



MEMORANDUM

To: MCWD Board of Managers
From: Laura Domyancich and Darren Lochner
Date: August 7, 2017
Re: MCWD Building Landscape Improvements

Purpose:

This memo provides information regarding proposed MCWD office landscape improvements, which will require an expenditure above \$5000, the limit for administrative approval. However, beginning in 2016, the Operations and Programs Committee allowed the Board President and the District Administrator flexibility in approving professional services contracts that exceed the \$5000 cap. Staff wishes to apprise the Board of the proposed work and the associated costs.

Background:

In 2013, Barr Engineering was contracted to develop design plans to implement an exterior landscaping and stormwater management plan for the MCWD office building. In consideration of the estimated cost (\$230,000) and limited opportunities to use the landscape as a demonstration site, the Board of Managers decided to defer the design plans and maintain the existing landscape. Since that time, the plantings in the landscape along Minnetonka Boulevard have declined and the “forward face” of our campus is in need of improvements.

A staff team has gathered over the last few months to generate ideas to improve the front landscape, develop a comprehensive work order, discuss budget, and request an estimate for the proposed work. McNeill Landscapes, with whom the District has an existing landscape contract, provided a responsive estimate. However, the total cost of this work exceeds the \$5000 limit which can be approved by the District Administrator. Staff have since worked with the contractor to identify cost savings and have also volunteered to complete the installation in an effort to keep costs low.

The proposed plan has taken into consideration the use of native plantings that are hardy and require minimal maintenance and are complementary of nearby landscapes at The Marsh and City of Minnetonka offices. Taking advantage of skills already present within staff, the public-facing portion of the site will have an updated, attractive, and easily-maintainable landscape.

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Below is a summary of proposed tasks and associated costs for the front landscape improvements:

1) Remove rock from top 6" of planting area	\$1350
2) Remove sod to relocate bed away from right-of-way	\$ 920
3) Grade entire planting area	\$ 920
4) Deliver 6 cubic yards of compost to be installed by staff	\$ 350
5) Install approximately 182' of commercial grade black vinyl edging	\$ 685
6) Deliver 8 cubic yards shredded hardwood mulch to be installed by staff	\$ 425
7) Source and install small tree, shrubs, and perennial plants (staff)	\$1000
8) Source and install salt tolerant turf seed (staff)	\$ 200
9) McNeill Landscapes mobilization costs	\$ 325
TOTAL	\$6175

Next Steps: Staff will direct McNeill Landscapes within the next two weeks to proceed with the site preparation and delivery of materials listed above and will oversee on-site work to ensure expectations are met. By the end of August, staff will coordinate schedules to complete installation of the materials and plants by early fall. If there are questions in advance of the meeting, please contact Laura Domyancich at (952) 641-4582; ldomyancich@minnehahacreek.org or Darren Lochner at (952) 641-4524; dlochner@minnehahacreek.org.

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