

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: June 25, 2019

TITLE: Authorization to Release RFP for Design Services for Wassermann Lake Park

RES. NUMBER: 19-069

PREPARED BY: Anna Brown

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TELEPHONE: 952-641-4522

REVIEWED BY: Administrator Counsel Program Mgr.: Michael Hayman
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Seeking approval at June 25, 2019 Board Meeting	

PURPOSE or ACTION REQUESTED:

Authorization to release a request for proposals (RFP) for design and construction oversight for Wassermann Lake Park.

PROJECT/PROGRAM LOCATION:

Victoria, MN (PIDs 650230700 and 650230600)

PROJECT TIMELINE:

June 2019	Issue RFP for design services
August 2019	Award design contract
December 2019	90% design plans complete
Spring/Summer 2020	Project construction

PROJECT/PROGRAM COST:

N/A

PAST BOARD ACTION:

February 23, 2017	Authorization for the District to acquire the Wassermann West property (17-014)
May 11, 2017	Approval of cooperative agreement with the City of Victoria (17-035)
November 17, 2017	Approval of design contract for park design and alum feasibility (17-071)
May 23, 2019	Approval of second cooperative agreement with the City of Victoria (19-063)

SUMMARY:

The Minnehaha Creek Watershed District (MCWD or District) and the City of Victoria (City) have established a shared goal of developing a park and natural resource improvement on Wassermann Lake. The site for the project, commonly referred to as Wassermann West, was acquired by the District in 2017. Prior to closing on the land, the City and District entered into a cooperative agreement memorializing the agencies' mutual interest in developing a plan for recreation amenities and natural resource improvements on site. Specific terms of the agreement provided for the following:

- The District's acquisition of the property
- The City and District's development of a purchase agreement providing for the District's conveyance of the property to the City subject to reservation of an easement over the wetland area
- The City and District's cooperation in the development of preliminary plans for property improvements for recreation and conservation purposes
- The City would be responsible for the costs of construction for all park amenities, while the District would fund the natural resource improvement components of the project

Under that cooperative agreement, the City and District engaged in a collaborative design process which established a shared vision for the site. Upon completion of the Park Concept Plan, the two agencies worked together to develop mutually agreeable terms to advance the project through final design and construction. On May 23, 2019, the MCWD Board of Managers approved a second phase cooperative agreement, which modified some terms of the initial agreement and created the framework within which the parties would advance the project to completion. The Board further authorized staff to prepare a design and construction oversight scope of work for board review and approval.

Request for Proposals for Design Services

Under the second cooperative agreement, the District and City share equally in the costs of development final design and construction documents. In order to secure a design services contract, staff recommend the solicitation of design services, which may include landscape architecture, engineering, and architectural design, through a competitive request for proposals (RFP) process.

The RFP is organized into four discrete sections:

- **Background and Project Overview:** includes project information, including an overview of each anticipated design element and a summary of work completed to date through the development of the preliminary concept plan
- **Scope of Services:** a preliminary overview of required tasks, including community and stakeholder engagement, project design, bid document creation and bid support, and construction management
- **Instructions to Proposers:** an overview of submittal requirements, timeline, and selection criteria
- **Disclosures:** documentation of the District's rights and proposers liabilities in the preparation of responses to the RFP

The RFP will be open for approximately four weeks with an anticipated release date of June 28, 2019 and a submittal deadline of July 22, 2019. The proposals will be evaluated by both District and City staff. Both the Board and City Council must concur in the final scope and approve the contract award prior to proceeding with design. Staff anticipates seeking Board approval of the design contract and consultant selection at the August 22, 2019 meeting.

RESOLUTION

RESOLUTION NUMBER: 19-069

TITLE: **Authorization to Release RFP for Design Services for Wassermann Lake Park**

WHEREAS, the District and City identified the Wassermann West property (the Property), consisting of 33.5 acres of riparian land on the western shore of Wassermann Lake as an opportunity for coordinated project development to meet strategic goals of both the District and City by improving lake water quality, protecting and enhancing riparian wetland and shoreline, and affording public access to Wassermann Lake, among other potential project benefits; and

WHEREAS, on February 23, 2017, the MCWD Board of Managers authorized the execution of a purchase agreement for the Property, with closing contingent on executing a cooperative agreement with the City providing for conveyance of the property to the City on completion of preliminary plans for public natural resource restoration and recreational improvements; and further authorized staff to develop a purchase agreement with the City as well as a design scope for water quality, ecological enhancement, and public access improvements;

WHEREAS, on May 11, 2017, the MCWD Board of Managers authorized the execution of a cooperative agreement with the City of Victoria that included a purchase agreement with the City of Victoria for the eventual conveyance of fee title to the City for a cost of \$850,000;

WHEREAS, on June 7, 2017, the District closed on the acquisition of the property for \$875,000 and now owns the property in fee;

WHEREAS, on November 16, 2017, the MCWD Board of Managers authorized the execution of a contract to develop a park concept plan and preliminary feasibility for alum treatment on site;

WHEREAS, on May 23, 2019, the MCWD Board of Managers approved the second cooperative agreement, approving the concept park plan developed by both parties, identifying shared interests and responsibilities in carrying the project forward through final design and construction, and authorizing staff to prepare a design and construction oversight scope for Board review and approval;

WHEREAS, staff drafted the request for proposals (RFP) in coordination with the City to ensure that the scope and solicitation process fulfill the mutual goals of each entity, and the shared vision for Wassermann Lake Park;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the release of the request for proposals for design services for Wassermann Lake Park, and allows for the administrator to make non-substantive edits to the document and schedule based on advice of MCWD legal counsel.

Resolution Number 19-069 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: June 25, 2019.

Secretary

Date: _____

REQUEST FOR PROPOSALS

Landscape Architecture, Engineering, and Architectural Design for

WASSERMANN LAKE PARK

Minnehaha Creek Watershed District • City Of Victoria

PART 1: BACKGROUND AND PROJECT OVERVIEW

General

The Minnehaha Creek Watershed District (District) and the City of Victoria (City) are seeking a qualified consultant to provide landscape architecture, engineering design, and architectural design services for the Wassermann Lake Park Project. The project involves design, cost analysis, plans and specifications, interpretive planning, permitting, and joint public engagement with the District and City for the construction of park amenities on this site.

MCWD and the City will host an informational meeting on this RFP on July 9, 2019 at 1:00 pm at Victoria City Hall. You are encouraged to RSVP to Anna Brown, MCWD Planner-Project Manager.

This project is a partnership between the City and District to implement a shared vision of clean water, enhanced environmental resources, and high quality open space for passive recreation. The mutual partner goals for this project include:

The City is a high-quality, forward looking community posed for continued and balanced growth. The City values the role that its unique natural setting and high quality recreational assets play in creating sense of place and a highly desirable community. Provision of a diverse range of recreational opportunities and interconnected and integrated parks, trails, and open space are key investments in supporting the community slogan of the “City of Lakes and Parks”.

The District recognizes the relationship between our natural and built environment, and works in partnership with the public, private and civic sectors to help protect and improve our natural systems, make wise investments in public infrastructure and improve the quality of water and quality of life in our communities.

In partnership, the City and District have established a shared vision for an interconnected network of greenway corridors that build off of the City’s existing park and trail system, incorporating new public nodes on each lake, connecting to passive and active recreational areas, and enhancing the public experience of natural systems. The Wassermann Lake Park presents the opportunity to create a flagship project in this overall greenway corridor plan.

This is a shared project, and both the City and District will be engaged in the design process. The final design will require approval by both the City Council and the District Board of Managers, and the

warranty associated with the design will run to both the District and City. The selected consultant will be required to enter into agreement terms as substantially set forth in the contract template, attachment A of this document. The submittal requirements and timeline can be found on page eight of this RFP.

Project Description

The Wassermann Park site is approximately 33.5 acres, including 16 acres of wetland, 6 acres of open water, 8 acres of upland, 700 feet of stream channel, and an undisturbed wooded bluff along the shoreline. The site is an identified source of phosphorus pollution to Wassermann Lake, an impaired water body. The project both supports the District's mission to protect and enhance high value conservation land and improving water quality on priority water bodies, and the City's goal of providing public access and fulfilling its broader park, trail, and open space goals.

Beginning in 2017, the District and City entered a partnership to develop a shared vision for park improvements on the site. The park concept plan (Attachment B), finalized in June 2018, includes the following elements:

Boardwalk and Trail Network

The on-site trail network will follow the general footprint outlined in the concept plan. The trails are anticipated to be bituminous where feasible and cost effective. Boardwalk will only be in wetland trail areas, and will follow the District's standard boardwalk design. The trail network will include a boardwalk or bridge that crosses the intermittent creek at the south of the property and connects to the City's existing trail network.

A Park Shelter with Restrooms

The park shelter will be located as shown in the concept plan and will be sized appropriately for the location. The shelter will be a pavilion and will not include walls. The designer should consider a deck or patio feature that overhangs the steep slope. ADA compliant restrooms will be either incorporated into or located adjacent to the shelter.

Lake and Shoreline Access

The way that the public interacts with Wassermann Lake will be an important site feature. The City and District have discussed a number of options, including a fishing pier, viewing dock, kayak access (without on-site rental), and/or a children's exploration area. The City and District anticipate two lake access points, one on the shoreline near the shelter and the second on the "island" on the northern end of the property. The design team will facilitate a decision on the lake access point use and generate a design that integrates with the site.

Nature Play Area

Rather than a traditional play structure, the City would like to see a nature-based play area on site. The area is anticipated to be located as delineated on the concept plan, but the agency team would consider location modifications at the design team's suggestion.

Stream Channel Restoration

The site contains a small, intermittent stream channel on the far southern edge of the property. The design will include limited restoration of the stream channel including bank stabilization and possible vegetative improvements (see *Vegetation Plan*, below). This restoration is not expected to be a significant task under the design scope and the budget for this work will be from the allocation for site restoration.

Vegetation Plan

The consultant will work with the District's internal vegetation experts to create a planting palette with an emphasis on the use of native plants that will include the wetland, woodland, stream, and open green area, as well as screening for the parking area. Initial invasive woody vegetation management and removal of hazard limbs and old fence-line within intended trail corridor has been completed.

Educational Signage and Site Features

The site design will include signage or other educational features. The focus of these elements will be around water and watershed education, contextualizing the site in its broader watershed context. These features will be developed in conjunction with District staff and will be consistent with messaging and branding developed by the District.

See Attachment B for the site concept plan. Please note that the City and District no longer intend to pursue a winter skating option on site.

Work to Date

The District and City have previously contracted with a landscape architect and engineering firm to develop the preliminary concept and gather baseline site information. All information gathered to date will be transmitted to the consultant upon contract award. The information is summarized below. The consultant's proposal should assume all information gathered is complete and accurate.

Site survey and wetland delineation (Attachment C)

- Site tree survey and tree preservation list
- Existing conditions & topographic survey
- Wetland delineation report and approved boundary and type determination
- Soil boring logs and geotechnical report

Public engagement and outreach (Attachment D)

- Two public open houses, wherein staff collected dot surveys on priority amenities for the site
- Three park and recreation committee meetings developing support concept plan
- Secured a high level of support from the area residents, particularly the Wassermann Lake Association

Concept plan and project budget (Attachment B)

- Site concept plan completed in June 2018
- Engineering cost estimate for proposed site concept to serve as basis of project budget moving forward

Project Team

Anna Brown (Primary Contact)
Planner-Project Manager, MCWD
abrown@minnehahacreek.com
952-641-4522

Ann Mahke (Secondary Contact)
Parks and Public Works Director, Victoria
amahnke@ci.victoria.mn.us
952-443-4258

DRAFT

PART 2: SCOPE OF SERVICES

The capital construction cost of this project, including contingency, is anticipated to be approximately \$2.1 million, with an additional \$300,000 allocated specifically to site restoration in the wetland and stream areas. The consultant will work closely with the City and District to complete tasks 1-3 within a budget of \$250,000. Task 4, construction oversight, is being considered as part of this proposal but will be funded through the construction process.

Both District and City staff will play a prominent role throughout the duration of the project. The process, as detailed below, will include:

1. Community and Stakeholder Engagement
2. Project Design (60-90%)
3. Bid Document Creation and Bid Support
4. Construction Oversight

The consultant will complete 90% design for presentation to the City Council and District Board of Managers no later than December 9, 2019 and December 12, 2019, respectively. Approval of 90% design will then allow the consultant to prepare final design and bid the project in January 2020.

The scope of services for this work may include, but will not be limited to, the tasks described as follows:

Task 1: Community & Stakeholder Engagement

The project team will work with the District and City in engaging the public to gain input from potential park users, neighborhood/lake groups, and the City's park and recreation committee. The proposed approach should reflect the high level of community support to date and the existing buy in on the general park concept, and should therefore primarily seek to maintain project support and further refine the vision for the site and its amenities. The staff team do not expect major changes to the concept plan due to the existing project support.

The consultant should describe in detail its proposed approach to community engagement, which shall be a collaborative effort with staff. District staff can be leveraged in the engagement process to participate in and facilitate meetings, produce mailings, emails, or web content, develop meeting materials, or otherwise support the consultants work. District staff will reserve the right to negotiate the task allocation between the consultant and staff prior to executing a contract.

Required elements of the Stakeholder Engagement Plan will include:

- At least one public meeting with potential park users, the Wassermann Lake Association and the City of Victoria's park and recreation committee, at 60% design or sooner. Some portion of this engagement should be held on site.
- Attendance at one additional meeting of the City of Victoria's Park and Recreation Committee. *The presentation will be staff led with the consultants attendance required for Q&A.*
- Attendance at two meetings of the City Council and the MCWD Board of Managers, for a total of four (4) meetings, with the first one occurring at 60% design and the second at 90% design. *The presentations will be staff led with the consultants attendance required for Q&A.*

Task 2: Project Design

The consultant will take the plans from concept plan through 90% design. Site layout will conform substantially to the developed concept plan, with special attention by the design team paid to developing concepts for the special areas as described below. The consultant is responsible for ADA and all other legal compliance requirements associated with design and project specifications. The staff team do not expect major changes to the concept plan due to the existing project support. The final design and construction documents will include the restroom and shelter. Specific tasks include:

Special Area Plans

The consultant will facilitate design direction on the special area features, including the gathering spaces, children's play area, shoreline areas, creek restoration area, and the parking features, to be reflected in the 60-90% plans.

60% Design (Design Development)

The consultant will develop 60% plans that conform substantially to the concept plan in both site layout and expected costs. The 60% plans should incorporate design development of the special area plans. 60% design will be vetted by District and City staff, and reviewed by the MCWD Board and City Council prior to further advancing design.

Park Shelter Design

The consultant will be responsible for park shelter and restroom design, directly or through a sub-consultant. The shelter is expected to be an open air pavilion. The shelter will include ADA compliant restrooms, either attached or as an accessory building. The consultant should include some public engagement and engagement with the City's Park and Recreation Committee as part of this task.

Permitting

The consultant will assist staff by providing materials for all required permits, including permits required by the City, the District, DNR, and any other public agencies. Staff will lead in the preparation and submission of the permits, with the consultant supporting through the preparation of required exhibits and calculations. The consultant is responsible for ensuring park design complies with all applicable rules and regulations, including the District's rules for stormwater, wetland protection, and water body crossings.

Site Program Development

The consultant will work with District staff in the development of an education and interpretive plan for the site, which may include signage and other interactive features. The consultant will develop a plan for integrating educational features into the site's special areas. The consultant will work with the District's communication and education staff to develop the site's programmatic plan and create an overarching storyboard for the site's educational signage. District staff will be responsible for the specific sign content (i.e. copy) and design. The design for all signage will be developed based on the District's existing sign template. The site's interpretation will highlight the work of the District, City, and other partners to restore the Six Mile Creek-Halsted Bay Subwatershed.

The consultant should note that the District is currently undergoing the development of a Strategic Communications Plan, which may shape the goals around messaging and education on site. The findings of that work will be available in October 2019 and the site's educational goals should build on that work.

90% Design

The consultant will produce all elements standard to 90% design, including drawings, draft technical specifications, an opinion of probable costs, and any other needed figures identified by the consultant and client. The consultant is expected to apply a value engineering approach to work within the established project budget.

Task 3: Bid Document Development and Bidding

100% Design Plans

Prepare plans and technical specifications, which will include site layout plans, grading and utilities, stormwater management, landscaping plans, trail and boardwalk detail, electrical and lighting plan, geotechnical plans, parking area details, and any and all other necessary details to construct the project. The final design will include engineering estimates to accompany the final project design. The consultant will further develop specification and bid documents for construction contracting. The consultant will provide all front end documentation for the bid packet, and a draft and final bid packet for review. The consultant will coordinate with the District on the choice of standard contract documents and specifications.

Bid Period Support

In addition to developing the bid packet, the consultant will provide support during project bidding. This will include participation at a pre-bid meeting, responding to requests for information from prospective contractors, attending the bid opening, reviewing bid responses, and making an award recommendation.

Task 4: Construction Oversight

The consultant will provide construction oversight and management services in partnership with District staff, including construction administration and observation services. Required tasks will include participation in the preconstruction meeting, site staking, pay application review, submittal review, onsite construction observation of major tasks, responding to requests for information, providing post-construction as builts, and any other construction administration, oversight, and management activities deemed necessary to completing the project as designed. The consultant should assume that the District will provide some routine on site observation, and will have ultimate approval authority. In preparing the response to the construction oversight task, the consultant should clearly state all assumptions, including estimated numbers for any tasks requiring the review of submittals, pay applications, etc. The construction oversight work will be funded separately from tasks 1-3 and is not included in the \$250,000 design budget.

PART 3: INSTRUCTION TO PROPOSERS

Submittal Requirements

Responses to the RFP should be submitted to Anna Brown no later than 4:00 pm on July 22, 2019. Digital copies are sufficient, but if you prefer submittal of a paper copy please drop them off at the District Offices (15320 Minnetonka Blvd., Minnetonka, MN).

No page limit is required, however respondents will be evaluated on clarity and conciseness. Each proposal should include the follow items:

1. Cover Letter – please provide a primary point of contact through the transmission of a cover letter.
2. Project understanding – describe your understanding of the scope of work, the approach to be taken, and your vision for the project. Identify any additional information City or District will need to supply or obtain to enhance your understanding of the project and successfully complete the work, and/or any issues you might anticipate in performing the work.
3. Approach and methodology – provide a detailed description of your approach to the scope of work, including how you will coordinate with District and City staff. Include a description of all anticipated tasks, and any supplemental tasks not described in the RFP. The proposal should include a spreadsheet showing tasks, project team member, and associated hours. The proposal should also include a schedule and cost proposal. Include major assumptions impacting cost and time allocation.
4. Qualifications and experience – Provide an overview of the firm(s) and project team members and qualifications. Include descriptions of project undertaken by the firm(s) and team members similar in nature to the one being proposed. Speak to the team’s availability to deliver the project on time and on budget.
5. References – Provide three recent references for your proposed principle team members, including names, addresses, and phone numbers.
6. District and City Resources – note a list of resources, expectations, or requirements which the consultant expects from the District and City in order to complete the project as proposed.
7. Subcontracting – if the consultant intends to use any subcontracting, submit the firms’ information and an overview of the team members proposed from the firm.

Timeline

A review committee led by the project manager, MCWD Planner-Project Manager Anna Brown, along with the City’s Park and Public Works Director Ann Mahnke, and other select staff will evaluate proposals and recommend a consultant to the MCWD Board of Managers and Victoria City Council, both of whom will be required to concur in the staff selection.

The anticipated timeline for the proposal review process, which is subject to change, is as follows:

- Submit RFP Questions: July 8, 2019 at 4:00 pm (Answers will be reviewed at informational meeting)
- RFP informational meeting (optional): July 9, 2019 at 1:00 pm at Victoria City Hall
- Deadline for receipt of proposals: July 22, 2019 at 4:00 pm
- Interviews: July 29 and 30, 2019

- Award recommendation: August 2, 2019
- Scope adjustments: August 5-9, 2019
- Consultant selection and contract approval: August 12, 2019 (City Council) and August 22, 2019 (MCWD Board)

Selection Criteria

Methodology

1. Project understanding: The consultant understands the scope, goals and requirements of the project, and must be willing to work closely with MCWD staff.
2. Completeness and specificity: The proposal concisely and comprehensively explains what the consultant will do to meet all facets of the project, including a project schedule.
3. Identification of needs: The proposal outlines what resources will be required to complete the tasks, including MCWD staff time, additional information, etc.

Experience

1. Expertise and experience with comparable projects, including those that integrate components of natural resource restoration and park construction.
2. Project team has a proven track record for completing projects on time and within budget.
3. Project team has demonstrated ability to bring project from design through construction.

Cost

1. Fee structure: The proposal must clearly outline the fees and costs to complete all aspects of this project. Include hourly rates for each project team member along with hours for each task. The final fee structure and contract price are subject to negotiation.

Contact

Any questions, RSVPs to the informational meeting, and response submittals should be direct to Anna Brown (952-641-4522 or abrown@minnehahacreek.org).

PART 4: DISCLOSURES

Non-Binding

The District reserves the right to accept or reject any or all responses, in part or in whole, and to waive any minor informalities, as deemed in the District's best interests. In determining the most advantageous proposal, the District reserves the right to consider matters such as, but not limited to, consistency with the District's watershed management plan goals and the City's comprehensive land use plan, and the quality and completeness of the consultant's completed projects similar to the proposed project.

This RFP does not obligate the respondent to enter into a contract with the District, nor does it obligate the District to enter into a relationship with any entity that responds, or limit the District's right to enter into a contract with any entity that does not respond, to this RFP. The District also reserves the right, in its sole discretion, to cancel this RFP at any time for any reason.

Each respondent is solely responsible for all costs that it incurs to respond to this RFP and, if selected, to engage in the process including, but not limited to, costs associated with preparing a response or participating in any interviews, presentations or negotiations related to this RFP.

Right to Modify, Suspend, and Waive

The District reserves the right to:

- Modify and/or suspend any or all elements of this RFP;
- Request additional information or clarification from any or all respondents
- Allow one or more respondents to correct errors or omissions or otherwise alter or supplement a proposal;
- Waive any unintentional defects as to form or content of the RFP or any response submitted.

Any substantial change in a requirement of the RFP will be disseminated in writing to all parties that have given written notice to the District of an interest in preparing a response.

Disclosure and Disclaimer

This RFP is for informational purposes only. Any action taken by the District in response to proposals made pursuant to this RFP, or in making any selection or failing or refusing to make any selection, is without liability or obligation on the part of the District or any of its officers, employees or advisors. This RFP is being provided by the District without any warranty or representation, expressed or implied, as to its content, accuracy or completeness. Any reliance on the information contained in this RFP, or on any communications with District officials, employees or advisors, is at the consultant's own risk.

Prospective consultants must rely exclusively on their own investigations, interpretations and analysis in connection with this matter. This RFP is made subject to correction of errors, omissions, or withdrawal without notice.

The District will handle proposals and related submittals in accordance with the Minnesota Data Practices Act, Minnesota Statutes §13.591, subdivision 3(b).