AND APPROACH



Project Understanding

The City of Inver Grove Heights is seeking professional landscape architecture and engineering services to design and implement a new 8-acre neighborhood park in the Argenta Hills area of the City. The addition of this park responds to an identified need for neighborhood park amenity to serve the expanding residential development in the NW Area. A high-level planning study shows potential for parking, a trail connection, and areas for future courts or fields. The design process will include gathering input from residents to determine future facilities and amenities at the park. These needs will be balanced with a phased approach to construction in order to meet current budget availability, as well as an understanding of long-term and on-going maintenance for the park.

The location and existing conditions of the park site pose a number of opportunities that can be leveraged in the design and layout of features. Proximity to Highway 55 and Argenta Trail points to a need for landscape buffering of vehicle noise, with careful design of edges to provide sight lines and visibility of the park, which will also serve as a gateway landmark. Native restoration of upper savanna, woodland, and lower floodplain plant communities will play an integral part in the experience and educational/interpretive opportunities at the park, as well as contribute to the overall stormwater management plan with an eye towards treating stormwater through innovative infiltration methods. The existing gas line poses a challenge to design of the park, with the understanding that some park features will need to be arranged and designed around the utility easement and respect existing grades.

With an understanding that the City is prioritizing conservation of stormwater, reduction of park maintenance costs, and the creation of resilient and sustainable landscapes, there are a number of ideas that could be explored for the park design. Pollinator lawns (hardy turf with flowering species such as white clover) integrated with a reduced mowing schedule can significantly increase the habitat value of open play areas while reducing costs and labor associated with maintenance. Similarly, establishment of native perennial plants for landscaping and buffering areas, as well as creation of raingardens as an infiltration measure will lower runoff volumes and provide visual interest throughout the park. Use of permeable paving and other best management practices for stormwater management with parking and other surface designs will contribute to the ecological function and aesthetics of the new neighborhood park.

Project Approach

Our team brings a strong understanding of the project site, the neighborhood and surrounding development patterns, and long history of designing and overseeing construction of parks and trails. We understand the value that great neighborhood parks bring to residents. Our approach combines our professional team experience with the expertise of City staff and the influence of residents to develop a project that is thoughtfully designed, detailed, and best leverages available funding to deliver a park with enduring value for generations.

HKGi is a leader in innovative community engagement methods, and approaches each project with tailored, site-specific methods to reach and gather input from the people who will have the greatest stake in the final product. With current public health challenges, it will likely not be possible to gather neighbors and community members through in-person listening sessions or workshops. In lieu of this, we will work with city staff to facilitate community engagement through virtual means, employing a variety of web-based tools, such as social media messaging, interactive mapping tools, online surveys, and web-conference meetings. Socially-distanced site tours or self-guided park audits are also alternative methods we have successfully employed to gather feedback on proposed designs.

During the design development and construction document phases of the project, HKGi will draw from long-standing experience with site design and detailing to respond to concept design with understanding of best playground design assembly and material choices to ensure longevity of the built project. Solution Blue will provide expertise in grading, stormwater design, and engineering throughout the design and construction phases.

Our team's history with developing sound construction documents, communicating construction methods, and estimating will ensure a project delivery that is sustainable, timely, and on-budget.

Project Plan

The following scope of work was provided by the City of Inver Grove Heights, with additional detail provided by the HKGi team.

Task 1 - Concept and Park Programming

The project team will work collaboratively with City staff to understand the existing site conditions and potential facility needs for the new neighborhood park. A kick-off meeting with staff, coupled with a site visit will allow the project team to get familiar with City staff objectives and gather information about the site. A community engagement strategy will be determined as an outcome of the kick-off meeting, resulting in the convening of neighborhood residents to collect feedback and ideas (either through web tools or in-person with social distancing or outdoor options). A communications strategy and a schedule of regular check-in meetings with staff will be determined at the onset of the project. Other site information will be gathered at this time (GIS base files, available as-built drawings, site survey coordination) to understand locations of utilities, topography and slope analysis, easements, canopy cover, remnant native plant populations and other site conditions that will influence the design. The project team will use the inputs gathered to develop 2-3 site concepts, which will be presented to City staff. A preliminary budget will be established as a baseline for development of cost estimates in future tasks.

Task 1 Subtasks include:

- 1.1 Kick-off meeting and site visit with staff
- 1.2 Gathering of background information
- 1.3 Neighborhood engagement to determine preliminary features
- 1.4 Development and presentation of 2-3 park concepts
- 1.5 Establishment of a preliminary construction budget



Task 1 efforts will be directed towards the development of a concept plan for the park



3D renderings will be produced to illustrate a variety of the park's proposed design elements

Task 2 - Schematic Design

With feedback provided by City staff on the preliminary concepts, the project team will refine the design to a preferred schematic design proposal. Illustrative plans and diagrams will be shared with neighborhood residents for review and feedback for further refinement. With general layout and features determined, the project team will begin to develop initial grading, stormwater management, and native plant restoration areas to address ecological function and maintenance/operations goals. A 3D site model with rendered components will be created to both communicate the design direction, as well as assist the project team to best understand topography, viewsheds, and ground-level experience within the park design concept. A construction cost estimate will accompany a presentation of the schematic design, for approval by City staff and neighborhood residents. Task 2 Subtasks include:

- 2.1 Refinement of preferred concept, including a rendered 3D model of the design
- 2.2 Neighborhood engagement to review
- 2.3 Grading, stormwater, and ecological management design
- 2.4 Development of a construction cost estimate
- 2.5 Presentation of Schematic Plan and estimated costs

Task 3 - Design Development

In Task 3, the project team will dive into the details of the site to refine the Schematic Plan, taking into consideration feedback provided by the neighborhood residents and City staff. Layout plans, site details, drainage concepts and planting concepts will be communicated through detailed site plans and cross-sections. Products and materials will be selected, including plant materials, play features, surface materials, site furniture, lighting, interpretive elements, and supporting facilities for recreational or athletic fields/courts. The 3D site model will be updated as the design is developed for additional communication and understanding of components. The cost estimate will be refined

during this phase, to reflect selection of materials and detailing, and permitting requirements will be reviewed by the project team to prepare for next steps. Presentation for approval with City staff and necessary boards/committees of the design development drawings and cost estimate will serve as the milestone for completion of this task. Task 3 subtasks include:

- 3.1 Refinement of the Schematic Plan**
- 3.2 Selection of products and materials**
- 3.3 Development of planting plan, plant materials, site layout plan(s)**
- 3.4 Refinement of cost estimate, permit review**
- 3.5 Presentation and approvals of Design Development**

Task 4 - Construction Documents

Upon approval of the Design Development phase, the project team will prepare construction documents for all components of the site design. Construction documents will include all drawings and related general and technical specifications necessary to implement the project. Quality assurance of construction documents and language contained in specifications at this point in the process will mitigate potential disruptions later in construction and bidding phases. Anticipated maintenance activities and schedules for the future site design will be coordinated with City staff at this time, to ensure that stormwater management and native plant establishment are integrated into future operations, along with maintenance regiments of any other features of the park. Meetings with staff will be facilitated by the project team to communicate and coordinate refinement of the cost estimate and details of the construction documents. Task 4 Subtasks include:

- 4.1 Development and refinement (90% & 100%) of construction plans and specifications**
- 4.2 Coordination meetings with City staff**
- 4.3 Refinement of construction cost estimate**
- 4.4 Maintenance/plant management plan review with City staff**

Task 5 - Bidding Phase

The project team will work with City staff to develop sound bidder qualifications, relying on extensive experience with previous projects to ensure communication of qualification materials results in high quality and appropriate bids. The bidder qualifications will be reviewed and the project team will facilitate a pre-bid meeting with potential bidders, and will be ready to issue any addenda as a result. The project team will assist City staff with bid opening, tabulations of bids and recommendation for award. Task 5 Subtasks include:

- 5.1 Development and review of bidder qualifications**
- 5.2 Pre-bid meeting with potential bidders**
- 5.3 Review, tabulation and recommendation of bids**

Task 6 - Construction Oversight Phase

Once the project is awarded to a qualified contractor, the HKGi team will manage construction administration and facilitate communication throughout this phase of the project to ensure quality control, as well as maintain schedule and budget expectations. Weekly site visits and meetings with the contractor will occur during this phase. The project team will review any change orders and approve pay applications throughout the process. Shop drawings will be developed as needed during this phase. Coordination and review of substantial and final completion punchlists, final walk through, close-out and as-built verification by the project team will be performed during the final stages of construction of the new neighborhood park in the NW Area. Task 6 Subtasks include:

- 6.1 General project oversight and administration**
- 6.2 Weekly site visits, meetings with contractor**
- 6.3 Review of change orders, pay applications**
- 6.4 Shop drawings/RFIs**
- 6.5 Review of substantial and final completion/close-out activities**

Response to Questions

1. Public bids can often bring out some under-qualified contractors and sub-contractors. Please describe how this can be avoided.

- » Development of high-quality construction documents and specifications ensure that major decisions, assemblies, material choices, and installation methods are adhered to and understood by all parties from the beginning of the construction process. HKGi and Solution Blue have extensive experience with construction oversight and creating contract documents and specifications. Very close attention to quality control of these items is a priority.
- » We suggest that bidding qualifications include a requirement to demonstrate 3-4 project examples with similar components and verifiable project references.

2. Please describe the firm's approach in pre-qualifying bidders:

- » We rely on our current and recent experience working on a variety of projects throughout the Twin Cities to ensure that bidding information is specifically sent to potential bidders who meet quality and delivery standards required for the project, and that we have had positive experiences working with. This includes taking into account a potential bidder's subcontractors.

3. The City is interested in conserving stormwater on site, sustainable landscapes and general reduction of park maintenance costs. Please describe any techniques the firm has implemented in previous park designs.

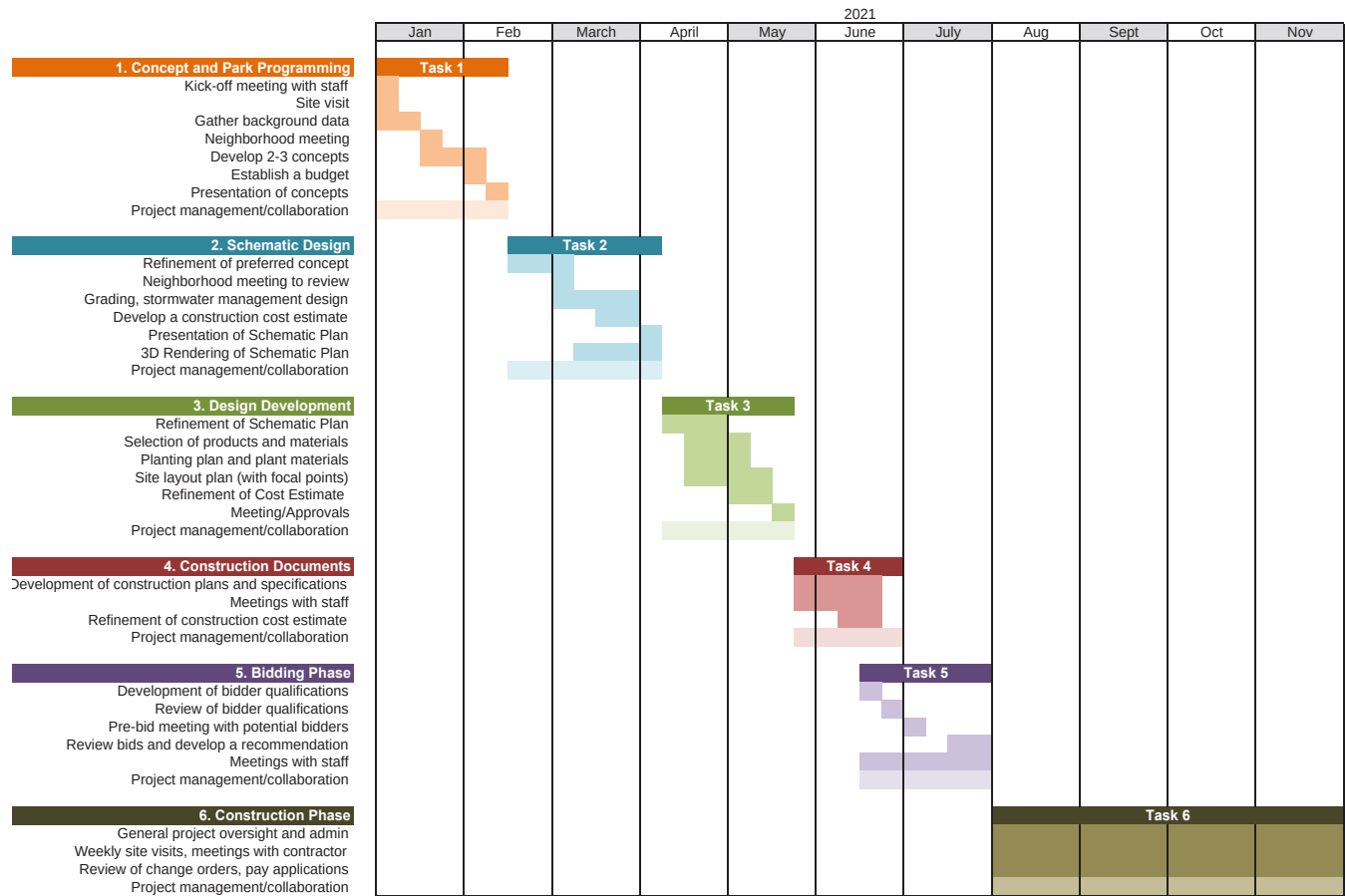
Our approach to designing sustainable landscapes include the following measures:

- » Using site survey information to assess soil infiltration characteristics and design park features and BMPs in combination with topographical features
- » Understanding where best to seed, plant, or restore planting zones throughout the site for best plant establishment and longevity.
- » Utilizing a native plant palette, with a focus on identifying plants that are not aggressive or fast-spreading (obedient), appropriate for the site conditions, known native plant communities of the area, and provide pollinator habitat value. Striking a balance of creating a biodiverse plant palette with easily-identifiable plants assists in weeding and managing unwanted species in future maintenance. Seed mixes should be developed using hardy, low-mow grass species.
- » Utilize drought-tolerant and flood-tolerant species that are resilient to fluctuations in water levels, temperatures, and precipitation.
- » Where possible, limit impermeable surfaces and design with infiltration in-mind (permeable paving, vegetated filter strips, bioswales, rain gardens).



HKGi's detailed design drawings and specifications enabled Town Square Park in Ironwood, Michigan to be designed, bid and constructed within a tight timeframe without sacrificing quality of design or construction.

Proposed Schedule



Solution Blue designed landscaping and stormwater management features for improvements to the Grand Entry at the University of Minnesota Landscape Arboretum

Proposed Fee

TASK DESCRIPTION	HOURS	FEE
Task 1 - Concept and Park Programming	90	\$10,500
Task 2 - Schematic Design	100	\$10,200
Task 3 - Design Development	130	\$14,400
Task 4 - Construction Documents	130	\$14,800
Task 5 - Bidding Phase	60	\$6,900
Task 6 - Construction Oversight Phase	90	\$10,800
Subtotal	600	\$67,700
<i>Anticipated Expenses (Topographic Survey, Geotechnical Work)</i>		<i>\$7,400</i>
<i>Optional Expenses (Tree Survey, Wetland Delineation, Staking)</i>		<i>\$8,500</i>
Total		\$83,600

Hourly Rates

HKGi

- » Harjes - \$190
- » Rader - \$105
- » Bower - \$110
- » Heid - \$75

Solution Blue

- » Lucas - \$120
- » Koester - \$120



**CREATING
PLACES
THAT ENRICH
PEOPLE'S
LIVES.**

Proposal for Park Planning and Design



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Lake Phalen Park, Saint Paul, MN

A. FIRM INFO AND HISTORY



www.eorinc.com

EOR is a collaborative group of environmental and design professionals passionate about protecting our waters, restoring healthy ecosystems, and enhancing each community's unique sense of place. Founded in 1996, we are an employee owned, multi-disciplinary water resource-based firm that specializes in:

- Sustainable site design, planning and landscape architecture
- Civil and water resources engineering, watershed planning and drainage modelling
- Environmental compliance, biological surveying and restoration

History

EOR has built its reputation throughout two decades as a conscientious and innovative landscape architecture, environmental engineering, and consulting firm. EOR began more than 24 years ago in Minnesota as an independent, water-centric engineering firm providing sustainable solutions for watershed districts and municipalities that went beyond the traditional stormwater management and engineering methods. Headquartered in St. Paul, Minnesota, EOR has regional offices in Iowa and Wisconsin as well as Toronto, Ontario and Edmonton, Alberta.

Commitment to Our Clients

EOR routinely provides the range of services needed to meet the objectives of the City of Inver Grove Heights for this park planning and design project. EOR has extensive experience with the city and with planning and implementing the development of the NW Area of Inver Grove Heights.

We have assembled a multi-disciplined team of professionals that best suites the needs, and nature of this project. In addition to meeting the primary needs of the project, we have at our disposal the additional resources needed to round out the team; survey, natural resources, wetland delineation, lighting design, and landscape restoration. EOR excels at pairing thoughtful design with sustainable site management solutions, and we are confident in our ability to guide the design of the NW Area Neighborhood Park into a popular and accessible destination for the residents of Inver Grove Heights.

Mission

We care for the earth and its inhabitants.



EOR

- 60 employees
- 54 professional staff
- 21 professional engineers
- 8 environmental scientists
- 2 professional landscape architects
- 1 professional archaeologist
- 1 professional geologist
- 1 professional architect

Lake Phalen Park, Saint Paul, MN

see Appendix B for company org chart

B. PROJECT APPROACH

The design and construction of the Inver Grove Heights NW Area Neighborhood Park is about supporting the healthy growth of a community with recreational resources and open space. The city of Inver Grove Heights is served well by a wide-ranging park system that features neighborhood parks, trails, school grounds, greenways, and natural areas, but there is a dearth of dedicated park space in the Northwest Area, one of the fastest growing parts of Inver Grove Heights. Parks are critical elements in maintaining a healthy community with a high quality of life, so we understand the importance of this new neighborhood park for serving the existing residents of the Northwest Area and drawing more people to visit and live there.

A unique feature of the Northwest Area (NWA) is the incorporation by the city planners of shared open spaces that are built into the NWA standards and ordinances. These open spaces offer additional community connectivity and trail possibilities and can be leveraged to increase connections of city amenities, such as neighborhood parks, regional trails, and path/bikeways for internal mobility options. During master planning and preliminary design we will focus on the park space, but also zoom out to look at connectivity and relationships to existing and future trails, open spaces, and residential developments to make sure we are making (or planning for) the necessary connections that will foster a healthy community now and long into the future.

Our design process will start with a site visit and interviews to gather input from city staff and stakeholders. Then we will broaden our view to community engagement and take input from local residents and stakeholders. Simultaneously we will be evaluating the demographics of local neighborhoods to understand current programmatic needs, and project what future growth will look like for the NW Area. We will also analyze the transportation network and make a determination about the need for on-site parking in the neighborhood park. After all of this is complete, we will develop 2-3 concept plans for the park to share with the city.

Once the city provides feedback and direction on their preferred concept plan, the EOR team will refine that plan for the park and animate it with more detail and precision through design development and then on to construction document completion and bidding. Along the way the project will require detailed site design for special focus areas of the park including a playground, recreational courts, trails, fields, and a potentially a parking lot. The playground installation will be designed for ADA compliance and inclusivity for children with a wide variety of abilities. Play areas will include activities for 2 to 5 year-old and 6 to 12 year-old children. EOR will present options for manufactured play systems as well as “nature play” components that allow children creative license to interact with the natural environment surrounding them.

Site and stormwater engineering from grading to utilities, and lighting to green infrastructure will be a necessary component of overall site design. EOR’s integrated approach will bring together our team of in-house landscape architects, civil engineers, stormwater engineers, and natural resource specialists to design spaces within the park that build community, and bring people together, while serving the needs of the city to provide durable infrastructure, with realistic maintenance needs.



B. PROJECT APPROACH

Experience in IGH and NW Area

EOR has supported the City's vision for the Northwest Area (NWA) since the early 2000s when we developed of a surface water management plan for the NWA, nearly 3,000 acres, that minimizes runoff through better site design practices and decentralizes treatment in local and regional infiltration areas. Following that work, EOR was retained to conduct the Northwest Quadrant Hydrologic and Hydraulic Analysis. To facilitate compliance with the development standards set forth in the Planned Unit Development Overlay District for the NW Area, EOR developed the NWA stormwater Manual (2007) and has assisted the City with numerous stormwater reviews for developments in the Northwest Area. In 2014, EOR partnered with McGough Company to design the stormwater management plan for the Argenta Hills Target Development, that was a benchmark project illustrating the Zero-Discharge approach on the ground. The NWA Zero-Discharge approach and successes was recognized as one of the Winners of **2016 International FIDIC Engineering Award of Excellence**. EOR continues to provide engineering and construction observation support and assistance to the City of Inver Grove Heights as it implements its unique stormwater management plan. Looking forward, we are excited to present this proposal for park design that features both seasoned professionals with experience in Inver Grove Heights and the Northwest Area, as well as our landscape architects who drive EOR's vision for active and sustainable community building through better site design.

Community Engagement

Community engagement will be a key component of successful project completion. We plan to build community support for the project by engaging with local residents and interested parties early in the design process to develop a list of the most desired park program elements to carry forward to preliminary design and beyond. Part of this exercise will be about setting expectations for park improvement based on available budget. We will do this by preparing and sharing a baseline budget of costs associated with various potential park improvements and amenities. We will then guide participants in an exercise that will help them to prioritize park programs based on expected costs and available funds. We will return to the community (via virtual meeting) after a preliminary design is developed based

on initial feedback to share the park concept and gather further input on the project and the process. We may also explore the possibility of phased approach for park improvements if needed, based on public input. EOR will remain open to input and agile in responding to feedback throughout the design phases to actively incorporate results from community engagement efforts into the ultimate vision for the park.

EOR will prepare an illustrated, color plan of park improvements at the schematic design phase (and updated in design development) to help engage the community and share with them throughout the design and construction process. The city may share this plan with other stakeholders through their website and other online community forums.

The EOR project manager and key staff will also attend meetings (virtually) of the Inver Grove Heights City Council to discuss the project and answer questions, as needed throughout the process. EOR has worked closely with City Councils and District Boards for over twenty years and understands the kinds of discussions that may take place as well as the exhibits that may be required to see a project through approval.

COVID-19 Sensitive Approach

To deliver the NW Area Neighborhood Park project with gathering restrictions remaining in place due to the COVID-19 pandemic, we expect that all meetings and engagement can be accomplished through web conferencing, digital collaboration tools, and online forums and websites. Due to COVID-19 we realize that community engagement will look a little different than usual. While hosting virtual meetings (via Zoom) may allow some people to attend and participate in discussions about park planning, it may also be a barrier for other people. For this reason, we propose expanding the community engagement effort to include an online survey about community needs and desired park program elements. EOR will build the survey using an online platform (such as Survey Monkey). The city can then share the survey with residents and stakeholders via a link on the city website or via email lists and/or local Facebook or Nextdoor groups. The survey will remain live for 2 weeks, after which time EOR will record the results and share them with city staff to help drive schematic design and selection of a preferred concept.

B. PROJECT APPROACH

Lighting Design

EOR has included Matt Tisdell, PE of Gausman & Moore, on our team to contribute lighting design, starting in the schematic design phase of the project. The first phase of the lighting scope will be to establish lighting goals and budget with the project team and stakeholders. After the goal setting session, a preliminary lighting concept, fixture cutsheets, and controls will be developed along with a cost estimate, to ensure we are on the right track both in terms of design concept and costs. After this preliminary lighting concept and cost has been reviewed by the stakeholders it will be developed to completion with design submittals, cost estimates and review at each of the project milestones. The lighting design will be completed following several criteria including but not limited to: Dark Sky Lighting Criteria, National Electrical Code, IES (Illuminating Engineering Society) Criteria, and local exterior lighting statutes and standards. Sustainable lighting options will be vetted, such as LED and solar-powered fixtures.

Permitting

Based on the size of the park parcel, we can assume that a NPDES construction permit and associated Stormwater Pollution Prevent Plan (SWPPP) will be needed to begin construction of the neighborhood park. EOR has extensive experience in this realm and Kyle Crawford, a MN certified SWPPP designer, will lead that effort. EOR also has extensive experience navigating city permits for construction, including stormwater management reviews, which will streamline the process of permitting the project prior to construction. The NW Area Neighborhood Park project will need to meet the performance standards of the Northwest Area Overlay District Article 10.13J of the city's code, which EOR is already well-versed in.





Kevin Biehn, PLA
SENIOR LANDSCAPE ARCHITECT
AND PRINCIPAL-IN-CHARGE

Kevin Biehn has 22 years of experience as a landscape architect and stream specialist. Kevin is the group leader of EOR's design practice and has positioned the firm as one of the top sustainable design firms in the industry. Kevin's experience in stormwater management, park design, ravine stabilization and ecological restoration uniquely qualifies him for this exciting project.

Kevin has pioneered a niche in the design of natural-resource-based park systems based on his unique experience in design, ecology, and water resources. Kevin has managed and/or contributed to over 30 parks & greenway systems in Minnesota and across the Upper Midwest. His signature projects include Peck Farm Park (Geneva, IL), Bruce Vento Nature Sanctuary (St. Paul, MN), Harriet Island Regional Park (St. Paul, MN) and Mill Park (Little Falls, MN).

Kevin will provide design oversight and QA/QC for all design products during the NW Area Neighborhood Park. He will participate in community engagement activities, and will help synthesize programmatic and civil site objectives to create a well-rounded, functional, and beautiful neighborhood park.

Years with EOR: 22

Pertinent Experience:

- Harriet Island Park Improvements, St. Paul
- Mill Park Remediation & Master Plan, Little Falls
- Bruce Vento Nature Sanctuary, St. Paul



Britta Hansen, PLA
LANDSCAPE ARCHITECT AND
PROJECT LEAD

Britta has over 10 years of experience as a landscape architect and project manager designing and constructing public spaces, parks, school and corporate campuses, and stormwater management features. Britta specializes in site design that weaves together elements of conservation, sustainability, education, performance, and art. She is experienced and capable at all levels of design from iterative concept development to master planning, site design, and construction documentation.

In addition, Britta designs and facilitates public input processes and is a trained visual artist who creates visual renderings and educational and interpretive signage for water quality improvement projects.

Britta has participated in and led the design of many park projects from the 100-acre Eagle Point Park Environmental Restoration project to the 1-acre Fred Richards park and playground. Britta has the creative and organizational skills necessary to lead a successful park planning team.

Britta will serve as the project manager and lead landscape architect for the design of the NW Area Neighborhood Park.

Years with EOR: 5

Pertinent Experience:

- Hamline-Midway Pocket Park, St. Paul
- Fred Richards Park, Edina
- Eagle Point Park Environmental Restoration, Dubuque

see Appendix A for additional staff resumes



Kyle Crawford, PE
CIVIL ENGINEER

Kyle Crawford is a Civil and Water Resources Engineer with 8 years of broad experience in civil engineering, stormwater management and ecosystems restoration. He is well versed in design and assessment platforms including: ArcGIS, HydroCAD, Bentley FlowMaster, CulvertMaster, and AutoCAD Civil 3D.

Kyle has been directly involved in a wide range of projects in residential and commercial site design, stormwater management, and implementation of ecological restoration work. These projects have utilized his background in land and construction surveying, civil engineering design, erosion and sediment control and construction observation. Kyle also has extensive experience in construction oversight for development in the NW Area, including at Blackstone Vista and Settler's Ridge North.

Kyle will lead civil site design for park improvements and will guide the completion of construction documents for the NW Area Neighborhood Park. He will also help execute bidding and construction management tasks.

Years with EOR: 6

Pertinent Experience:

- 7 Vines Winery Site Development, Dellwood
- Lily Lake Park Improvements, Stillwater
- Forest Hills Golf Course Renovation & Reuse, Forest Lk



Paula Kalinosky, PE
WATER RESOURCES ENGINEER

Paula is a Water Resources Engineer with 14 year experience in environmental science and engineering. She has provided modeling and site design support for numerous park and public improvement projects including stormwater reuse, conservation efforts, and drainage improvements.

Paula is also well-versed in the NWA zoning ordinance. She regularly provides stormwater engineering review services for PUD projects in the NWA. Past and present examples include Blackstone Vista I & II, Blackstone Ponds, Setter's Ridge North, Scenic Hills, Inver Point Business Park, The Crossing at Inver Woods, and the Argenta Trail Realignment Project. She also provides hydrologic modeling services for drainage and feasibility studies in the NWA including the CSAH 26 expansion project (preliminary design), the Schaaf drainage study; and regular updates to the City's H&H model for the NWA.

Paula will contribute to site design and stormwater management, as well as permitting for the NW Area Park.

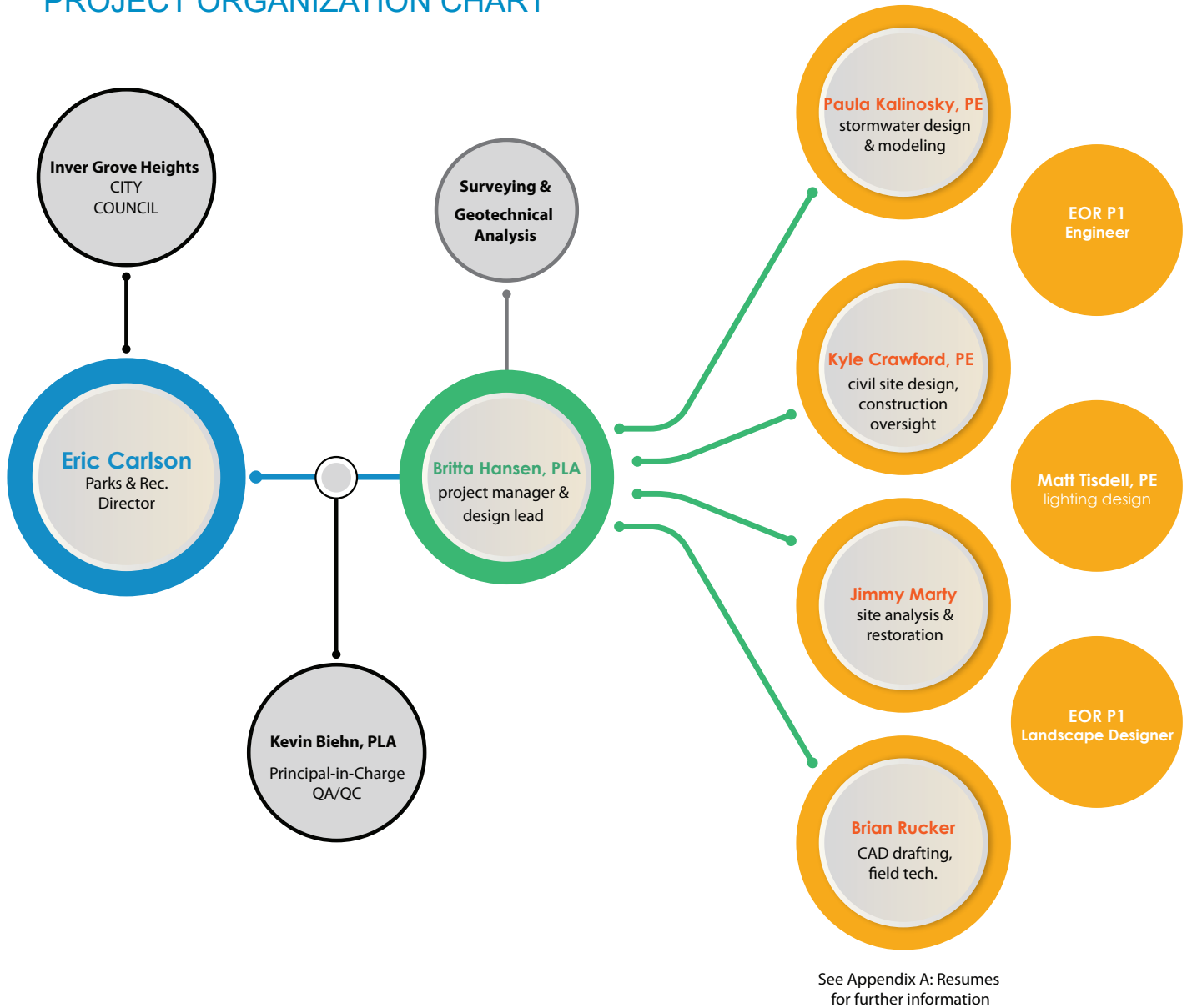
Years with EOR: 7

Pertinent Experience:

- Fred Richards Park, Edina
- Baker National Golf Course, Hamel
- Brown's Creek Park, Stillwater

see Appendix A for additional staff resumes

PROJECT ORGANIZATION CHART



D. REPRESENTATIVE PROJECTS

HAMILINE-MIDWAY POCKET PARK at CAPITOL REGION WATERSHED

Saint Paul, MN

Client: Capitol Region Watershed District
Role: Landscape Architect and Civil Engineer
Total Project Budget: \$1,000,000 total
Pocket Park Cost: \$90,000
Size: 5,500 square feet
Status: Completed in 2018

EOR led site design and engineering in the renovation of a formerly industrial building site into the new offices of the Capitol Region Watershed District (CRWD). EOR established multiple discrete gathering areas across the modest campus including a community pocket park and adjacent visitor parking lot at the corner of Aldine and Thomas Avenues. Each of these areas is interwoven with accessible stormwater management BMPs such as permeable pavements, tree trenches, and bioretention basins as well as interpretive artistic elements and seating areas to draw in neighbors and people passing by.

Roof runoff from the main building is captured in a 3,000 gallon interior cistern which supplies gray water to the exterior for irrigation and operation of an interactive, educational water feature in the pocket park. EOR worked closely with a museum exhibit designer to develop the interactive and educational components in the pocket park. The exhibit illustrates rain water working its way through an urban ecosystem, from clouds to gutters to streets to a stream and pond ecosystem within the park. Wildlife images stamped into the concrete in the park and around the building create a treasure hunt for kids to follow while exploring the site.



Project Contact: Mark Doneux
Administrator, Capitol Region WD
mdoneux@capitolregionwd.org
651-644-8888

D. REPRESENTATIVE PROJECTS

CLEARY LAKE REGIONAL PARK

Prior Lake, MN

Client: Three Rivers Park District & Scott County WMO

Role: Landscape Architect and Civil Engineer

Project Budget: \$900,000

Bid Amount: \$707,542

Final Cost: \$725,500

Size: 12 acres

Status: Completed in 2016

EOR worked with Three Rivers Park District and Scott County WMO to improve park circulation and parking amenities while addressing water quality in the popular Cleary Lake Regional Park. EOR implemented a series of educational stormwater BMPs integrated into the parking lot renovation and recreational areas. These include: 4 biofiltration cells, a stormwater wetland, a vegetated swale, and an innovative iron-enhanced sand filter with bridge that, when combined, prevent more than 11 lbs of Phosphorus per year from entering the Cleary Lake.

Public education & interaction were critical components in the design of the BMPs. The iron-sand filter bridge creates a unique learning opportunity for this new technology. In addition to providing a learning platform, the bridge allows pedestrian circulation and its above grade design makes the filter easy-to-access & maintain. Another rain garden incorporates an outdoor classroom that park staff use for numerous children's programs.



Project Contact: Jason Swenson
Scott County WMO
jswenson@co.scott.mn.us
952-496-8881

D. REPRESENTATIVE PROJECTS

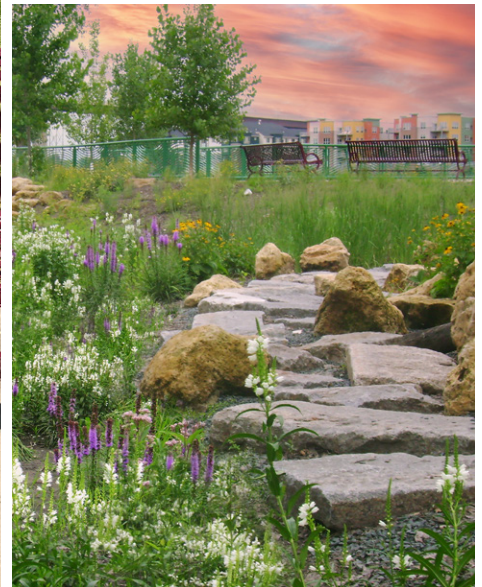
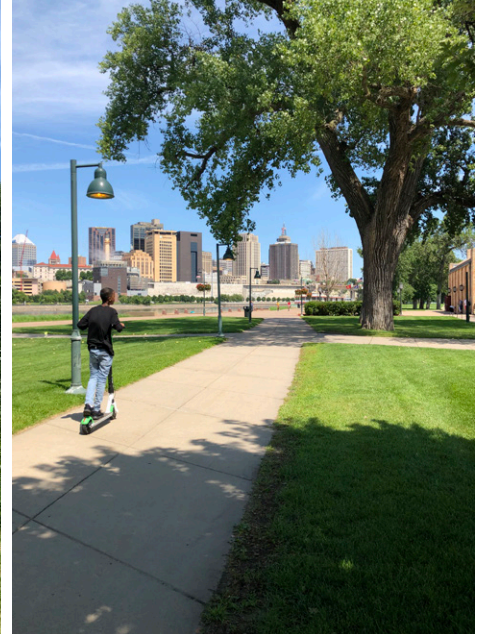
HARRIET ISLAND REGIONAL PARK IMPROVEMENTS

Saint Paul, MN

Client: City of St. Paul Parks Department
Role: Landscape Architect and Civil Engineer
Project Budget: \$1,569,238
Bid Amount: \$1,510,900
Final Cost: \$1,594,298
Size: 10 acres
Status: Completed in 2010

EOR worked with the St. Paul Parks and Recreation Department to design and construct over \$1.5 million in improvements including a TEA-21 funded regional trail, local park trails, numerous picnic facilities and amenities, innovative stormwater enhancements, and a bioengineered shoreline restoration.

This project concluded final improvements at Harriet Island and integrated several features that connect the park and public to the Mississippi River. The connections were physical and visual including trails, plazas, and seating areas providing unmatched views of the urban river. A bioengineered shoreline, connected bioswale, and access to a beach provide environmental and recreation connections to the river. And a natural play area was designed around the theme of the river and its associated ecosystems.



Project Contact: Ellen Stewart
Saint Paul Parks Department
ellen.stewart@ci.stpaul.mn.us
651-266-6380

D. REPRESENTATIVE PROJECTS

EAGLE POINT PARK ENVIRONMENTAL RESTORATION PROJECT

Dubuque, Iowa

Client: City of Dubuque

Role: Landscape Architect and Engineer

Project Budget: \$830,000

Bid Amount: \$560,411

Final Cost: \$600,230

Size: 108 acres

Status: Completed in 2020

Eagle Point Park is a historic 108-acre park located in Dubuque, Iowa on a bluff overlooking the Mississippi River. The park, which is home to historic architecture and landscape architecture as well as potential native american burial mounds and other cultural resources, has suffered ecological decline over recent decades due to heavy park use, pressures from invasive species, and stormwater runoff issues. However, the park remains very popular with city residents due its many scenic overlooks, multiple pavilions, playgrounds, tennis courts, splash pad, and other recreational amenities.

EOR worked with city staff to engage the public extensively and develop an environmental restoration plan to improve soil conditions within the park, convert under-used turf lawns to native prairie plant communities, and treat stormwater runoff at the source, while enhancing active and passive recreation spaces and trails. EOR also provided ecological monitoring in the park to chart baseline wildlife populations and plant communities and demonstrate ecological improvement over time.



Project Contact: Steve Fehsal
Parks Division Manager, City of Dubuque
sfehosal@cityofdubuque.org
563-589-4260

EOR proposes the following scope of services and deliverables to achieve successful completion of the NW Area Neighborhood Park project.

Phase 1: Park Programming & Conceptualization

TASKS

- Kick off meeting to outline project and park program
 - o EOR prepare Agenda and host via Zoom
- Gather & review necessary data
 - Survey, 2040 Comprehensive Plan, NW Area Planning Initiatives, etc.
- Site visit by full consultant team (in person)
- Development of program options and relationships
- Development of existing conditions and draft natural resources plan – identifying possible wetland features and natural elements to be protected and/or avoided during park development
- Establish baseline budget with line items for key program components
- Public engagement #1 – review concept and program options
 - Prepare digital invitation for city website, Facebook page, community bulletin board, etc.
 - Prepare engagement materials for meeting
 - Review materials with City staff prior and make necessary changes prior to release/utilization
 - Host public event via Zoom
 - Develop and share online survey to garner additional feedback on park preferences – to be shared with meeting attendees and those who were not able to attend
 - Garner & synthesize public feedback
- Synthesize input from public engagement and city staff to development two to three park concept plans
- Prepare concept level construction cost estimates for each concept (including ~30% contingency)
- Virtual meeting (via Zoom) to share concept plans with city staff

DELIVERABLES

- Kick-off meeting agenda and minutes
- Programmatic Concept Plan and program budget items (11x17 PDF)
- Existing Conditions and Natural Resources Site Plan (11x17 PDF)
- Engagement Meeting #1 Agenda
- Documentation of public input/preferences – results of online survey of program preferences
- 2-3 Concept plans (11x17 PDF each)
- 2-3 concept level cost estimates
- Concept plan presentation agenda and meeting minutes

Phase 2: Schematic Design

TASKS

- Refine preferred Concept Plan – include draft grading plan and locations of stormwater management features
- Lighting- Identify power source; Specify lighting type, quantity, and location
- Revise construction cost estimate for preferred concept
- Public engagement #2 – review schematic design options
 - Prepare agenda and materials for presentation
 - Review materials with City staff prior and make necessary changes prior to release/utilization
 - Host public event via Zoom
 - Garner & synthesize public feedback
- Vet product and site furniture options, including playground
- Plan rendering
- Present refined concept plan and public input to city staff via virtual (Zoom) meeting

DELIVERABLES

- Refined Concept Design (11x17 Color PDF)
- Refined construction cost estimate (~20% contingency included)
- Schematic design narrative
- Documentation of public input/preferences
- Meeting minutes for schematic design presentation to city

Phase 3: Design Development

TASKS

- Advancement/refinement of single option per City direction on SD
- Detailed layout of park focal points
- Determine location of required geotechnical borings and coordinate with geotechnical engineer to obtain
- Refinement of Construction cost estimate (~10% contingency included)
- Update plan rendering
- Refine product and site furniture options, including playground
- Review DD product with City via virtual (Zoom) meeting

DELIVERABLES

- Updated plans and diagrams of the design to illustrate the key design features (using SD deliverables as basis)
- Map of geotechnical boring locations
- Geotechnical report from geotechnical sub-contractor
- Design Development Technical Drawing Set (Plans, sections, details, and outline specifications for all Demolition, Utilities, Drainage, and Materials)
- Planting, Lighting, Soils, Grading, Play Structure and Furniture Plans- including interpretive elements and play structure
- Cost Estimate with quantity take-offs
- Document feedback from City review

Phase 4: Construction Documents

TASKS

- Development of construction plans and specification for public bid
- Finalize product and site furniture elements, include playground
- Update plan illustration
- Permitting / City Approvals
- Meeting with City staff to review 90% Plan set to ensure plans and specifications meet intent and define budget, virtual (via Zoom)
- Refinement of construction cost estimate (eliminate contingency)
- Develop Stormwater Pollution Prevent Plan (SWPPP)
- Apply (on behalf of awarded contractor) for NPDES permit

DELIVERABLES

- Updated color site plan to illustrate the key design features (11x17 PDF)
- Lighting Plan for inclusion in construction plan set & specification for construction project manual
- 90% and 100% Construction Documents (Plans, sections, details and specifications for all Demolition, Utilities, Drainage, Materials, Planting, Lighting, Soils, Grading, Structure, Furniture) – Includes 22x34 Construction Plan set and Project Manual for bidding
- City and other approvals as necessary
- SWPPP & NPDES construction permit

Phase 5: Bidding

TASKS

- Development of bidder qualifications
- Attend pre-bid meeting with potential bidders
- Attend public bid opening and record received bids
- Review bids and develop a recommendation

DELIVERABLES

- Pre-bid meeting agenda and attendance sheet
- Record of submitted bids
- Bid tabulation sheet and memo of recommendation to city
- Signed agreement between City and Contractor

Phase 6: Construction Administration

TASKS

- Review of contractor submittals (assuming up to 12)
- Review insurance documentation and bonds from contractor
- Prepare Notice to Proceed
- Project oversight and administration
- Construction site visits (assume 10 in-person visits)
- Facilitate and attend weekly meetings with contractor and city staff (assume 6)
- Prepare and/or review all change orders
- Review of all pay applications
 - Generate punch list
- Project closeout

DELIVERABLES

- Signed Notice to Proceed
- Contractor insurance documentation and bonds
- Approved construction submittals
- Site visit field reports
- Project closeout paperwork: punch list and notice of final acceptance
- Meeting minutes

ASSUMPTIONS

The scope herein is based on the following, but not limited to the following, assumptions, which are intended to reflect the City's needs and adequately execute the project:

- Items to be Provided by City
 - o All necessary survey data (including infrastructure, grades, and trees, as needed)
 - o Publication and noticing of public engagements
 - o Timely (≤ 2 weeks) and concise directive/input on draft products
- The following are not included in this scope, but could be provided should the City desire these services/elements:
 - o Restroom facilities
 - o Sewer and water hookup
 - o As-Built survey and drawings
 - o Interpretive and/or wayfinding signage
 - o 3D Renderings
 - o All permit fees
 - o O&M Plan
- **Wetlands** - for purposes of this proposal, EOR is assuming no wetland delineation will be necessary. Recent NWI mapping completed by MNDNR does not identify any wetlands on the property. One small hydric soil unit is however identified in the topographic depression adjacent to Argenta Court. Our assumption is, if there is a wetland in this topographic depression it would have been delineated by others previously, in combination with recent road improvement projects. Also, it is our assumption that the heavily wooded and relatively steep undulating terrain found in the southwest portion of the parcel is not conducive to construction of amenities that would trigger a wetland delineation. It is our approach to utilize existing wetland permitting documentation if it exists and thoughtfully design park amenities to preserve the wooded and steep natural areas found in the southwest portion of the site. With this approach we have assumed the additional cost of a wetland delineation is not necessary.
- **Construction Staking** - EOR will provide survey control points and benchmarks for project construction. As customary, should additional construction staking be necessary, it will be covered via bid item for contractor execution, per city standards.

RFP Question 1: Public bids can often bring out some under qualified contractors and subcontractors. Please describe how this can be avoided.

Attracting well-qualified bidders to a public bid process, and extracting competitive bids from these is the ultimate goal of our construction bid set preparation process. Hiring an experienced contractor ultimately saves on project costs in the end, because these bidders prepare thorough bids based on past experience and their better understanding of the construction process. Low bids from unqualified bidders can be a challenge of the public bid process.

The key to reducing the City's vulnerability in this area is the production and delivery of a clear, detailed, and astute construction document set. A sound construction document set provides clarity to all bidders on all bid items for the project and thus reduces interpretations and bidder assumptions. This clarity both lessens bidding guesswork and the means for prospective contractors to position for future change orders. This level playing field reduces the methods for underqualified or unscrupulous contractors to garner the project.

At EOR we take pride in the thoroughness and foresight of our construction documents. While not all unknowns can be accounted for, our collaborative team leverages its extensive and diverse collective experience to cover all possible outcomes, and we rely on over 20 years of experience in the construction field to identify and eliminate ambiguities prior to the bidding process. Because our plans are well-crafted and detailed our projects are infrequently awarded to under qualified or unscrupulous contractors. When we are however in this situation our client's vulnerabilities to change orders and/or poor workmanship are greatly reduced via the thoroughness of the governing documents and our attentive construction administration.

RFP Question 2: Please describe the firms approach to pre-qualifying bidders.

While not a true prequalification, we have had great success with simply requiring bidders to detail their similar experience and document minimum experience/expertise for both contractor and designated personnel (i.e. a minimum of 5 projects constructing bioretention facilities). This required submittal tends to lessen the number of underqualified and/or unscrupulous bids.

We have also required apparent low bidder(s) to provide a written statement before award of bid(s), showing their experience and the amount of capital and equipment available for doing the proposed work. The following additions will aid the City in determining the "lowest responsible bidder."



RFP Question 3: The city is interested in conserving stormwater on site, sustainable landscapes, and the general reduction of park maintenance costs. Please describe any techniques the firm has implemented in previous park designs.

As you may be aware, EOR is known for its water-centric and sustainable approach to design. We are pioneers and early adopters of holistic stormwater management & sustainability techniques, products, and construction methods. We strive to craft solutions that maximize benefits, while minimizing both construction and O&M costs.

As a testament to our expertise, for the last five years we have been a key partner of Three Rivers Park District in their efforts to enhance water and natural resources across their park system, while minimizing O&M cost.

We do not see stormwater management being overly complex at this site. There appears to be sufficient space and suitable soils to take a simple approach to stormwater management, meaning the City could elect to utilize simple landscaped bioretention facilities to address stormwater management regulations and goals. This approach will save capital cost, as well as O&M cost in the future, and will conserve stormwater on site while providing habitat for desirable pollinators and wildlife in the park.

As you are likely aware there is an establishment period to native seeding (3-5 years) and plantings (2-4 years). Maintenance inputs are higher during this period and different than most City maintenance workers are accustomed to. We have found that extending the construction contract (or executing a separate contract) to cover this period is most beneficial to our clients. This tends to be the least expensive and most effective route and it puts the onus on the contractor to diligently execute the work, with recourse for the city if the native seeding area is not established properly. Once this initial establishment period is complete, native planting areas are relatively low maintenance landscapes. EOR can provide an O&M plan for extended maintenance to aid city staff in planning and executing yearly maintenance duties at the park.

Central High School Outdoor Classroom, St. Paul



F. PRICING

Team Member:	Kevin Biehn		Britta Hansen		Kyle Crawford		Paula Kalinosky		Brian Rucker		Jimmy Marty		
Hourly Rate:	\$174		\$153		\$129		\$129		\$103		\$103		
	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$	Total Cost
Phase 1 – Concept Design & Programming	10	\$1,740.00	64	\$9,792.00	17	\$2,193.00			14	\$1,442.00	6	\$618.00	\$15,785.00
Phase 2 – Schematic Design	4	\$696.00	52	\$7,956.00	18	\$2,322.00	2	\$258.00	14	\$1,442.00			\$12,674.00
Phase 3 – Design Development	4	\$696.00	49	\$7,497.00	14	\$1,806.00	6	\$774.00	16	\$1,648.00			\$12,421.00
Phase 4 – Construction Documents	2	\$348.00	35	\$5,355.00	18	\$2,322.00	2	\$258.00	15	\$1,545.00			\$9,828.00
Phase 5 – Bidding	1	\$174.00	6	\$918.00	3	\$387.00							\$1,479.00
Phase 6 – Construction Administration	2	\$348.00	26	\$3,978.00	19.5	\$2,515.50			9	\$927.00			\$7,768.50
EOR Total Labor	23	\$4,002.00	232	\$35,496.00	89.5	\$11,545.50	10	\$1,290.00	68	\$7,004.00	6	\$618.00	\$59,955.50
Subcontractor – Lighting Design													\$4,000
Reimbursable Expenses													\$700
Project Total													\$64,655.50

TOTAL NOT-TO-EXCEED FEE \$64,655.50

ALLOWANCES

SOIL BORINGS & GEOTECHNICAL ANALYSIS \$5,000*
 CONSTRUCTION MATERIAL (CONCRETE) TESTING \$5,000†

*EOR coordinate directly with geotechnical engineer to obtain soil borings & geotechnical report

†to be completed by Independent Testing Laboratory hired by EOR , if needed

TOTAL FEE W/ALLOWANCES \$74,655.50

APPENDIX A: staff resumes

Project Experience

Parks & Natural Resource Restoration

Lake Byllesby Master and Natural Resource Management Plans
Dakota County via Hoisington Koegler Group, Inc. Landscape Architect and Ecologist

Contributing author to both planning documents and provided the critical bridging between natural resources and park topics for the consultants and stakeholders.

Brown's Creek Conservation Area

Brown's Creek Watershed District / Project Manager

Developed the natural resource management plan and park master plan for 13-acre park in rural Washington County, MN. Led the citizen as well as the technical advisory committee engagement and garnered plan support for the District's first land holding. Balanced the stakeholder and resource conflicts between traditional park uses and conservation ideals.

St. Cloud River Walk Master Plan

City of St. Cloud via Confluence / Landscape Architect and Fluvial Geomorphologist

Provided key analytical and artistic riverfront contributions to the development of a regional recreation and economic hub on the banks of the Mississippi River.

Harriet Island Park Improvements

St. Paul Parks and Recreation Department/ Design and Construction Manager

Managed 1.6 million-dollar Mississippi River waterfront renovation. Modernized trail and utility infrastructure, stabilized the degraded shoreline, integrated sustainable and restorative elements, and reconnected this historic park to the river.

Mill Park Remediation & Master Plan

City of Little Falls and MN Historical Society / Project Manager
Managed development of a park master plan for the Hennepin Paper Complex, a historic, contaminated, and ecologically sensitive parcel along the Mississippi River. Responsible for garnering necessary buy-in from opposing interests groups and stakeholders.

Library Lake Master Plan

Beaver Dam Lake Association and City of Cumberland, WI / Project Landscape Architect

Managed the design of a four million dollar investment in a rural Wisconsin community to revitalize its downtown while restoring the beauty and ecology of an adjacent Lake. Currently supporting: fundraising, grant writing, and property acquisition efforts.

Bruce Vento Nature Sanctuary

St. Paul Parks and Recreation Dept./ Design Landscape Architect

Designed the park elements (trail system, created wetlands and groundwater-fed brook) of this reclaimed urban brownfield. Worked with citizens groups, Native American community, and various LGU's to preserve site's culture, landmarks, and environmental resources.

Stillwater Natural Areas Management Plan

City of Stillwater / Project Manager

Managed the development of a buffer (wetland & cold-water stream) and natural areas management plan for a new park in Stillwater, MN. Plan addressed cold-water stream opportunities and sensitivities and the myriad of invasive species present.



Kevin Biehn

ASLA, CPESC
LEED AP BD+C

Partner,
Landscape
Architect

Kevin has 23 years of experience as a landscape architect and stream specialist, specializing in the design of natural-resourced based park systems. Using his unique blend of experience in landscape architecture, ecology and water resources, Kevin has managed and/or contributed to over 30 parks and greenway systems.

Education

1998 Bachelor of Environmental Design,
University of Minnesota

2000 Master of Landscape Architecture
Minor: Water Resources Science,
University of Minnesota

Additional Training

2001- continuous:

Numerous Rosgen & various
stream restoration courses

2004 Kinship Conservation
Institute Fellowship, Montana

2005 Systematic Development of
Informed Consent

2008 Natural Step

2010 Certified Water Harvesting
Practitioner, Watershed
Management Group

Professional Registrations

#42529 MN Reg. Landscape Architect

#623-014 WI Reg. Landscape Architect

#00634 IA Reg. Landscape Architect

Certified Professional in
Erosion & Sediment Control

Areas of Expertise

Parks & Natural Resources Restoration

Sustainable Site Design/Research

Stream Assessment & Restoration

Ravine, Bluff, & Lakeshore Stabilization/
Restoration

Nokomis-Hiawatha Regional Park Master Plan

Minneapolis Park & Recreation Board via HKGI / Landscape Ecologist

Led water and natural resource elements on this 660-acre park master plan, the first master plan update since original in 1934. Reflecting community desires the master plan envisions reversing a landscape dominated by turf to concentrated areas of lawn enclosed by robust native plant communities providing habitat and stormwater management.

Moorhead River Corridor Master Plan

City of Moorhead via HKGI / Landscape Ecologist

Provided water and natural resource expertise to integrating habitat restoration and public recreation with flood mitigation efforts and associated recommendations for sustainably managing the parkland.

Peck Farm Park Extension Master Plan*

Geneva Park District / Landscape Architect and Project Manager

Managed Master Planning for 400 acre, natural resource-based park.

Swede Hollow Stream Daylighting

St Paul Parks & Recreation Department / Landscape Architect & Stream Geomorphologist

Identified opportunities for restoring surface water habitat and dynamics.

CSAH 12/17 Stormwater Wetland

Prior Lake Spring Lake Watershed District / Landscape Ecologist

Softened preceding "engineered" proposals for 10-acre stormwater management facility and crafted a plan for meaningful wetland habitat, natural areas restoration and passive recreation, while increasing water quality and quantity performance.

Victoria Park Innovative Water Strategy Concepts

Capitol Region Watershed District / Project Manager

Planning and design concept development for recreation, habitat, and treatment elements for this brownfield to water-centric park conversion.

Whitetail Woods Master Plan

Dakota County / Landscape Ecologist

Completed the natural resource inventory and provided natural resource protection and enhancement strategies that served as the base for the Twin Cities newest regional park.

St. Louis River Neighborhood Parks

City of Duluth via HKGI / Landscape Ecologist

Provided stormwater mgmt. & natural resources expertise to collective master plan for 10 neighborhood pocket parks. Completed a natural resources inventory & management plan for the 460-acre parcel. Provided permaculture and natural areas restoration expertise/design in the completion and adoption of a park master plan.

Lake Nokomis Water Quality Improvement Project*

Minnehaha Creek Watershed District / Landscape Architect

Led the park design (Minneapolis Park System) and ecological components of this award-winning urban wetland restoration /creation project.

Ty Warner Park - Westmont Park District*

Westmont Park District / Landscape Architect

Lead designer of restored natural areas, formal landscaping and stormwater management facilities for this award-winning suburban Chicago park.

Land Cover of Northern Scott County

City of Shakopee, MN / Project Manager

Managed the land cover identification and mapping of 25,000 acres. Authored the inventory and natural areas management plan, which was recognized with an ASLA award.

South Padre Island World Birding Center*

South Padre Island, TX / Landscape Architect

Identified and planned habitat enhancements and focused bird-watching opportunities for this world-class destination.

Lake Phalen/Round Lake Channel Improvements

St. Paul Parks & Recreation Dept. / Project Manager

Managing the design and permitting of the conversion of a historic, degraded channel into a water resource amenity.

* work completed with previous employer

Project Experience

Eagle Point Park Environmental Restoration Project

Dubuque, Iowa / Project Manager & Landscape Architect

Led design for environmental restoration and stormwater management features to be implemented in a unique and historically significant regional park located on a bluff overlooking the Mississippi River. The project will mitigate heavy erosion issues and invasive species within the park through implementation of landscape management activities, soil quality restoration, native plant establishment, and bioretention features. Developed and facilitated public input process to foster interest and garner community support for the project.

Sunset Hills Park

Prior Lake, Minnesota / Landscape Architect

Designed multiple programmatic and stormwater concepts for a 1-acre neighborhood park in suburban Prior Lake. Prepared public input materials to share designs and gather feedback from local residents. The goal of the project was to address a failing stormwater management system in the park while also updating park amenities and recreational opportunities for the current, aging, user population. Concepts included active and passive recreation options from walking trails and play courts to playgrounds and fields and stormwater features including bioswales, bioretention basins, and created wetlands.

Fred Richards Park

Edina, Minnesota / Landscape Architect

Designed playground, picnic pavilion, stormwater management features, and shoreline restoration for new neighborhood park located on the old Fred Richards Golf Course. Sited program elements to take advantage of natural features and adjacent waterway. Prepared restoration plan for shoreline using bio-engineering approach and native species, as well as strategically placed natural features to prevent children from accessing unsafe areas. Completed stormwater permitting for new improvements through Nine Mile Creek Watershed District.

Crosby Memorial Park

Crosby, Minnesota / Project Manager & Landscape Architect

Executed planning, design, and construction to integrate stormwater improvement features such as permeable paver parking stalls, rain gardens, and vegetated swales into a heavily-used community park in the City of Crosby. Worked closely with Civil Engineer to design a stormwater improvement project that treats 13 acres of urban runoff and improves the wildlife habitat value and aesthetics of the park space adjacent to City Hall and Serpent Lake, a regional recreational amenity. Oversaw construction of roadway improvements including stormwater piping and underground treatment units, along with park space restoration with rain gardens and shoreline access.

Field of Dreams and West 9th Park

Storm Lake, Iowa / Landscape Architect

Designed combined flood-control and stormwater treatment features to manage and clean stormwater runoff within the park, while also creating over 20 acres of restored native prairie habitat for local wildlife and migratory birds. Miles of trails and a large stormwater basin within the park including multiple limestone crossings and perches allow visitors to engage with this functional landscape, and add valuable passive recreation space to the community park system. Stormwater features wrap around existing community baseball diamond, framing views and providing unique seating options.



**Britta
Hansen,
PLA**

**Landscape
Architect**

Britta has 10 years of experience as a landscape architect and project manager designing and constructing public spaces, parks, school and corporate campuses, and stormwater management features. Britta specializes in parks and open space design that weaves together elements of conservation, sustainability, education, performance, and art. She is experienced and capable at all levels of design from iterative concept design to master planning.

In addition, Britta designs and facilitates public input processes and is a trained visual artist who creates visual renderings and educational and interpretive signage for water quality improvement projects. She is experienced at permit review of landscape restoration plans, and has developed and implemented many successful ecological restoration projects across Minnesota and the Upper Midwest.

Education

- | | |
|------|--|
| 2011 | Master of Landscape Architecture,
University of Texas at Austin |
| 2006 | Bachelor of Arts in Studio Art,
Saint Catherine University |

Professional Registration

- | | |
|-----------|-----------------------------|
| #53307 | MN Reg. Landscape Architect |
| #436-14 | WI Reg. Landscape Architect |
| #00696 | IA Reg. Landscape Architect |
| #157-1714 | IL Reg. Landscape Architect |

Additional Training

- | | |
|------|---|
| 2019 | Erosion and Stormwater
Management Certification:
Construction Site Management,
University of Minnesota |
| 2019 | National Green Infrastructure
Certification Program (NGICP) |

Areas of Expertise

Park Planning & Design
Native Landscape Restoration
Sustainable Land Management
Photography & Rendering

Big Brothers Big Sisters - Twin Cities Headquarters

Minneapolis, Minnesota / Project Manager & Landscape Architect

Designed site improvements for the new headquarters of Big Brothers Big Sisters - Twin Cities. Added green stormwater management features to a nearly 100% developed site, leveraging watershed district grant funds to create a teaching tool that program coordinators will use to educate boys and girls about the importance of stormwater management and green infrastructure adjacent to the nearby Mississippi River.

Central High School Campus Improvements

St. Paul, Minnesota / Landscape Architect

Developed landscape and stormwater design for Minnesota's oldest high school. Worked closely with students, staff, community members and parents to create a sustainable, green and inviting campus space. Incorporated stormwater management features, and provided construction documentation, cost estimating, construction administration services, and illustrated interpretive signage. Site improvements included new trails, seating areas, and an outdoor classroom designed around the theme of the "golden ratio."

Moser Field Stormwater Park

Cumberland, Wisconsin / Landscape Architect

Developed concept design for ambitious stormwater park designed to remove pollutants from three of the city's most polluted watersheds, alleviate flooding in the downtown district, and provide community open space for education and passive recreation. The plan incorporated stormwater treatment wetlands, active and passive open spaces, environmental education areas, pedestrian pathways, and parking lots.

Capitol Region Watershed District Office Renovation & Midway-Hamline Pocket Park

St. Paul, Minnesota / Landscape Architect

Designed site and stormwater features for the new home office of the Capitol Region Watershed District. The site was transformed from an urban brownfield to a lush, green, and vibrant landscape featuring multiple formal and informal gathering areas, including a public pocket park with an interactive watershed-themed educational exhibit. The design strove to express the mission of the CRWD to visitors and neighbors while also capturing and treating nearly all stormwater runoff on the site. The project is currently seeking LEED Gold Certification.

Community Solar Gardens - Site Planning & Landscape Design

Statewide, Minnesota / Landscape Architect

Working with a private solar developer to plan and design solar garden projects throughout Minnesota. The planning phase involves communicating and negotiating with local landowners and municipal officials and designing community engagement materials to assist in the city or county approval process for new solar garden sites. This may also include landscape design for individual sites that focuses on buffering adjacent views and minimizing the visual impact of the proposed solar arrays. After approval of the proposed project, the site design and construction documentation phase includes developing stormwater management plans, procuring permits, and producing site restoration plans that provide native pollinator habitat, mitigate chemical contamination, and contribute to stormwater management goals for the site.

Burnsville Sustainability Guide Plan Update 2020

Burnsville, Minnesota / Project Manager & Landscape Architect

Built on the work of the original Sustainability Guide Plan of 2009 that was developed by EOR as a first-of-its-kind document. Worked with city staff to identify critical areas of focus for the city over the next 10-20 years. Developed sustainability goals for each area, and workshopped a variety of actions to help the city achieve each goal.

6th Street Corridor - Stormwater & Landscape Improvements

Cedar Rapids, Iowa / Landscape Architect

Provided conceptual design and landscape renderings to illustrate both "grey" and "green" landscape improvement scenarios for Cedar Rapids, Iowa. Envisioned green infrastructure site improvements including linear bioswales, tree trenches, rain gardens, and trails. Estimated municipal costs for multiple iterations of "grey" and "green" improvement projects. After acceptance of green infrastructure concept by City, worked with engineers to design a fully functional, aesthetically pleasing, and low maintenance landscape and stormwater management plan for the 6th Street corridor.

Lily Lake Park "Final 45" Plan

Stillwater, Minnesota / Project Manager & Landscape Architect

Lily Lake is a regional recreational resource that has been severely degraded due to stormwater pollution over the last century. The Lily Lake "Final 45" plan was a project to implement LID stormwater practices that would eliminate the final 45 lbs of phosphorus from the lake loading in order to remove the lake from the state's impaired water's list. Performed feasibility analysis and developed concept designs for multiple stormwater features within the Lily Lake Watershed. Contributed writing to a report about the project, and the past, present, and future of Lily Lake.

Project Experience

Swede Hollow Park Stormwater Improvements

City of Saint Paul / Design Engineer

Designed stormwater improvements and oversaw construction for an urban municipal park near downtown St. Paul. Wetland dredging, storm sewer reconstruction and flood mitigation measures will ensure residents can enjoy Swede Hollow Park for years to come.

Forest Hills Golf Club Irrigation Reuse

Comfort Lake-Forest Lake Watershed District / Design Engineer

Primary design engineer for an innovative irrigation reuse project utilizing a large stormwater wetland and automated valves integrated into existing golf course infrastructure. Coordinated design discussions between Golf Club, Watershed District and system designer. This project will remove large amount of phosphorus from entering downstream Shields and Forest lakes.

Bixby Park Water Quality Improvements

Comfort Lake Forest Lake Watershed District / EIT

Designed a lightweight aggregate filter berm to promote water quality and wetland improvements. Designed excavations to improve wetland capacity for a large drainage area draining into Comfort Lake. Oversaw berm construction, wetland excavations, and construction of sheetpile weirs.

7 Vines Winery

Bismark Builders / Civil Engineer

Designed and modeled site plans for a private winery and wine-processing building utilizing rain gardens and other water quality BMP's to protect adjacent onsite wetlands.

CRWD Office Building and Campus

Capitol Region Watershed Dist. via MSR / Design Engineer

Office space redevelopment of 15,000 square-foot industrial building reflective of the District's environmental stewardship and social justice missions. A focal point of the LEED Gold (pending) campus is an interactive community water garden, which is fed by harvested stormwater.

Lily Lake "Final 45"

MSCWMO / Project Engineer

Lead engineer for Lily Lake, a regional recreational resource that has been severely degraded due to stormwater pollution over the last century. The Lily Lake "Final 45" plan was a project to implement LID stormwater practices that would eliminate the final 45 lbs of phosphorus from the lake loading in order to remove the lake from state's impaired water's list. Performed feasibility analysis and developed concept designs for multiple stormwater features within the Lily Lake Watershed.

Community Solar Gardens

Private Solar Developer / Design Engineer

Work with a private solar developer to design solar garden projects throughout Minnesota. After approval of the proposed project, the site design and construction documentation phase includes developing stormwater management site plans, procuring permits, and producing site restoration plans that provide native pollinator habitat, mitigate chemical contamination, and contribute to the stormwater management goals for the site.

Summer Place Stormwater Facilities Improvements

Crow Wing Soil and Water Conservation District / EIT

Designed and drafted construction plans and specifications for a biofiltration basin and iron enhanced sand iron filter project in Deerwood, MN. Drafted easement documents and Operations and Maintenance Manual.



**Kyle
Crawford**
PE

Civil Engineer

Kyle Crawford is a Water Resources Engineer with eight years of broad experience in civil engineering, stormwater management and ecosystems restoration for public parks and other site developments.

Kyle has been directly involved in a wide range of projects in stormwater conveyance design, stormwater management plans, residential and commercial site design, and implementation of eco-restoration. These projects have utilized his background in land and construction surveying, civil engineering design, erosion and sediment control and construction observation.

Education

2012 Bachelor of Science
Civil Engineering
University of North Dakota

Professional Registration

#54906 MN Professional Engineer: civil
#P24812 IA Professional Engineer: civil

Areas of Expertise

Site/Construction Surveying
Construction Management
Stormwater Design & Management
Erosion & Sediment Control

Additional Training

2014 AutoCAD Civil 3D – Advanced
2015 CPR/First Aid
2015 OSHA 8-hour Safety Course
2015 SWPPP Design Certification
2015 SWPPP Construction Site Management

Developments - Argenta Hills 8th & 9th Addition; Blackstone Vista; Blackstone Ponds; and Ideal Credit Union

City of Inver Grove Heights, MN / EIT

Performed construction ESC and BMP inspections for the City during the the construction of residential developments. Coordinated with developers, municipality and contractors to ensure municipal standards were met.

Central High School Site Improvements

St. Paul Public Schools / EIT

Designed and drafted construction plans for stormwater and landscape renovations that will reshape Minnesota's oldest school to improve student's daily experience, address environmental impacts and connect with the vibrant community that embraces the school. A first of its kind, the campus will become a living laboratory, from which the students will witness the development of and activity monitoring the performance of the site's varied BMP's.

Sutton Lake Outlet Retrofit

Prior Lake-Spring Lake Watershed District / Project Engineer

Lead engineer for a large lake outlet retrofit on Sutton Lake for the local Watershed District. Once constructed, the project will provide real-time controls for maintaining flood storage to minimize flood damage downstream. Designed storm sewer structures, gates and outlet controls to achieve watershed goals within strict permitting and ordinance constraints.

Cleary Lake Outlet Replacement

TRPD / Lead Engineer

Lead engineer for replacement of a large lake outlet on Cleary Lake within Cleary Lake Regional Park. The project, completed for the Three Rivers Park District, utilized large (88" span) reinforced concrete storm sewer and a concrete drop structure (120" diameter manhole) to both convey large quantities of water and prevent invasive species migration upstream into Cleary Lake. This project was selected for a case study by the concrete supplier.

McVicar Creek LIDs

City of Thunder Bay / Civil Engineer

Drafted and designed stormwater quality BMP's within the City of Thunder Bay to improve water quality for a large creek bisecting the city.

Winnipeg Avenue LID's

City of Thunder Bay / Civil Engineer

Designed stormwater quality BMP's as part of the City's reconstruction of the entrance and parking lot for a large athletic complex.

Goose Lake Iron Enhanced Sand Filter

Comfort Lake-Forest Lake Watershed District / Project Engineer

Oversaw implementation of an iron-enhanced sand filter and stormwater improvements upstream of Goose Lake, an MPCA impaired water.

Moody Lake Wetland Improvements

CLFLWD, Forest Lake / Design Engineer

Design engineer for dredging of large wetlands to remove phosphorus-leaching soils and create additional capacity for capture prior to entering Moody Lake.

The Overlook (The Creek in Minnetonka)

Detailed Management / EIT

Provided construction surveying and oversaw construction of an apartment complex in Minnetonka on Minnehaha Creek including an underground stormwater detention facility, multiple rain gardens, a biofiltration pond, a large parking lot and walking trail connecting the apartment to the creek.

Middle Rice Creek Restoration - Phase 2

Rice Creek Watershed District / EIT

Designed and drafted construction plans for one of the largest stream restoration projects in Minnesota to date. Over one mile of formerly ditched suburban Rice Creek was restored to a natural meandering flow path.

Pine Robert Iron Enhanced Sand Filter

Carnellian Marine - St. Croix Watershed District / Project Engineer

Lead engineer for design and implementation of iron-enhanced sand filter and rain gardens along Mill Creek, a designated trout stream in Marine on St Croix.

PLOC Sediment Removal

Prior Lake Spring Lake Watershed District / EIT

Designed and drafted construction plans and specifications for sediment removal along the primary outlet channel for the Watershed District in Prior Lake, MN

Project Experience

Stormwater Engineering and Design

Paula provides technical support for engineering design through hydrologic and hydraulic modeling, and water quality modeling : HydroCAD, P8, MINUHET, PONDNET.

Capital Region Watershed District Headquarters Capitol Region Watershed District / Modeler. Developed hydraulic (PCSWMM, HydroCAD) and water quality (MIDS) models to assist in the design of a unique LID stormwater management system that included rain gardens, permeable pavers, tree trenches, underground facilities and rainwater harvesting. Prepared stormwater report for permit application summarizing results and compliance with stormwater regulations.

Windsong Farms Golf Club Site Improvements

Private Client / Modeler.

Developed hydraulic (HydroCAD) and water quality (P8) models to assist in the design of stormwater facilities to control runoff from an 8 ha golf course expansion. Assessed flood elevation and potential impact for five wetlands intersecting the project boundary. Prepared stormwater report for permit application summarizing results and compliance with stormwater regulations.

St. Paul Central H.S. Stormwater Retrofit & Site Improvements

Capitol Region Watershed District / Modeling Engineer. Develop hydrologic and hydraulic model (HydroCAD) and water quality model (PCSWMM, P8); and evaluated anticipated performance of proposed rain gardens and underground infiltration facilities.

Shoreview Corporate Center

Private / Modeling Engineer.

Develop hydrologic and hydraulic model (HydroCAD) and evaluated anticipated performance of proposed and existing detention facilities and site improvements.

Park Feasibility Study & Stormwater Retrofit

Brown's Creek Watershed District. Stillwater / Modeler.

Developed thermal model (MINUHET) and water quality model (P8), and evaluated anticipated performance of proposed raingardens, underground infiltration units, and underground water quality units

Stormwater Retrofit Facility

Private. Rogers / Modeling Engineer.

Developed water quality model (P8) and evaluated anticipated performance of proposed detention pond and catch basin sumps.

Low Impact Development and Green Infrastructure

Paula applies her knowledge of hydrology and BMP design in low impact development and green infrastructure studies.

LID-TTT Tool Peer Review, Phosphorus Loading

Lake Simcoe Region Conservation Authority / Modeler.

Conducted a review of phosphorus export predictions of the Lake Simcoe Region Conservation Authority (LRSCA) Low-Impact Development Treatment Train Tool (LID-TTT). The review included a targeted literature review for evaluation of phosphorus event mean concentrations used in the tool; a high-level review of parameters used in calculation runoff volumes; and comparison of phosphorus export predictions from the LID-TTT to those of other respected water quality models (P8 and the MOE Phosphorus Budget Tool).



**Paula
Kalinosky,
PE**

**Water Resources
Engineer**

Paula Kalinosky is a water resources engineer with 15 years of science & engineering-related experience. Paula's work includes stormwater modeling, development review assistance, TMDL studies, water quality monitoring and assessment, and street sweeping management. The later was the focus of Paula's research in graduate school. As part of her master's thesis she developed a spreadsheet application tools to aid in the estimation of potential nutrient recovery through street sweeping. Paula's technical background includes experience with water quality laboratory and field methods, spatial analysis (GIS), programming (VBA), statistical analysis (R, Statistica), and water treatment.

Education

- | | |
|------|---|
| 2005 | Bachelor of Science in
Secondary Science Education
Bemidji State University |
| 2013 | Master of Science in Bioproducts
and Biosystems Engineering,
University of Minnesota. |

Professional Registration

#57104 MN Professional Engineer: civil

Professional Affiliations

- | | |
|-------|--|
| MNSTA | MN Science Teacher's Association |
| ASABE | American Society of Agricultural
and Biological Engineers |

Areas of Expertise

Impaired Waters Regulation
Statistical Analysis
Hydraulic & Hydrologic Modeling
Development and Permit Review
Watershed Assessment
and Management
Street Sweeping Management
Stormwater Engineering
and Design

Baker National Golf Course Stormwater Reuse Feasibility Assessment

Three Rivers Park District / Consultant.

Conducted a feasibility-level assessment to determine whether the annual irrigation demand for a 16 ha golf course could be met through on-site retention of stormwater in existing golf course ponds. The assessment included review of past irrigation records, and development of hydrologic (PCSWMM), stormwater harvesting and reuse models.

Sioux Falls LID Study

Private Client / Consultant.

Estimated the flood control benefits of using LID practices to reduce runoff at the development scale. Developed hydrologic models (PCSWMM) representing an existing development and alternative scenarios in which LID practices were implemented to meet various volume control targets. Provided technical memorandum summarizing findings and recommendations for development of a volume control ordinance.

Minnesota Stormwater Manual Harvest and Use Update

Minnesota Pollution Control Agency / Consultant.

Conducted an extensive literature review and developed technical memoranda summarizing stormwater harvest and use considerations including design guidance, water quality and environmental considerations, and operation and maintenance of stormwater harvesting systems.

Development and Application Peer Review

Paula conducts engineering reviews for proposed developments and stormwater improvements to ensure consistency with city and watershed district rules, plans and policies.

City of Inver Grove Heights Northwest Area Design Review and Assistance

City of Inver Grove Heights / Reviewer.

Review of plans and specifications for new developments in the special stormwater ordinance overlay district of the city. Provide recommendations for the City and guidance for developers for understanding the unique nature of the area, the importance of volume control ordinances, and the benefits of distributed LID stormwater management practices.

Luxury Apartments Complex at Argenta Hills

- a 6 hectare multifamily residential development

Scenic Hills

- a 19 hectare mixed residential development

Blackstone Vista

- a 24 hectare single family residential development

Blackstone Pond Residential Development

- a 10 hectare mixed residential development

Hannah Meadows Residential Development

- a 16 hectare mixed residential development

Windwood Residential Development

- an 7 hectare single family residential development

Engineering Design & Site Inspection

Paula performs inspections and enforcement of erosion and sediment control measures for permitted sites.

Construction Observations

City of Inver Grove Heights, MN / Water Resources Engineer.

Plat Review for State*

Madison, WI Dept. of Agriculture / Engineering Technician.

Provided technical support for the orderly layout of land including: facilitating adequate provisions for water, sewerage, road ingress and egress and public access to all navigable water; and certifying technical accuracy, retractable boundaries and conveyancing by accurate legal description.

Erosion Control for Municipality*

City of Plymouth, MN / Erosion Control Inspector.

Conducted site visits in construction projects throughout the city to track compliance with city ordinances and state erosion control standards.

Technical Presentations

2015 Iowa Water Conference, Ames Iowa Optimizing Street Sweeping for Nutrient and Solids Management in Urban Watersheds

2013 Stormwater U Workshop: Planning to Reduce Nutrients through Street Sweeping*

2013 Chesapeake Stormwater Network, Street Sweeping Expert Panel*

2013 International Low Impact Development Symposium*

2012 Minnesota Water Resources Annual Conferen

Project Experience

Survey Work

Skone Park

Crow Wing County / Civil Engineer

Performed complete survey of existing conditions, staked manhole location and cut/fill requirements.

Panorama Avenue Infiltration Basin

Carnelian-Marine-St. Croix Watershed District / Civil Engineer

Performed complete survey of existing conditions.

Hole N' The Wall Hunting Preserve

Hole N' The Wall Hunting Lodge / Civil Engineer

Performed topographical and stream survey for private hunting preserve in Akron, Iowa.

Bone Lake Channel

Carnelian-Marine-St. Croix Watershed District / Civil Engineer

Surveyed drainage channel from lake mouth to discharge point.

Design Work

Solar Site Design

Park Avenue Solar Solutions, LLC / Civil Engineer

Designed multiple solar sites around Minnesota. Each project involved drafting a complete set of construction plans that included site grading to accommodate solar panels and design of stormwater BMP's to capture and treat runoff.

Sand Lake Iron-enhanced Sand Filter Repair

Carnelian-Marine-St. Croix Watershed District / Civil Engineer

Project involved exposing an underground pipe, fixing a damaged rubber connector collar and resealing the pipe. Worked with contractor to secure quotes, oversaw construction and made design changes in the field as needed, completed payment application, and finalized project.

Lake Street Reconstruction

City of Cumberland Wisconsin / Civil Engineer

Working with the City of Cumberland to help design and draft a set of plans for the reconstruction of Lake Street. The set of plans called for new sanitary sewer, storm sewer, curb and gutter, paving and grading of street.

Deer Lake Anderson-Hartzell Ravine

Deer Lake Wisconsin / Civil Engineer

Designed and drafted a set of plans for an alternative option for the insulation of a drainage system to stop flooding of a driveway system. Plans also included erosion control to stop erosion of hillside.

Inspection Work

Library Lake

City of Cumberland Wisconsin / Inspector

Worked with the city of Cumberland and the Beaver Dam Lake Association to oversee the insulation of a storm sewer manhole and pipe system leading to a treatment pond, before being discharged into Library Lake.

Indian Ridge

City of Prior Lake / Inspector

Worked with the City of Prior Lake on the Construction of a filtration pond and the insulation of two manhole structures and pipe way system this project included erosion work, grading, invert elevation of manholes, and installation of curb cut.



**Brian
Rucker**

Civil Engineer

With EOR for four years, Brian has experience in civil engineering, transportation, water sampling and monitoring, and site planning.

He specializes in construction documentation and oversight implementation of civil engineering projects, including stormwater conveyance for the development of stormwater management plans. Brian's background in working with MN/DOT, land surveying, civil engineering design documentation, and construction site observation informs the projects he is involved with at EOR.

He is experienced in surface water sampling and groundwater monitoring, including installation of piezometers. As EOR's primary field surveyor, he handles a variety of requests including topographical site surveying and staking manhole locations, construction limits and roads.

Education

2012 Bachelor of Science
Civil Engineering
North Dakota State University

Areas of Expertise

Site/Construction Surveying
Construction Management
Stormwater Design & Management
Erosion & Sediment Control

Additional Training

2016 AutoCAD Civil 3D – Advanced
2016 Erosion & Stormwater Management
Certification,
University of Minnesota

Project Experience

Eagle Point Park Vegetation Monitoring and Butterfly Survey

City of Dubuque, IA / Biologist

Established long-term vegetation monitoring plots and surveyed butterfly species for the purposes of monitoring pre- and post-restoration activities within the park. Plots were established in a range of habitats, from bluff woodland to dry-mesic forest to manicured parkland, requiring broad knowledge of plant and butterfly species.

Lone Lake Park Vegetation Survey

Protect Our Minnetonka Parks / Biologist

Completed a vegetation survey along a proposed mountain bike trail corridor in Minnetonka, MN, according to Minnesota DNR relevé methods. Assessed the potential quality of habitat and potential impacts from the proposed mountain bike trail on the ecology of the park. Native plant communities along the corridor included dry-mesic oak forest and mesic hardwood forest.

Cedar and Wabedo Lakes Habitat Management Plans

Minnesota Land Trust / Environmental Scientist

Completed native plant community mapping according to DNR methods and drafted habitat management plans for two conservation easement sites in north-central Minnesota. Plant communities included mosaics of upland forest and several classes of wetland and shoreland.

Cattail Harvest for Water Quality Improvements Study

Comfort Lake-Forest Lake Watershed District / Environmental Scientist

Conducted feasibility analysis of harvesting non-native cattail for the purposes of removing phosphorus via biomass and reducing nutrient loading to Forest Lake. Analysis included mapping non-native cattail, collection of sediment samples, and mass-balance calculations to determine the amount of cattail to be removed to achieve sufficient phosphorus reductions. The project also required cost calculations and implementation.

Wood Turtle Conservation Plan

Minnesota DNR / Biologist

Prepared draft sections of the Wood Turtle Conservation Plan for the State of Minnesota in collaboration with the Wood Turtle Team assembled by the DNR. Additional tasks included literature review, implementation planning, recording meeting minutes, and maintenance of a SharePoint page to facilitate collaboration.

Invasive Aquatic Plant Delineation and Management

Twin Cities Metro Area / Biologist

Delineated chemical treatment polygons for curly-leaf pondweed and Eurasian watermilfoil according to MN DNR meander methods. Coordinated permitting, performed post-treatment surveys, and drafted management plans for future treatment.

Lake Superior Wetland Bank

St. Louis County / Biologist

Consulted on the Technical Evaluation Panel for the Wetland Conservation Act LGU. Activities included reviewing wetland banking documents and a credit release request for a 23,000 acre wetland bank in NE Minnesota and subsequent addition requests. This included participation in TEP meetings, technical memo drafts and site visits.



**Jimmy
Marty**
CMWP

**Environmental
Scientist**

Jimmy has five years of experience as an environmental scientist, specializing in wetland science, environmental due diligence, and natural resource surveys and monitoring. Combined with a research background in ecological restoration, he possesses a well-rounded skill set that is particularly valuable in park planning projects, ranging from desktop-level reviews and analysis to expansive field efforts and site assessments.

Education

2015 Masters of Science
Utah State University
Focus: Wetland Ecology

2012 Bachelor of Arts
Luther College
Major: Biology

Professional Registration

1322 Certified Minnesota Wetland
Professional (CMWP)

Wisconsin DNR Certified Endangered
Resources Reviewer

Additional Training

2016 Confined Space Entry

2010 Wilderness First Aid

Areas of Expertise

Wetland Science

Environmental Due Diligence

Natural Resource Surveys and Monitoring

Technical Report Preparation

Wetland Delineations and Permitting

Private and Public / Wetland Specialist

Conducted hundreds of field delineations in MN, MI, SD, ND and UT for a wide variety of private and public sector clients. Also responsible for GIS data collection/management/presentation, desktop mapping, offsite hydrology analysis, report preparation, and permitting assistance. Fieldwork required knowledge of plant, hydric soils classification, and hydrology across the upper Midwest and arid West. Permitting required robust understanding of local, state and federal regulations. Clients included:

- Solar energy (community and utility-scale)
- Wind energy
- Telecommunications
- Real estate
- County
- Watershed district

Desktop Wetland Mapping

Private/ Wetland Specialist

Conducted desktop wetland mapping using ArcMap for potential renewable energy projects in MN, ND and IN. Mapping required acquisition and interpretation of historical aerial imagery, elevation data, and hydrologic mapping inventories.

Wetland Mitigation Monitoring

Three Rivers Park District/ Field Technician

Monitored wetland mitigation sites in Hennepin County Minnesota. Responsibilities included vegetation surveys and collection of piezometer data.

Sediment Core Sampling

Aitkin Soil and Water Conservation District / Field Technician.

Collected sediment core samples through ice from 6 lakes in north-central Minnesota as part of a TMDL study. Sample collection required operation of coring device and navigation to remote sites via handheld GPS.

Surface Water Monitoring

Three Rivers Park District / Water Resources Technician

Collected field data for over 30 lakes and 10 stormwater sites in Hennepin and Scott Counties. Data collection included surface water and zooplankton samples and operation of water quality sondes, in channel probes, discharge measurement instruments, and automatic samplers.

Potable Water Well Monitoring

Three Rivers Park District / Water Resources Technician

Monitored potable water wells throughout Three Rivers Park District lands to assure safe drinking water for the public. Field work included sterilization of well valves and collection of water samples for bacteria analysis.

Laboratory Analysis

Three Rivers Park District / Water Resources Technician

Analyzed water quality samples for nitrogen phosphorus, suspended solids, chloride and coliform bacteria. Sound analysis of samples required attention to detail, operation of sophisticated lab equipment, and an understating of chemistry and the ecological context of the samples and data.

Point-Intercept Macrophyte Surveys

Twin Cities Metro Area / Biologist

Conducted macrophyte surveys using point intercept methods in over 25 lakes in Hennepin, Washington, Chisago and Scott Counties. Responsibilities also included data management, GIS analysis and figure preparation, and report preparation.

Rapid Floristic Quality Assessments

Comfort Lake-Forest Lake Watershed District / Biologist

Conducted Rapid Floristic Quality Assessments and assigned quality scores to several wetland complexes within Comfort Lake-Forest Lake Watershed District in Washington County. Assessed RFQA scores in the context of potential water quality projects within the surrounding area.

Tree Surveys

Upper Midwest / Biologist

Surveyed trees greater and identified to species to quantify potential removal and/or avoidance of impact. Completed surveys in Minnesota and Iowa.

MATTHEW T. TISDELL, PE, LC, LEED AP BD+C
Associate | Electrical Engineer & Lighting Certified Designer



Matt is a professional engineer and project manager with 16 years of electrical engineering experience working on federal, state, and local government buildings; commercial, industrial, recreation, and retail markets. His responsibilities include design and project management of electrical systems, lighting, fire protection systems, audio/visual and data systems, and quality review. Matt joined Gausman & Moore in 2009.

Matt is experienced in Dark Sky compliant lighting design. He has designed over 30 LEED, B3, and other green initiative projects for state and local government, military and private clients with Dark Sky compliant technologies.

Matt is a member of the Illuminating Engineering Society, and earned his Lighting Certified credentials from NCQLP.

Education

Bachelor of Science in Architectural Engineering with Specialty in Building Electrical Power Systems, Minor in Physics
Milwaukee School of Engineering
Milwaukee, MN

Registrations

Licensed Engineer, Minnesota No. 47623

LC Credential from National Council on Qualifications for Lighting Professionals (NCQLP)

LEED Accredited Professional with a specialty in Building Design & Construction (BD+C)

Professional Associations

American Council of Engineering Companies

Illuminating Engineering Society

U.S. Green Building Council

Experience

Barkers Island | Superior, WI

Marina Dock Rehabilitation
Electrical Infrastructure
Docks E, F, G, H, I and T

Camp Ripley Education Complex

Addition | Little Falls, MN

City of Eagan Maintenance Facility

Eagan, MN

City of Minneapolis Impound Lot

Lighting & Improvements
Minneapolis, MN

Dakota County Galaxie Library

Renovation | Apple Valley, MN

Habitat for Humanity, Twin Cities

St. Paul, MN

Hennepin County, Southdale Regional Service Center

Edina, MN

Minneapolis Convention Center Plaza

Minneapolis, MN

Minneapolis Parks

Northeast Athletic Field Park Recreation Building
Minneapolis MN

MN DNR

Cascade River State Park, Lutsen
Lake Vermillion State Park, Soudan
Silver Bay Marina, Silver Bay
White Water State Park, St. Charles

MN Metro Transit

Park & Ride

Lino Lakes, I35 & County Road 14
St. Paul, Rice Street & Highway 36

Bike Shelters

Minneapolis, Hiawatha & 38th Street
Minneapolis, Nicollet & 4th
Minneapolis, VA Medical Center

MN National Guard Armory

Renovation | Brooklyn Park, MN

Ramsey County Roseville Library

Site Relight Project | Roseville, MN

Rondo Commemorative Plaza

St. Paul, MN

State of MN Transportation Building

St. Paul, MN

Three Rivers Park District

Lowry Nature Center, Upgrades
Victoria, MN

University of Minnesota Twin Cities

Eldon Stehl Memorial Garden
PWB2 CTSI Service Center
Tarrie House Courtyard Renovation
West Bank Office Building, Front Plaza

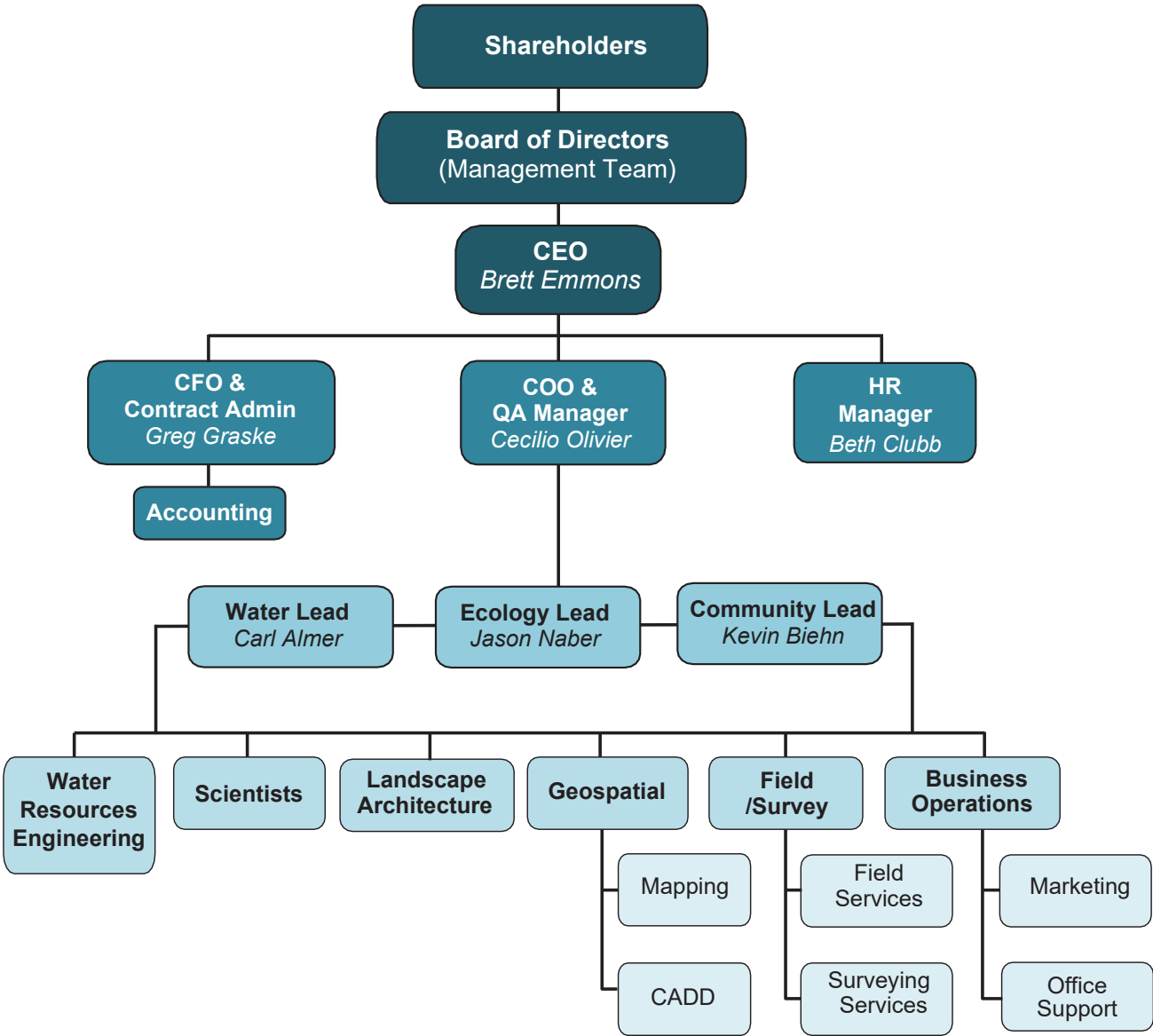
U.S. Army Corps of Engineers (Multiple Projects), Nationwide (2007 – ongoing)

YMCA Camp St. Croix

King Leadership Center
Hudson, WI

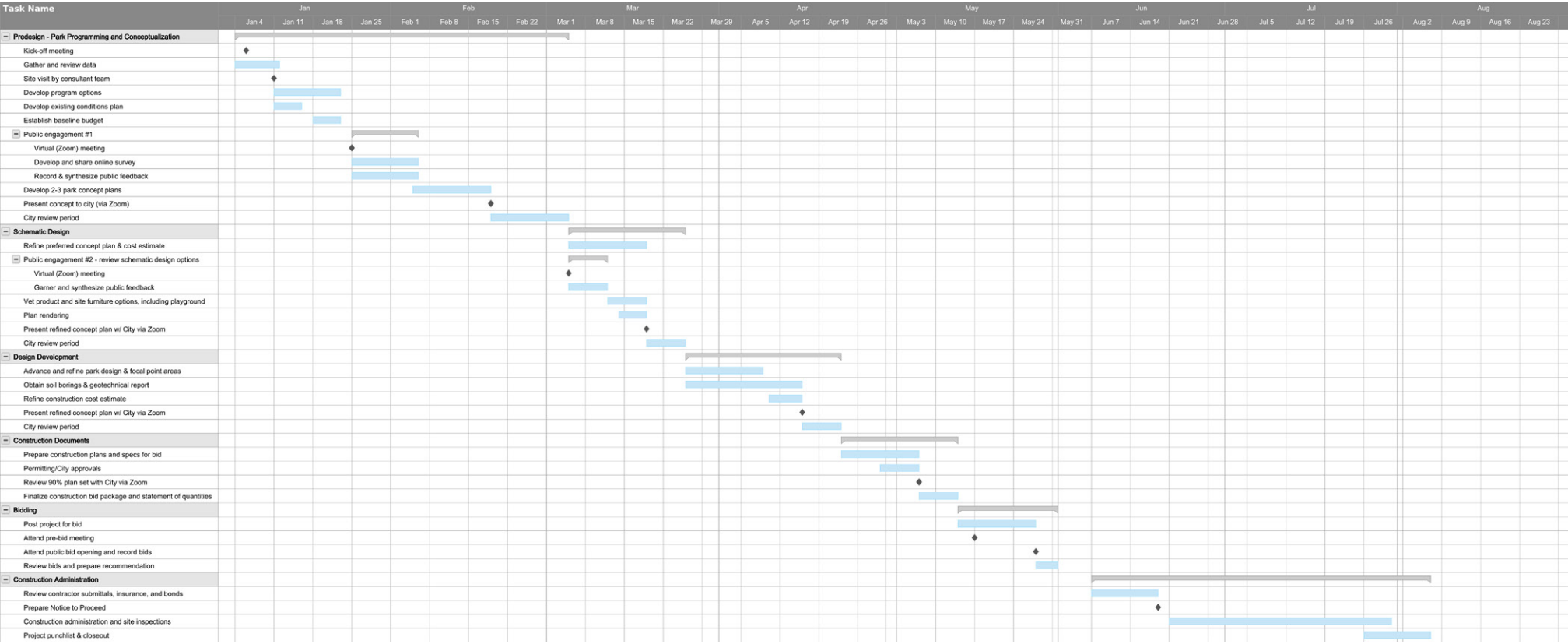
APPENDIX B: organizational chart

EOR Organizational Chart



APPENDIX C: proposed project schedule

NW AREA NEIGHBORHOOD PARK PROPOSED PROJECT SCHEDULE



*SCHEDULE SUBJECT TO CHANGE BASED UPON CONTRACT START DATE AND INPUT FROM CITY



A PROPOSAL FOR

Park Planning and Design

for Northwest Area Neighborhood

FOR THE CITY OF INVER GROVE HEIGHTS



November 19, 2020

Eric Carlson, Parks & Rec Director
8055 Barbara Ave
Inver Grove Heights, MN 55077

Re: Proposal for Park Planning & Design for NW Area Neighborhood Park

Dear Eric,

On behalf of WSB, thank you for the opportunity to submit our qualifications for the NW Area Neighborhood Park Planning & Design project. We value our relationship with the City and hope you take the following into consideration when reading our proposal:

KNOWLEDGE & EXPERTISE

WSB has had the fortunate opportunity to get to know and understand the City of Inver Grove Heights through previous projects. Our design team has been specifically focused on parks, trail and recreation projects for the past 25 years and we are passionate about every project we undertake. We will use our understanding of Inver Grove Heights, our knowledge of current recreational trends, and our professional design expertise to develop a high-quality recreational experience for the users.

PUBLIC ENGAGEMENT PROFESSIONALS

The WSB design team has been leader in the area of public engagement for many years and we have a broad set of tools available to undertake any type of public engagement, whether in person or through an alternative method. Our engagement efforts focus on identifying and connecting with target populations so that we are continually staying informed throughout the design process through fun and interactive methods, resulting in a plan that meets the needs and desires of the community.

CREATIVE & IMPLEMENTABLE

WSB has extensive experience in the development of creative and unique designs that strengthen the sense of place by integrating local characteristics, features and details that shape the design. Our construction expertise allows us to develop construction plans that can take the initial design aspects and transform them into something that can be built to last with a focus on improving sustainability and reducing overall maintenance and replacement costs. We continually work with a range of contractors that allow us to stay abreast of current markets and develop accurate cost estimates to establish realistic budgets.

Thank you for this opportunity to continue to work with the city on this exciting new project. If you have any questions, please contact Candace Amberg at camberg@wsbeng.com or 612.518.3694.

Sincerely, WSB

A handwritten signature in black ink, appearing to read "Candace Amberg", written over a circular stamp or seal.

Candace Amberg, PLA, ASLA
Project Manager



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Forge ahead.



WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Our staff of over 450 improve the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services in over 25 complementary areas that seamlessly integrate planning, design and implementation. Our coast-to-coast client base is served from 14 offices in four states.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

450+
STAFF

25+
SERVICE AREAS

14
OFFICES

4
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Survey | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



Project Approach & Scope of Services

The overall approach of the WSB design team is to improve the quality of life for communities while enhancing the sense of place in creative ways. We strongly believe in the value of investing in public infrastructure for the common good if those investments are well reasoned and justified. Our team works to make certain that public dollars are wisely spent and to understand public agencies to help us find solutions that are appropriate and implementable.

The following outlines our general scope of services and design approach. However, we will remain flexible to adjusting the scope to better align with the city's needs and budgets.

Project Management

Open and transparent communication is key to a successful project. It is the role of the Project Manager to provide the necessary tools to facilitate and manage this process from start to finish. This begins with a kick-off meeting with city representatives to develop a clear understanding of the scope of the project, intended outcomes, overall schedule, and general project review and discussion. As Project Manager, Candace Amberg has a vested interest in the success of our projects to make certain that there is:

- Continuity in project flow
- Accountability for planning and design outcomes and quality
- Timely completion and cost accountability

To maintain consistency, Candace will be the project manager and primary source of communication with the city of Inver Grove Heights from start to finish of the project with additional support by Bailey Wolf.



WSB utilizes a range of effective project management tools throughout the course of a project including an internal Project Controls group who provides CPM Scheduling and Schedule review, monthly schedule updates, construction cost estimates, review of contractor budgets, time-impact analysis, risk-management, and related activities. Our Project Controls Group works with the project manager on a routine basis with monthly schedule updates and review of the project schedule and budget. The City of Inver Grove Heights would be provided with routine updates to make certain the project remain on-track in terms of schedule and budget.

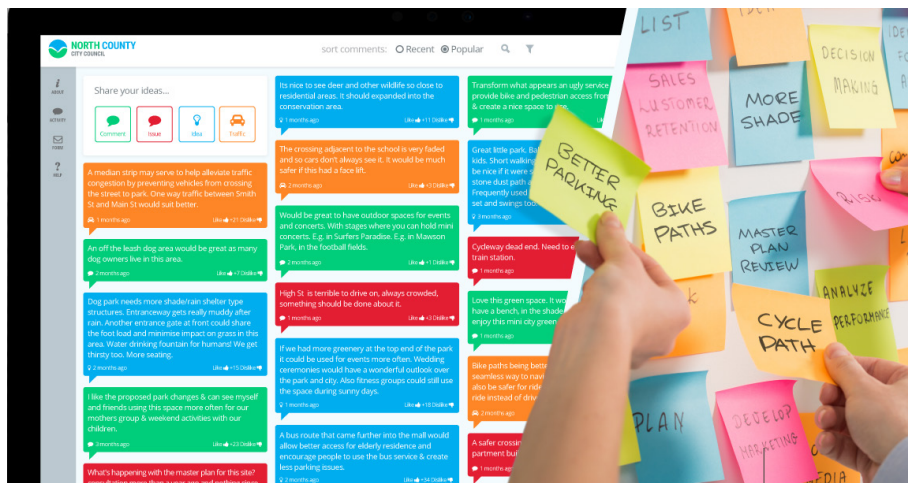
Kick-Off Meeting & Site Review

At the start of the project, the WSB design team will meet with the City of Inver Grove Heights to review and identify the key contacts and stakeholders, as well as to develop a very clear understanding of the intended project outcome and the expectations of the WSB design team's services. This will include reviewing the overall city vision for the NW Area development, including changes to the transportation system, previous studies and plans, overall connectivity, and discussion of project goals for the proposed park.

WSB will also conduct a site review to evaluate in conjunction with the city provided topographical survey in order to gain a broader understanding of the existing landforms, vegetation, views, access, and various opportunities and constraints that will influence the design process.



Our previous high-level study of the site resulted in a general understanding of the various project parameters that include an adjoining Dakota County parcel, a gas utility easement running through the site, and areas with mature vegetation, though there were no identified wetlands per the National Wetland Inventory.



IDEA WALL EXAMPLE

Public Outreach & Programming

WSB will work with the city to develop a public outreach plan for gaining input and feedback from the neighborhood residents that will guide the design process.

WSB uses varying community engagement techniques that encourage involvement in a fun and interactive manner and allow us to reach a broader audience, resulting in a more equity-based plan. WSB can develop project related content but we will also rely on the city to help distribute the project information through city websites, social media platforms and mailings to raise awareness of the project and gather input.

While the onset of COVID-19 has altered some of the approaches to public outreach, WSB has been using a variety of alternative methods beyond in-person events for public outreach with great success for many years due to a growing demand for non-typical methods of engagement, though we can still provide in-person events following current recommended guidelines.

One of the first steps of any project is determining programming. This begins with a solid understanding of the needs and desires of both the city, as well as the residents and other stakeholders. There will likely be a variety of comments, concerns and perspectives to take into consideration and this first step is important to keep interest active in the park planning so the public will know their visions are being identified and addressed. While we have preliminary recommendations on overall engagement approach, we are always willing to adjust the methods as necessary to improve the outreach process.

NEIGHBORHOOD INPUT MEETING:

A public meeting, either in-person or virtual through Zoom, can be held to describe the project process and timeline, and then brainstorm ideas and concerns related to the park development.

SOCIAL PINPOINT:

An alternative option for consideration to gather neighborhood input will be to set up an Idea Wall project page through Social Pinpoint. Similar to in-person idea generation meetings, a project description is provided, and the public can add ideas, photo examples, etc. for consideration.



Conceptual Design

Based on the list of programming elements for consideration and our site review and analysis, WSB will develop two to three conceptual design options for the proposed park. The concept plans will explore general themes, access, circulation, safety, aesthetics and how the proposed amenities relate to one another. We purposefully have each concept differ to varying degrees in order to gain a clear response from the residents and stakeholders, either for or against certain aspects of the plan.

Following the development of concept plans, WSB will hold a meeting with the city to review the concepts for review and feedback, followed by any adjustments to the concept plans before finalizing the rendered plans for presentation.

Upon completion of the concept plans, the Social Pinpoint project page would be updated to include an interactive park map illustrating each concept plan. Information will be distributed to encourage review of the concept plans on the interactive map that allows users to comment on each of the concept plans, placing pins on the elements they like, dislike or have further comment on.

As an example, a recent master plan project in Lakeville for a proposed park in a developing neighborhood received 123 comments on the concept plans. The comments helped to shape the approved preferred plan that is now going into final design and construction.



Design Development

GEOTECHNICAL SOIL INVESTIGATIONS:

WSB will conduct geotechnical soil investigation services. These are recommended to be done once the schematic design is approved and boring locations have been determined. Due to the timing of the project, it is assumed drilling will occur during winter site conditions. The geotechnical services include taking six to eight soil boring samples at an estimated 10 to 14-foot depths to prepare a report that provides information on the soil types, depth to water or lack thereof, and recommendations for design for footings, pavements and infiltration rates for stormwater BMP's, as necessary. Borings will be backfilled to comply with current Minnesota Department of Health Regulations.



DESIGN DEVELOPMENT:

Building upon the previous steps, WSB will prepare design development plans of the park to a 30% design level. We will work closely with city staff on preliminary selection of the specific types and styles of various amenities, materials, and surfacing types.

Various detailed development options and cost considerations will be explored to make certain that the next phase of design fits with the overall vision for the project area, as well as the budget. We will identify potential methods to reduce ongoing maintenance and replacement costs, including consideration of more sustainable methods of construction, such as solar supplemented power, lower maintenance turf, and alternative water resource management methods. The estimate of probable costs will be updated and used to determine the general extent of construction feasible within the given budget and identify items that may be included as alternates or future efforts.





Final Design & Bidding

WSB has the professional expertise necessary to make certain what is designed can actually be implemented. The majority of park and recreational projects are led by our landscape architects but also include engineering as appropriate. The collaborative design approach that our design team members bring to each project has contributed to some unique, appealing and successful design solutions.

WSB can either prepare or assist the City in the preparation of a playground RFP package to send to playground equipment vendors / manufacturer's in order to request playground equipment designs to fill the specified containers based on a maximum budget for the playground or work directly with a city-specified vendor who may be on the State Contract list.

GUIDELINES AND PERMITS

Our multi-disciplinary staff provides the expertise necessary to make certain our construction documents meets all appropriate regulatory guidelines, safety and accessibility standards, and permit requirements for the design of recreational areas. This will include conducting storm water modeling for the proposed park development and incorporating details and notes that will be necessary for meeting watershed requirements, as determined by the City of Inver Grove Heights, who is the LGU. This will include the SWPPP plans in the construction document package. It is assumed that a wetland delineation and wetland permit will not be included for the neighborhood park development.

WSB will obtain an NPDES permit for construction to be transferred over to the Contractor once a contract is in place and will include the permit application fee. As noted previously, the contract documents will include the SWPPP documents outlining the Contractor's obligations to meet the permit requirements during construction.



ELECTRICAL ENGINEERING

It is assumed that electrical services will be necessary for parking lot security and electrical service to a picnic shelter for an interior light and outlet. We have included Electrical Design Initiative (EDI) on our design team to provide electrical engineering design services.

FINAL DESIGN CONSTRUCTION DOCUMENTS

The final design construction documents will include plans, details and written technical specifications in sufficient detail for the City to pursue competitive bids for the construction of the improvements along with an updated estimate of probable costs for construction in a bid proposal format. We anticipate meeting with the City for review of the plans and estimates at the 60% and 90% stages of the design process.

The final construction documents will go through our quality control review process prior to 100% completion for bidding. This process includes another set of eyes on the project not only from a design perspective to reduce errors, but also from a bidding and construction installation perspective related to constructability of the project.

BIDDING

In addition to designing for the stated budget, we also anticipate designing for add alternates that can easily be added to the project just in case contractors' bids come in lower than anticipated in this competitive economy.

WSB will facilitate the administration of the project bidding process to include the Advertisement for Bid, uploading plans and specs to QuestCDN, responding to questions that arise during the bidding process, and preparation of addenda.





There are always some uncertainties regarding qualifications of the contractor submitting the lowest bid. Besides the disqualification of any company listed on the current record of suspensions or debarment, there are some additional methods that the city may consider to seek out more qualified contractors. One method is the inclusion of a document that the Contractor would be required to include with their bid identifying a specified number of similar projects within a given timeframe and client references for each. A review of their references would be conducted and considered in conjunction with their bid.

Another method is to have a separate pre-qualification process based solely on qualifications that would be conducted prior to the actual bidding process with only the qualified contractors allowed to provide a bid. It should be noted that the city's attorney would have to provide a thorough review and input on this process to make certain we are still allowing for a fair bidding process, as legal claims could be brought against the city. It can be difficult to prove a specific contractor or sub-contractor should be deemed ineligible without substantive proof on record. This process also adds considerable time, effort and costs to the project since many contractors will supply a higher bid with less competition and this still does not guarantee an ideal contractor.



WSB will conduct the bid opening process which can be an in-person bid opening or an online bidding process to allow bidders an easy and effective method of providing electronic bids. This reduces or eliminates bidding errors that can cause delays to the contractual process for accepting a bid since it requires bidders to submit all required documentation in order to submit a bid and it automatically produces a tabulation of bids. It is also primarily the preferred choice of bid submission by Contractors as it is easier for them to input the information and see results. WSB will review contractor references and provide a letter of recommendation for selection of a contractor.

Construction Administration

WSB also provides project management and owner's representation throughout the duration of any of our construction projects. We oversee personnel assigned to the projects, having overall responsibility for quality, schedule, safety, and budget. WSB will address any project related issues and make decisions in the best interest of the owner to make certain project goals are being met. Our staff set themselves apart by over-the-top customer service, integrity, and technical excellence along with our commitment to building a relationship and earning your trust in that our project will be constructed at a level exceeding your expectations.

WSB anticipates providing periodic observation of the construction progress for adherence to the design intent as defined by the Contract Documents and does not anticipate the need for full-time construction inspection and testing services. However, should the city desire more involvement related to observation, inspections and testing, we can amend our scope as needed.

Services provided during construction administration include:

- Facilitation of a pre-construction meeting to review the project elements, clearly define the city's expectations as to the quality of the constructions, administration process, and schedule.
- Administration of contract, including preparation of contract forms, change orders, substantial completion form and payment applications, along with review of shop drawings and test results.
- Limited site observation for the site work construction will be conducted on a periodic basis (anticipated 10-week construction period) to make certain the design is being met. It is estimated one site meeting per week during periods of active construction will be held for a total of ten (10) site progress meetings to include progress notes, follow-up documents and RFI's, one (1) substantial completion meeting, one (1) final punch list review meeting and one (1) warranty review meeting.
- Limited site construction layout and grade staking to include initial offset stakes for control, construction limits, layout, and cut and fill. Additional survey services will be at the Contractor's expense.





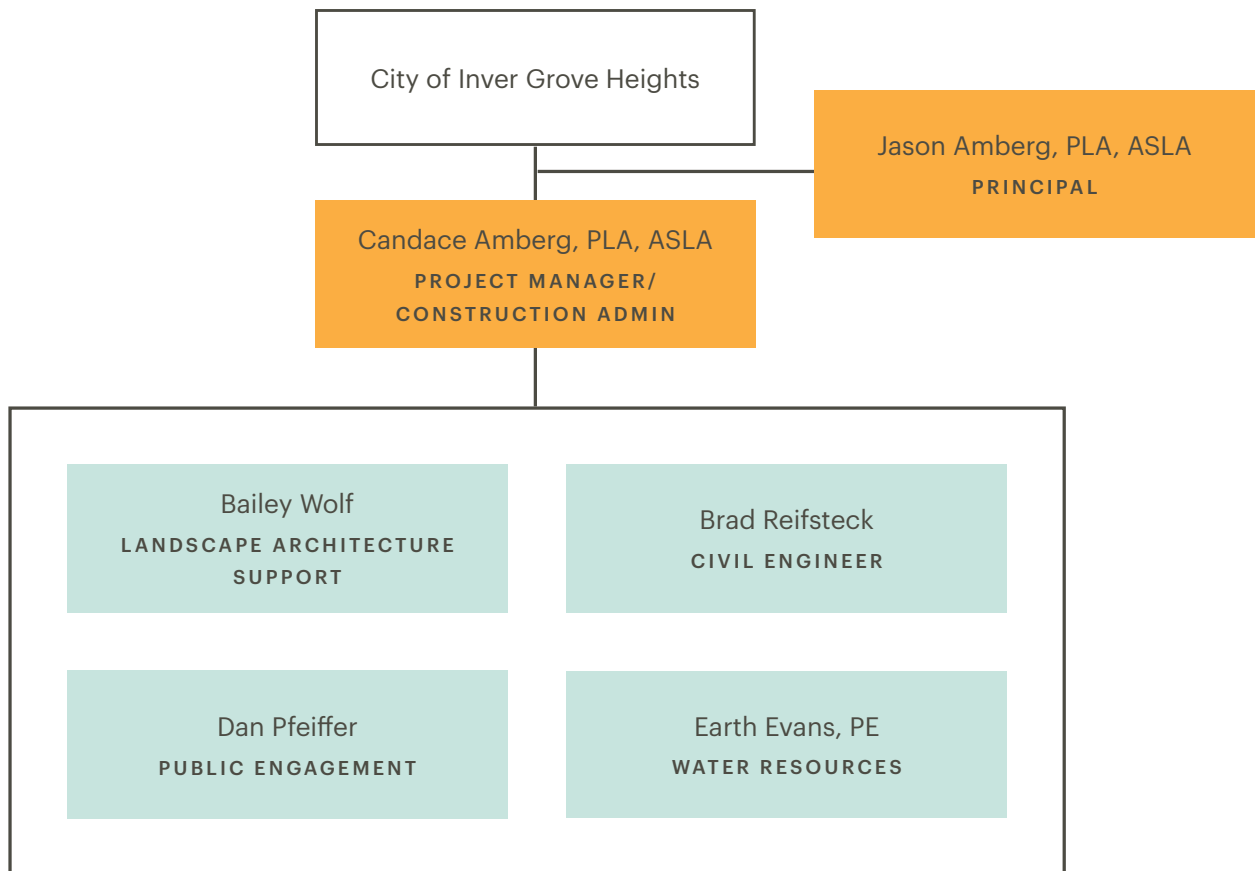
Assumptions & Exclusions

Our proposal includes all scope of services as outline in this proposal based upon the following assumptions and exclusions:

- It is assumed that there is no State or Federal funding with this project.
- It is assumed that the city would provide mailings to residents.
- Construction testing and inspection services are not included.
- No hazardous materials or contamination investigations or mitigation are included.
- It is assumed that wetland delineation will not apply. If this changes, delineation would not be able to occur until spring 2021.



Key Personnel





Candace Amberg, PLA, ASLA



PROJECT MANAGER/CONSTRUCTION ADMIN

Candace is a registered Professional Landscape Architect in the states of Minnesota, North Dakota and Texas. She has been directly involved in a variety of landscape architectural projects including parks and public use spaces, trails, and streetscaping since 1996 and is highly skilled at community engagement methods to ensure all stakeholders are heard. She understands the guiding themes and finer design details that will create meaningful spaces for the users and strives to provide innovative design solutions that improve communities. She has shared her expertise through various presentations at professional organizations, such as the MRPA and APA-Minnesota, and enjoys the creative process that comes from working directly with project stakeholders to implement visionary projects.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect
Minnesota #40646

North Dakota #76

Texas #3283

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 1995

Bachelor of Science in
Environmental Design,
North Dakota State
University, 1995

MEMBERSHIPS +

RECOGNITIONS:

ASLA-MN Executive
Committee Member

Minnesota Recreation and
Park Association

North Dakota Recreation
and Park Association

APA-MN 2016 Equity
Planning Award (MLK Park)

ACEC-MN 2019 Honor
Award (Hwy 22 Victory
Memorial Drive) & 2018
Excellence Award (Afton
Revitalization Project)

Heritage Village Park | Inver Grove Heights, MN

CLIENT: CITY OF INVER GROVE HEIGHTS

PROJECT DURATION: 2017 - CURRENT

Candace Amberg worked with the City of Inver Grove Heights and numerous stakeholders to develop the original master plan for Heritage Village Park in 2004 with several subsequent master plan updates between 2010 and 2012 that responded to changes in community priorities, perspectives, and ongoing land acquisitions, but kept the original design intent to honor the history of Inver Grove Heights. WSB is currently working with the city and stakeholders to plan for the next phase of development to include a playground themed around the history of the site and city.

Legacy Park | Lakeville, MN

CLIENT: CITY OF LAKEVILLE

PROJECT DURATION: JUN 2017 - DEC 2018

Candace was the project manager and landscape architect for the creation of a master plan and eventual development of Legacy Park, a neighborhood park located within a park site containing a variety of natural resources. Working with the residents, a master plan was created that improved pedestrian access to the natural amenities, and developed recreational amenities for a broad range of users and age groups. The new park development was blended into the natural surroundings with a multi-use lawn space, picnic shelter, a series of loop trails, exercise stations, and included both standard playgrounds, as well as natural play elements.

Lake Waconia Regional Park | Carver County, MN

CLIENT: CARVER COUNTY PARKS

PROJECT DURATION: 2015 - PRESENT

Candace was the project manager and lead designer for this regional park that includes the main park located on the shores of Lake Waconia and Coney Island of the West, which is on the National Register of Historic Places. The project included improvements to open the island for public recreational use while highlighting and protecting its historical and cultural features and implementing the initial phases of construction for the main park. This project included extensive coordination with Carver County Parks, the Minnesota DNR, City of Waconia, Metropolitan Council, SHPO, and local developers.



Jason Amberg, PLA, ASLA

PRINCIPAL



Jason leads the Landscape Architecture Service at WSB. He has spent his entire professional career spanning more than 25 years focused on park and recreation planning and design. Through his experience working with municipal staffs, park boards, and a variety of public groups and governing agencies at the state, county, township, and city levels, he has developed an ability to arrive at creative planning and design solutions that meet project goals while respecting the diverse input of stakeholders. In addition to comprehensive park and trail system planning and implementation planning, his projects routinely range from general park improvements to multi-million dollar new park developments and redevelopments of all types and sizes. Jason has also given back to the profession and community through presenting a variety of park and trail planning topics at conferences and universities and serving as an advisory board member at NDSU.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect
Minnesota #40003
Wisconsin #558-14
Texas #3206

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 1995

Bachelor of Science,
Environmental Design,
North Dakota State
University, 1995

MEMBERSHIPS + RECOGNITIONS:

MN Recreation and Parks
Association, Member &
Routine Speaker

American Society of
Landscape Architects

MN Chapter American
Planning Association Guest
Speaker: Community
Transformation Through
Park and Trail Planning
(2015)

Greater MN Parks & Trails

NDSU Architecture/
Landscape Architecture
Advisory Board 2000-2010

Park & Trail System Master Plan | Owatonna, MN

CLIENT: CITY OF OWATONNA

PROJECT DURATION: OCT 2018 - JAN 2020

Jason served as the project manager and lead planner for this citywide park and trail system master plan. This was the first system plan prepared for this growing and diverse city. We developed a public engagement strategy that included a range of different opportunities for the community to interact with the planning team, including open house meetings, pop up booths at local events, face to face interviews, social pinpoint online engagement, and phone calls/email. The collective information gained through these various interactions and comparing with participation data and recreational standards provided meaningful public 'buy in' during the process which has already proven to provide public support for implementation of the proposed improvements in the system.

Riley Lake Park | Eden Prairie, MN

CLIENT: CITY OF EDEN PRAIRIE

PROJECT DURATION: DEC 2016 - JUN 2018

Jason served as the project manager and lead designer for this community park redevelopment project. The proposed design expands recreation opportunities and accessibility to meet the current community needs and many previous vehicular and pedestrian circulation conflicts and parking issues. Newly redeveloped amenities include a redeveloped beachfront, plaza spaces and overlooks, roadways & parking lots, a double boat launch with an aquatic invasive species cleaning station, picnic areas, regional trail realignment, internal trail expansion, native restoration, interpretive nodes, and sustainably designed landscape enhancements. The City invested \$1.6 million into construction of the project which was fully re-opened to the public in 2018.



Bailey Wolf

LANDSCAPE ARCHITECTURAL SUPPORT



Bailey is a landscape architectural designer who has contributed her graphical skills to a range of projects such as streetscape design, comprehensive planning, and a variety of park and trail designs. Her graphics will be used to help visualize the project's vision and give a sense of what the space will look like after construction. In addition to creating graphics for projects to be constructed, Bailey has been involved in every stage of project development from the early stages of concept development, to community engagement, and assisted in construction administration. She believes that the public outreach phase of a project can be the most valuable in delivering a successful project. Her visuals will be assisted by the use of Adobe Design Suite CS6, SketchUp, AutoCad, Lumion, and artistic hand renderings.

SERVICE GROUP:

Landscape Architecture

EDUCATION:

BS in Landscape
Architecture, North Dakota
State University, 2014

BA in Environmental
Design, North Dakota State
University, 2014

Heritage Village Park | Inver Grove Heights, MN

CLIENT: CITY OF INVER GROVE HEIGHTS

PROJECT DURATION: 2017 - PRESENT

Bailey assisted in the master plan update where she worked with numerous stakeholders and city staff to modify the park design to meet the current needs of the community. She was part of the project team that completed construction documents for the first phase of the dog park, second phase trails and park expansion, and is currently working on the third phase that concentrates on the development of the active use areas which will accommodate a themed inclusive playground that focuses on the history of the city.

Lake Waconia Regional Park Master Plan | Waconia, MN

CLIENT: CARVER COUNTY

PROJECT DURATION: JAN 2018 - PRESENT

As part of the project team, Bailey assisted in preparations plans and documents. Her involvement began with creating multiple concepts that were established to engage the community and get an idea of what the public wanted to see at the regional park. She assisted with the public meetings and met with multiple stakeholders and project owners. After the engagement process was finished, she helped establish a phased, comprehensive master plan and cost estimate for the Carver County Parks system to include the addition of Coney Island into the park system as well as phasing and updates for the Met Council 2020 Comprehensive Plan updates. Bailey provided master plan graphics, perspective renderings and a fly-through animation of a portion of the park during the process. The renderings were used for promotional graphics for the development of the park system.

Lions Park Master Plan & Final Design | Hugo, MN

CLIENT: CITY OF HUGO

PROJECT DURATION: MAY 2016 - SEP 2016 / SEP 2020 - PRESENT

Bailey aided in the initial concept development and phasing of the redevelopment of a community civic space outside of Hugo City Hall. She helped establish a phasing plan for the city to include in their CIP planning. Once the funds became available, the city of Hugo executed a contract for final design and development of Lions Park. Bailey is currently working with City staff, architects and multiple stakeholders to develop specific architectural, site and play area spaces for this park. Her graphic, communication and management skills are being used to help develop final construction documents that will be used for construction in 2021.



Brad Reifsteck, PE

CIVIL ENGINEER



Brad is a Senior Project Manager with more than 25 years of civil engineering experience. He has broad municipal project experience ranging from small local communities to highly urbanized environments. Brad's extensive experience in urban roadway design includes bikeways, staging and traffic control, geometric design, drainage, and signals and lighting. His municipal project experience includes street reconstruction, trails, parking lots, stormwater management, site development, sanitary sewer collection, and water distribution systems for many Minnesota municipalities and agencies. As a project manager, Brad has supervised design and construction teams for all types of municipal projects and has collaborated with stakeholders to deliver successful projects on schedule and within budget.

SERVICE GROUP:

Municipal

REGISTRATION:

Professional Engineer
MN #47930

EDUCATION:

Bachelor of Civil
Engineering, University
of Minnesota, 2005

Feasibility Report 65th Street Improvements (TH3 to Argenta Trail) | Inver Grove Heights, MN

CLIENT: CITY OF INVER GROVE HEIGHTS

PROJECT DURATION: OCT 2015 - DEC 2018

WSB completed the Northwest Area Collector Street Plan for the City in October 2012. The plan details the inter-relationship of future development with the collector roadway network for the entire northwest area of Inver Grove Heights and is used as a guide for the City as development occurs. The 65th Street corridor provides an east-west connection between Trunk Highway 3 (TH 3) and County Road 63 (CSAH63). Brad worked with project stakeholders to address concerns along TH 3 and future 65th Street and provided the details necessary to refine the schematics outlined in the NWA collector street plan. The report involved providing street plan and profile drawings, typical street and trail section, construction limits, potential property acquisitions, storm sewer design and project cost estimates.

65th Street & Utility Improvements

CLIENT: CITY OF INVER GROVE HEIGHTS

PROJECT DURATION: OCT 2015 - DEC 2018

WSB completed the feasibility report and final design for the project. Brad served as project manager for this project and coordinated other WSB team professionals and stakeholders to closely work with adjacent development plans to strategically place street intersection locations, storm sewer leads, sanitary sewer and water main stubs to provide seamless delivery to City services. The project included a complete collector street design and accommodated a multi-use bituminous trail along the north side of 65th Street and the future street connection to Argenta Trail. Design included the coordination and hauling of excess soil materials to the City's Heritage Village Park site in preparation for the development of a dog park and other site amenities. WSB performed the construction administration, staking, observation and project closeout.

2020 Street Reconstruction Project / North St Paul, MN

CLIENT: CITY OF NORTH ST. PAUL

PROJECT DURATION: OCT 2019 - PRESENT

The 7th Avenue corridor in the City of North St Paul is considered the gateway to downtown businesses, multi-family housing complexes and city government offices. Brad served as the project manager and led all aspects of the project from feasibility report, preliminary design, final design and construction services for this 1.0-mile street reconstruction project. The design included street replacement by full-depth reclamation method, storm water quality implementation, sewer lining, water main replacement by directional drilling and storm sewer ponding and conveyance.



Dan Pfeiffer

PUBLIC ENGAGEMENT



Dan has more than 12 years' experience leading teams and managing complex projects. As a team leader and operations assistant in the Army and Minnesota Army National Guard and 10 years in public engagement, primarily as public agency staff, on light rail transit projects in the Twin Cities. He has completed the International Association of Public Participation's Foundations in Public Participation, the National Transit Institute's Public Involvement in Transportation Decision-making courses. He is experienced in developing and implementing public engagement plans. Dan believes that the community's wants, needs, and aspirations should be reflected in project outcomes.

SERVICE GROUP:

Public Engagement

EDUCATION:

Masters in Public Policy and Leadership, University of St. Thomas, 2012,

Bachelors in Political Science, University of Minnesota, 2010

Rethinking I-94 Phase 2 | St. Paul, MN

CLIENT: MINNESOTA DEPARTMENT OF TRANSPORTATION

PROJECT DURATION: JAN 2019 - ONGOING

Rethinking I-94 is a long-term effort to improve MnDOT's engagement and relationships with the communities in a 15-mile study area between St. Paul and Minneapolis. With a focus on easier, safer travel in the corridor, Rethinking I-94 intends to reconnect neighborhoods, revitalize communities and ensure residents have a meaningful voice in transportation decisions that affect their lives. Dan leads public involvement in MEPA/NEPA processes through development of the Scoping Decision Document and Tier 1 EIS.

Blue Line Extension LRT Project | Minneapolis, MN*

CLIENT: METROPOLITAN COUNCIL/METRO TRANSIT

PROJECT DURATION: FEB 2015 - JAN 2019

The METRO Blue Line Extension (LRT) is a \$1.5 billion 13-mile extension of the existing Blue Line from downtown Minneapolis through north Minneapolis, Golden Valley, Robbinsdale, Crystal and Brooklyn Park. Dan conducted and managed public engagement during the environmental (NEPA) process and engineering including; developing public engagement plans, working with stakeholders to identify and resolve issues, engagement with underrepresented and environmental justice communities, and developing measures to minimize and/or mitigate impacts.

I-94 East Metro Interchange Study | Woodbury, MN

CLIENT: MNDOT

PROJECT DURATION: DEC 2019 - DEC 2020

The I-94 East Metro Interchange Study identified a long-term vision for the I-94/I-494/I-694 interchange in Woodbury and Oakdale and ensure the long-term vision's compatibility with other local projects including the Gold Line BRT project. Dan led public engagement on the study. Due to COVID-19 and social distancing protocols the engagement shifted to distanced (mailer) and virtual (online website). During two fourteen-day virtual engagement periods in May and July 2020 3500+ people visited the interactive project website, completed 550+ surveys, and provided 70+ comments on an online map

Southwest LRT Project | Minneapolis, MN*

CLIENT: METROPOLITAN COUNCIL/METRO TRANSIT

PROJECT DURATION: JAN 2013 - JAN 2019

The Southwest LRT Project (METRO Green Line Extension) is a \$2.003 billion 15-mile extension of the existing Green Line from Minneapolis to Eden Prairie the passes through St. Louis Park, Hopkins, and Minnetonka. Dan conducted public engagement during the environmental (NEPA) process and engineering including; developing public engagement plans, working with stakeholders to identify and resolve issues, and developing measures to minimize and/or mitigate impacts.

*Work done prior to WSB



Earth Evans, PE

WATER RESOURCES LEAD



As a project engineer and project manager for technically diverse projects in water resources for 20 years, Earth takes projects from planning and preliminary engineering through design and construction. She is a technical resource in hydrologic and hydraulic modeling, flood damage reduction and floodplain modeling, water quality modeling and evaluation of best management practices, permitting, and hydraulic design. Earth will lead the drainage design for this project, including evaluation of BMP alternatives for meeting the NW Area volume management requirements.

SERVICE GROUP:

Water Resources

REGISTRATION:

Professional Engineer

MN #44235

ND #7058

WI #41660

IA #20597

TX #129722

EDUCATION:

Master of Civil Engineering,
University of Minnesota,
2007

Bachelor of Science in Civil
Engineering, University of
North Dakota, 1997

MEMBERSHIPS &

RECOGNITIONS:

TxDOT Employee Sequence
Number: 25810

TH 3 and 65th Street Improvements | Inver Grove Heights, MN

CLIENT: CITY OF INVER GROVE HEIGHTS

PROJECT DURATION: SEP 2017 - JUL 2018

Earth designed the drainage system to meet MnDOT, State Aid, local, Dakota County and SWCD requirements. The drainage design required evaluation of lining alternatives for a deep failing pipe under TH 3, coordination with landowners for siting BMPs, oversizing of BMPs and storm sewer for future development, runoff volume mitigation due to landlocked depressions. The project is located in the NW Area and required extensive review of BMP options and locations to meet the stringent volume management requirements of this area.

Tower Drive | Medina, MN

CLIENT: CITY OF MEDINA

PROJECT DURATION: 2015 - 2018

The Medina Street Improvement Project included the full reconstruction of deteriorating streets, utilities, stormwater ponding retrofit, and storm sewer installations for a half mile along Tower Drive and Hamel Road. The project area was located in a high-density commercial district with limited access routes; communication and coordination between the contractor and the property owners was a critical aspect of this project. Earth obtained grant funding for the stormwater improvements that included a biofiltration basin, wet pond and native plantings and functioned as a regional stormwater retrofit for the upstream area.

CD-78.3 Infiltration Basins | Woodbury, MN

CLIENT: CITY OF WOODBURY

PROJECT DURATION: 2016 - 2018

Earth served as Project Manager for planning, design, and construction management of a series of infiltration basins and high flow bypass ponds. The system serves as conveyance and additional volume management for a residential development in an upstream watershed with no developed infrastructure downstream. Existing agricultural runoff is routed around the infiltration basins to minimize sediment deposition. The basins were constructed in an existing drainage swale utilizing low impact grading techniques. Design of the system required careful consideration of bedrock.



Representative Projects

THIS SECTION CONTAINS THE FOLLOWING PROJECT
EXAMPLES:

- **NW Area Study Plans**
City of Inver Grove Heights, MN
- **Heritage Village Park on the Mississippi**
City of Inver Grove Heights, MN
- **Legacy Park Master Plan**
City of Lakeville, MN
- **Cedar Crossing Park Development**
City of Lakeville, MN



NW Area Study Plans

CLIENT: CITY OF INVER GROVE HEIGHTS

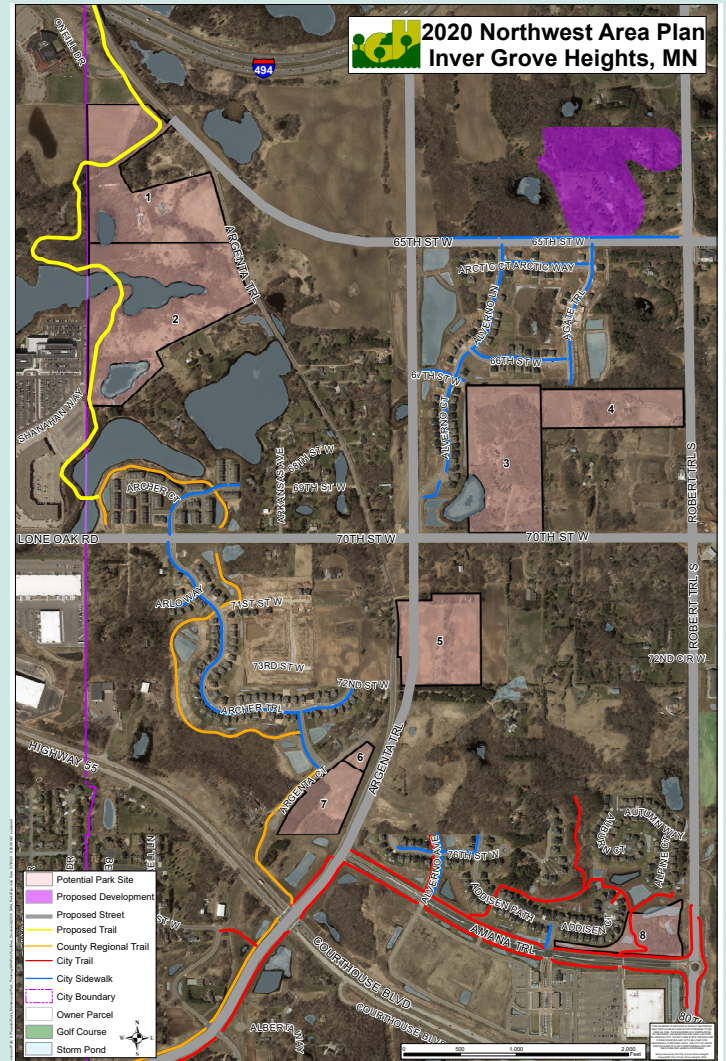
DURATION: JULY-SEPT 2020

Dating back to 2005, members of the Landscape Architecture group were involved with preliminary land use planning for the NW Area to identify potential future parks, trails and cultural landscapes. More recently, WSB developed preliminary study sketches for various parcels in the NW Area to aid the city in determining which parcels may be best suited for future park development.

KEY WSB STAFF: CANDACE AMBERG, BAILEY WOLF

COST: \$2,200

REFERENCE: ERIC CARLSON | PARK & RECREATION DIRECTOR | 8055 BARBARA AVENUE, INVER GROVE HEIGHTS, MN 55077 | 651.450.2587 | ECARLSON@INVERGROVEHEIGHTS.ORG





Heritage Village Park on the Mississippi

CLIENT: CITY OF INVER GROVE HEIGHTS, MN

DURATION: 2017 - CURRENT

Candace Amberg worked with the City of Inver Grove Heights and numerous stakeholders to develop the original master plan for Heritage Village Park in 2004 with several subsequent master plan updates between 2010 and 2012 that responded to changes in community priorities, perspectives, and ongoing land acquisitions, but kept the original design intent to honor the history of Inver Grove Heights. This community park is located along the Mississippi River that brought immigrant pioneers who established Inver Hills Village at the park site. The site later held a large railroad operation with numerous rail lines and a roundhouse. With matching grant funding available, the city began further planning in 2017 to begin implementation of the master plan improvements, starting with a dog park that was constructed in 2019. Additional construction efforts in 2019 continued with improvements to the eastern half of the park to develop a large open lawn space, a new parking lot and numerous trails that included rerouting portions of the Mississippi River Regional Trail (MRRT) from the Rock Island Swing Bridge trailhead to the park.

WSB is currently working with the city and stakeholders to plan for the next phase of development to include a playground themed around the history of the site and city. The playground area primarily references the original village, railroad operations and the Rock Island Swing Bridge through equipment design, site materials and details that recall various historical aspects. Allliance architects designed a custom round open-air picnic shelter to recall the roundhouse that once stood on the site, along with a restroom building and a bench shelter that work with the WSB site design and historical signage will create a timeline along the main entrance walk.



KEY WSB STAFF: CANDACE AMBERG, BAILEY WOLF, EMILY BROWN, HEATHER NELSON

SUBCONSULTANTS: ALLIANCE (ARCHITECTURE); KFI ENGINEERS (ELECTRICAL); FLAGSHIP RECREATION AND LANDSCAPE STRUCTURES (PLAYGROUND EQUIPMENT)

TOTAL CONSTRUCTION COST: DOG PARK CONSTRUCTION - \$840,500; PHASE 2 TRAILS & PARKING - \$1.4 MILLION; PHASE 3 PLAYGROUND & BUILDINGS - ESTIMATED AT \$2 MILLION

REFERENCE: ERIC CARLSON | PARK & RECREATION DIRECTOR | 8055 BARBARA AVENUE, INVER GROVE HEIGHTS, MN 55077 | 651.450.2587 | ECARLSON@INVERGROVEHEIGHTS.ORG



Legacy Park Master Plan

CLIENT: CITY OF LAKEVILLE, MN

DURATION: 2017 - 2019



WSB worked with the city to create a new neighborhood park, Legacy Park, in a developing neighborhood. The park is approximately 12 acres in size with about 2 acres of developable space and the remainder containing an abundance of natural resources. Working with the residents, a master plan was created that focused on providing recreational amenities while protecting the natural character and resources of the site. The newly developed park included amenities for a broad range of users with a multi-use lawn space, picnic shelter, and playground areas for varying age groups that included both standard equipment as well as nature play elements and an edible garden. Multiple trail loops, both paved and natural surfaced, were developed that improved access through the natural spaces from different access points in the neighborhood and included exercise stations and nature play elements to be discovered by trail users.

KEY WSB STAFF: CANDACE AMBERG

SUBCONSULTANT: KFI ENGINEERS (ELECTRICAL)

COST: \$58,500 (WSB FEE), \$375 K (CONSTRUCTION)

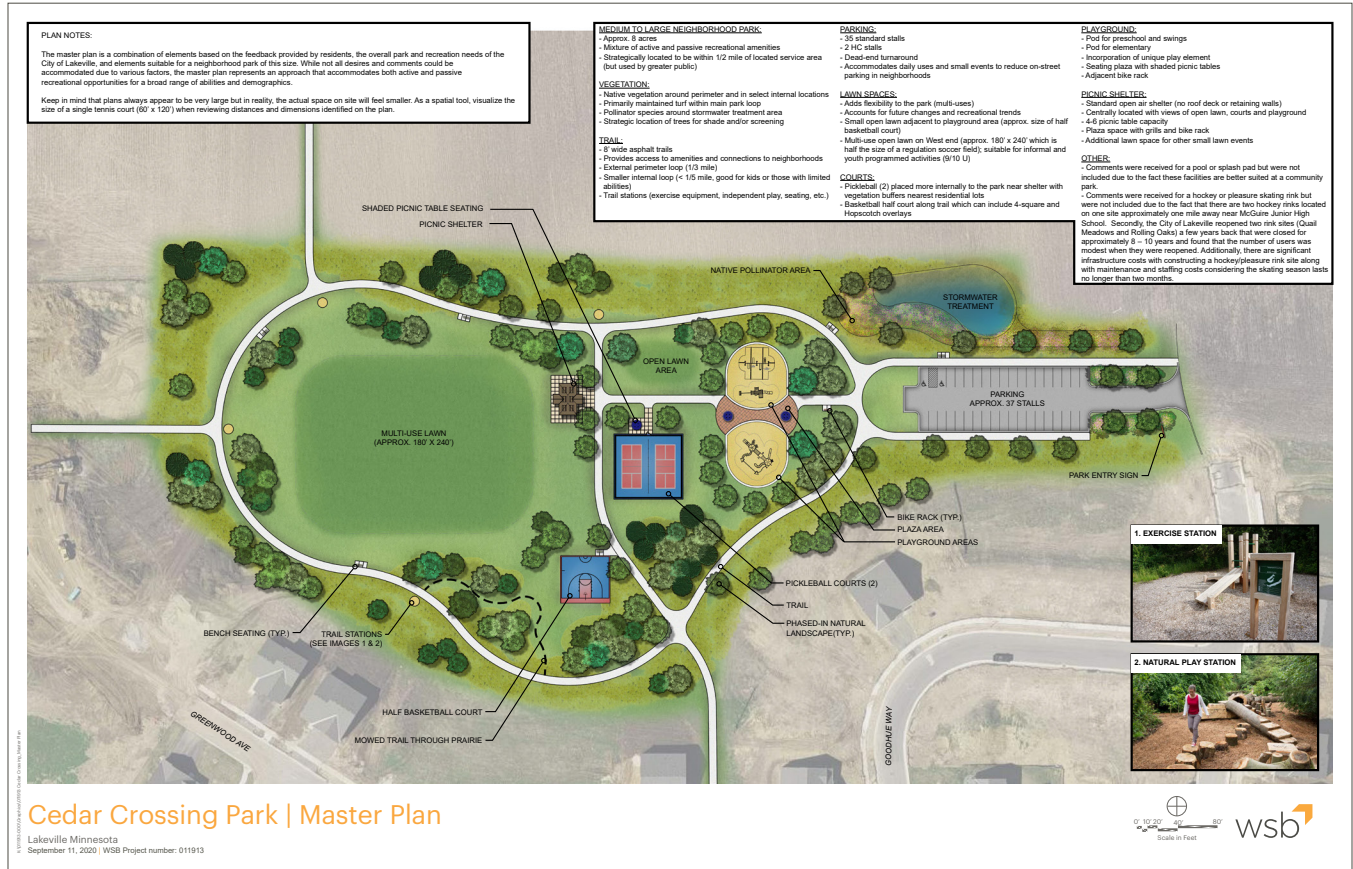
REFERENCE: JOHN HENNEN | PARKS AND RECREATION
DIRECTOR | 20195 HOLYOKE AVENUE, LAKEVILLE, MN
55044 | 952.985.4499 | JHENNEN@LAKEVILLEMN.GOV





Cedar Crossing Park Development

CLIENT: CITY OF LAKEVILLE, MN
DURATION: JULY 2020 – CURRENT



WSB designed this master plan for a developing neighborhood in the City of Lakeville. The City had gathered some initial input from community residents, which WSB used to prepare three varying design approaches to the park site.

WSB facilitated an online Social Pinpoint project page that included an interactive map of each of the three conceptual plans in order to gather feedback, ideas and concerns related to the park development from residents. The online maps received valuable input from existing and future residents that guided the preferred park design. The plan includes a broad range of park amenities suitable for a neighborhood development and meeting the needs of diverse age groups.

WSB is currently working on the final design documents for the bidding and construction of the park site, scheduled to be complete by fall of 2021.

KEY WSB STAFF: CANDACE AMBERG, BAILEY WOLF

SUBCONSULTANT: EDI (ELECTRICAL DESIGN INITIATIVE)

COST: \$1 MILLION (ESTIMATED)

REFERENCE: JOHN HENNEN | PARKS AND RECREATION
DIRECTOR | 20195 HOLYOKE AVENUE, LAKEVILLE, MN
55044 | 952.985.4499 | JHENNEN@LAKEVILLEMN.GOV

Schedule



TASK	'20	2021									
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
Council approval DEC. 14)	✓										
Contracts / base map (DEC. 15-23)	■										
City start up meeting DEC. 28-30	●										
Public Outreach JAN 4-22		■									
Concept Design FEB. 1-16)			■								
Review meeting with City (FEB. 17-19)			●								
Schematic Design FEB 22 - MAR 12				■							
Geotech MAR 1-12)				■							
Review meeting with City (30%) MAR 15-19)				●							
Final Design MAR 22 - JUN 4)					■	■	■				
Review Mtg with City (60%) APR 19-23)					●						
Review meeting with City (90%) MAY 17 - 21)						●					
Parks Commission approves bidding (JUN 9)							✓				
Council approves bidding JUN 14)							✓				
Bidding JUN 17 - JUL 8)								■			
Parks Commission approval of Contractor JUL 14)								✓			
Council approval of Contractor JUL 26)								✓			
Construction AUG 9 - OCT 15)									■	■	■

KEY

■ Task Duration

✓ Approval

● Meeting with City



Fee

TASK NO. AND DESCRIPTION	FEE
PROJECT MANAGEMENT, KICK-OFF MEETING & SITE REVIEW	\$2,300
PUBLIC OUTREACH	\$1,800
CONCEPTUAL DESIGN	\$2,700
SCHEMATIC DESIGN	\$9,300
GEOTECHNICAL	\$7,000
DESIGN DEVELOPMENT – FINAL DESIGN	\$49,700
BIDDING	\$1,700
CONSTRUCTION ADMINISTRATION	\$25,500
TOTAL FEE	\$100,000



Questions

1. Public bids can often bring out some under qualified contractors and sub contractors. Please describe how this can be avoided.

*See pages 7-9.

2. Please describe the firms approach in pre-qualifying bidders?

*See pages 7-9.

3. The City is interested conserving storm water on site, sustainable landscapes and the general reduction of park maintenance costs. Please describe any techniques the firm has implemented in previous park designs.

WSB has implemented multiple stormwater techniques for reducing runoff and water conservation. A few options include infiltration basins/rain gardens, disconnected impervious, native, low maintenance vegetation with deep root systems for water retention, stormwater reuse for irrigation and non-potable water, vegetated filter strips at areas of concentrated flow. Our focus is to integrate the stormwater storage into the landscape design to provide a resilient and sustainable system.