

**MEETING DATE:** March 12, 2015

**TITLE:** Authorization to execute a Cooperative Agreement with the Minneapolis Park and Recreation Board for conceptual planning of improvements to Minnehaha Creek and Meadowbrook Golf Course, and authorization to execute a contract with Wenck Associates for associated professional services

**RESOLUTION NUMBER:** 15-019

**PREPARED BY:** Michael Hayman

**E-MAIL:** mhayman@minnehahacreek.org

**TELEPHONE:** 952-471-8226

**REVIEWED BY:**  Administrator       Counsel       Program Mgr. (Name): Wisker  
 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): <u>For final approval March 12, 2015</u>	

**PURPOSE or ACTION REQUESTED:**

Authorization to execute a cooperative agreement with the Minneapolis Park and Recreation Board (MPRB) for collaborative conceptual master planning of Minnehaha Creek and Meadowbrook Golf Course.

Authorization to execute a contract with Wenck Associates – with sub-consultant design team of Hart Howerton and Inter-Fluve – to provide professional services (civil, landscape architecture, stream restoration) during the concept planning process.

**PROJECT/PROGRAM LOCATION:**

Meadowbrook Golf Course, St. Louis Park, Hopkins and Edina, MN

**PROJECT TIMELINE:**

March-May 2015      Joint Master Planning  
May-June 2015      Public Engagement and MPRB Decision

**PROJECT/PROGRAM COST:**

Fund name and number: Planning - Minnehaha Creek Subwatershed - #2401  
2015 budget: \$150,000  
2015 Expenditures to date: \$0  
Requested amount of funding: \$28,760  
Is a budget amendment requested? No  
Is additional staff requested? No

**DRAFT for discussion purposes only and subject to Board approval and the availability of funds.  
Resolutions are not final until approved by the Board and signed by the Board Secretary.**

**PAST BOARD ACTIONS:**

August 8, 2013	Board Action	Board directed staff to conduct further analysis of potential trail connections to the City of Edina
December 12, 2013	Board Action	Board directed staff to initiate preliminary exploration of Minnehaha Creek restoration and re-meandering through the Meadowbrook Golf Course area
July 10, 2014	RBA 14-056	Approval of Memorandum of Understanding with the City of Edina

**SUMMARY:**

The Minnehaha Creek Watershed District (MCWD) has identified the area between West 34<sup>th</sup> Street and Meadowbrook Lake as a priority geography for partnership, focused planning and capital project implementation. This area, known as the Urban Corridor, produces the highest pollutant loading per unit area of any other urban land area along the 22 mile stream system.

Since 2009, the District's work to manage regional stormwater and to expand and connect the riparian greenway in a manner mutually beneficial to the built environment has yielded significant results, often through innovative public and private partnerships.

The District's success in this corridor has also produced an evolution in philosophy memorialized in the Balanced Urban Ecology policy, which emphasizes the interdependent relationship of the built and natural environments and promotes the significance of focused innovative partnerships as a strategy for successful watershed improvements.

Accordingly, throughout the past 18-months, the Board of Managers has consistently directed staff to continue exploration of partnership with the Minneapolis Park and Recreation Board (MPRB) to improve watershed processes, ecological integrity and connections along Minnehaha Creek within the Meadowbrook Golf Course.

In 2013, in an effort to combat local and national trends, the MPRB sought consulting services to evaluate the current financial and operational practices at its golf facilities as they compare to industry best management practices in golf course operations. The MPRB contracted with Golf Convergence to provide this analysis. In February 2014 the MPRB received the Golf Convergence study which identified operational strategies designed to improve golf operations and services, and improve the financial performance of the MPRB golf operations. The MPRB also released their 10-year Golf Master Plan, including a capital investment plan, based on the report provided by Golf Convergence. Through this long term strategic review of the parks system's golf courses, MPRB has committed to the continuation of golf as a primary use at Meadowbrook.

During the first half of 2014 the District experienced record setting precipitation, which led to unprecedented flooding across the entire watershed. During the high water event, record flows were recorded in many reaches of Minnehaha Creek, including the crossing at Hiawatha Avenue, which exceeded the 100-year event by over 30% to become a new high flow record for the gauge. Flows throughout the stream system remained high for the duration of the summer due to the continual release of water from Lake Minnetonka and drainage of wetlands along the creek.

MPRB properties, including Meadowbrook Golf Course and Hiawatha Golf Course, experienced significant damage due to the record flood flows and prolonged inundation. At Meadowbrook Golf Course alone, the impact from flooding to the course included 64 acres of dead turf, extensive damage to four greens, 75 drowned trees, submerged irrigation electrical satellites and washout of cart paths. Total estimated damage submitted to FEMA for Meadowbrook Golf Course is \$2.02-million.

Catalyzed by past analyses of golf operations and the 2014 flood damages, the MPRB has identified the need to conduct conceptual master planning for Meadowbrook Golf Course, to explore a potential range of golf and non-golf uses, their respective revenue generation models and flood resilience.

Given the proposed MPRB master planning, and the MCWD's interest in partnership at Meadowbrook, staff from the respective agencies have been meeting to explore a potential framework for partnership. A draft cooperative agreement has been developed (Attachment 1) that delineates a framework for collaborative planning, conducted jointly between MCWD and MPRB.

The proposed scope of work includes the exploration and development of conceptual alternatives for a range of golf and non-golf uses for the Meadowbrook site. These alternatives will be evaluated for relative flood resilience, golf operations, ecological improvement and connectivity.

To complement MPRB staff and consulting expertise, including the use of Herfort Norby golf course architects, District staff have developed a consulting team with unique knowledge of issues and expertise in the geography of the urban corridor. Staff is proposing the use of a team of civil engineering, landscape architecture and stream restoration consultants.

Based on past Board direction, and the unique opportunity for partnership with the Minneapolis Park and Recreation Board, staff is recommending:

- Execution of the cooperative agreement with the Minneapolis Park and Recreation Board (MPRB) for collaborative conceptual master planning of Minnehaha Creek and Meadowbrook Golf Course.
- Execution of a contract with Wenck Associates – with sub-consultant design team of Hart Howerton and Inter-Fluve – to provide professional services (civil, landscape architecture, stream restoration) during the concept planning process.

**ATTACHMENTS:**

1. Cooperative Agreement between MCWD and MPRB
2. Scope of Work - Meadowbrook Golf Course Concept Design Assistance

## RESOLUTION

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**RESOLUTION NUMBER:** 15-019

**TITLE:** **Authorization to execute a Cooperative Agreement with the Minneapolis Park and Recreation Board for conceptual planning of improvements to Minnehaha Creek and Meadowbrook Golf Course, and authorization to execute a contract with Wenck Associates for associated professional services**

WHEREAS, the Minnehaha Creek Watershed District has identified the area between West 34<sup>th</sup> Street and Meadowbrook Lake as a priority geography for partnership, focused planning and capital project implementation; and

WHEREAS, at the August 8, 2013 MCWD Board Meeting, the Board directed staff to explore opportunities for future corridor connections associated with a cost-share application in proximity to Meadowbrook Lake; and

WHEREAS, at the December 12, 2013 MCWD Board Meeting, the Board directed staff to initiate a preliminary exploration of restoration and remainder opportunities for Minnehaha Creek with the Minneapolis Park and Recreation Board (MPRB), within the Meadowbrook Golf Course area; and

WHEREAS, at the January 16, 2014 MCWD Planning and Policy Committee Meeting, the Committee indicated that timing was appropriate to seek a partnership with the Minneapolis Park and Recreation Board to incorporate improvements to the course consistent with other District activities in the area; and

WHEREAS at the February 13, 2014 MCWD Board Meeting, staff provided a written informational briefing to the Board of Managers regarding the status of partnership exploration with the Minneapolis Park and Recreation Board, and indicated staff would continue pursuing opportunities to collaborate; and

WHEREAS in a September 10, 2014 memorandum of understanding (MOU) between the MCWD and the City of Edina, the City of Edina recognized and supported the District's efforts within the urban corridor of Minnehaha Creek, expressing a desire to explore opportunities for connection; and

WHEREAS between 2013 and 2014, in an effort to combat local and national trends, the Minneapolis Park and Recreation Board obtained consulting services to evaluate the current financial and operational practices at its golf facilities as they compared to industry best management practices in golf course operations; and

WHEREAS in 2014 Meadowbrook Golf Course was substantially damaged by record flooding, resulting in 64 acres of dead turf, extensive damage to four greens, 75 damaged trees, submerged electrical equipment and washout of cart paths, totaling damage at over \$2,000,000; and

WHEREAS at the November 6, 2014 Joint Committee Meeting of the MCWD Board of Managers, the Committee discussed and reaffirmed a desire to explore partnership with the Minneapolis Park and Recreation Board; and

WHEREAS at the January 15, 2015 MCWD Board Meeting, the MCWD Board liaison to the MPRB provided a verbal briefing to the MCWD Board of Managers regarding the recent public engagement meetings held by MPRB, and noted that progress was being made to establish a partnership framework; and

WHEREAS MPRB and MCWD staff have developed a framework for partnership incorporated into a cooperative agreement, drafted in consultation with Mr. Louis Smith; and

WHEREAS the cooperative agreement outlines a collaborative planning process to be undertaken jointly by the MCWD and MPRB partners to explore conceptual alternatives for a combination of golf and non-golf uses at the Meadowbrook Golf Course;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorize the District Administrator to execute a cooperative agreement with the Minneapolis Park and Recreation Board for the purposes of joint conceptual master planning to explore potential reconfigurations of the Meadowbrook Golf Course; and

BE IT FURTHER RESOLVED that the Board of Managers authorize the District Administrator to execute a contract with Wenck Associates for professional services for an amount not to exceed \$28,760.

Resolution Number 15-019 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_

**03-03-15  
DRAFT**

**COOPERATIVE AGREEMENT**

**for the**

**Improvement of Minnehaha Creek and Meadowbrook Golf Course**

This Cooperative Agreement (“Agreement”) is made by and between the Minnehaha Creek Watershed District (“MCWD”), a watershed district with purposes and powers as set forth at Minnesota Statutes Chapters 103B and 103D, and the Minneapolis Park and Recreation Board (“MPRB”), a department of the City of Minneapolis governed independently by a board of nine elected commissioners.

Recitals

- A. Meadowbrook Lake is connected directly to the Minnehaha Creek urban corridor, a strategic geography identified by the MCWD Board of Managers as a priority focus area for capital project implementation;
- B. The area between West 34<sup>th</sup> Street and Meadowbrook Lake/Excelsior produces the highest pollutant loading per unit area of any other urban land area along the 22 mile stream system;
- C. The MCWD planning goals and policy commitment to balanced urban ecology include improving regional stormwater management, and the ecological integrity of the stream, in ways that are integrated with broader community goals such as revenue generation from golf, recreation land for the surrounding community, community connections, enhanced public access for non-golf activities including pedestrian and water trails.
- D. MPRB has undertaken a long term strategic review of the parks system’s golf courses through a golf course operational study in 2013 and further assessments of potential golf course improvements in 2014; further, MPRB has committed to the continuation of Meadowbrook Golf Course with golf as the primary use:
- E. Catalyzed by the Spring 2014 flooding, and the need to work with the Federal Emergency Management Agency (FEMA) on flood damage restoration, the MPRB has identified the Meadowbrook Golf Course as a priority for long-term investments and improvements, and is seeking to collaborate with other partners on mutually beneficial goals;

- F. MPRB and MCWD recognize that the Cities of St. Louis Park, Hopkins and Edina have expressed interest in potential collaboration on flood mitigation and community connections through the Minnehaha Creek urban corridor; Park Nicollet Methodist Hospital is also in this area and has expressed an interest in collaboration to address flooding concerns;

THEREFORE MPRB and MCWD agree as follows:

**1.0 Statement of Purpose and Goals:** MPRB and MCWD will jointly conduct a conceptual master planning exercise to explore potential reconfigurations of the Meadowbrook Golf Course. This joint planning exercise will evaluate a reconfiguration that may include golf and non-golf uses on the site. The parties will explore the financial implications of potential scenarios and outline possible investment strategies for each alternative scenario. MPRB and MCWD will seek to maximize the collaborative achievement of the following goals:

**1.1 MPRB Goals:**

- a. Maintain golf as a primary use on the property;
- b. Improve golf play to meet strategic goals of MPRB golf operations;
- c. Increase or maintain profit for MPRB operations on this site;
- d. Increase flood resilience of any reconfigured use; and
- e. Explore the introduction of non-golf activities, including pedestrian, bicycle, and water trails, to the golf course to the extent they can be reasonably and safely accommodated without detriment to the play of golf.

**1.2 MCWD Goals:**

- a. Improve ecological integrity of stream corridor through this reach;
- b. Improve ecological integrity of upland within golf course;
- c. Improve wetland function and value on site, and water quality leaving the site;
- d. Maintain or increase flood storage capacity, reducing flood severity for surrounding communities; and
- e. Connect Minnehaha Greenway (upstream near Methodist Hospital) trails through MPRB land to City of Edina Parks and Trails system in manner that respects adjoining landowners' interests.

**2.0 Feasibility Studies: Components, Coordination and Work Plan:**

2.1 MCWD will undertake at its own expense a feasibility study of alternatives to restore the natural meandering of Minnehaha Creek in the vicinity of Meadowbrook Golf Course, and include flood mitigation and water quality improvement opportunities in addition to restoring the natural sinuosity and habitat of the creek; this study will identify and compare the costs and benefits of each alternative;

2.2 MCWD will utilize the District's XPSWMM model to coordinate interaction

with the Federal Emergency Management Administration, the U. S. Army Corps of Engineers, and the Minnesota Department of Natural Resources to develop the following information (for existing conditions):

- a. Flood extent maps from Summer 2014 as they compare to 100 year flood extent;
- b. Flood depth maps from Summer 2014 as they compare to 100 year flood depths;
- c. Flood risk maps depicting percent risk of flood damage spatially as a raster; and
- d. Provide a threshold analysis quantifying volume of cut-fill needed to decrease flood risk in order of priority, for areas of course, determined by MPRB.

2.2 MPRB will undertake at its own expense a feasibility study of alternatives to improve the recreational quality of the Meadowbrook Golf Course; this study will include a wetland delineation and will identify areas of the existing course prone to flooding;

2.3 MCWD and MPRB will share to the extent practicable existing data and information, including the categories of data set forth in Exhibit A appended to this Agreement. The parties further will jointly implement a plan of work based on the two feasibility studies referred to herein in Section 2.1 and 2.2 that allows for coordination and concept development for Meadowbrook Golf Course focused on generating initial possibilities related to the primary interests of MCWD and MPRB.

2.4 MCWD and MPRB will meet and participate in design charrettes, as follows:

- a. MCWD and MPRB will develop multiple conceptual scenarios, based on massing exercises;
- b. Detail will be added to massing diagrams through iteration, depicting golf, stream and flood storage alternatives, etc.; and
- c. Agency stakeholders will be adequately coordinated with throughout by MPRB and MCWD.

2.5 MCWD and MPRB representatives and consultants will meet regularly (twice monthly) to inform each party of the progress, issues, options in addressing both creek restoration and golf course improvements in a manner that maximizes the mutual benefits and shared value of each undertaking.

2.6 MCWD and MPRB will, to the extent mutually beneficial directions are identified in this collaborative agreement, support each other in presentations of information to golf course stakeholders, the general public, staff and elected leadership of the Cities of St. Louis Park, Hopkins, and Edina, the MCWD Board of Managers, and the MPRB Board of Commissioners.



2.7 MCWD and MPRB will seek to complete the above work tasks within sixty (60) days of executing this Agreement. Further details on MPRB work plans are appended to this Agreement as Exhibit B.

**3.0 Merger and Modification.**

3.1 The entire Agreement between the parties is contained herein and this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.

3.2 Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties.

**4.0 Contract Administration.** In order to coordinate the services of the Parties so as to accomplish the purposes of this Agreement, the following individuals or their successors, shall manage this Agreement on behalf of the respective Parties.

MPRB: Michael Schroeder, Assistant Superintendent for Planning  
Minneapolis Park & Recreation Board  
2117 West River Road North  
Minneapolis, Minnesota 55411  
Telephone: 612.230.6467  
Email: [mschroeder@minneapolisparcs.org](mailto:mschroeder@minneapolisparcs.org)

MCWD: James Wisker, Director of Planning,  
Projects & Land Conservation Programs  
15320 Minnetonka Blvd.  
Minnetonka, MN 55345  
Telephone: 952-641-4509  
Email: [jwisker@minnehahacreek.org](mailto:jwisker@minnehahacreek.org)

5.0 Notices. Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail.

6.0 Termination of Agreement. Any of the parties will have the right to terminate this agreement at any time and for any reason by submitting written notice of the intention to do so to the other parties at least thirty (30) days prior to the specified effective date of such termination.

7.0 Liability. Each party to this agreement agrees to hold harmless, defend and indemnify the other party, its officers, board members, employees and agents from

and against that portion of any and all liability, loss, claim, damage or expenses (including reasonable attorneys' fees and disbursements) which that party may incur as a result of any act or omission of the other party, a contractor's or an assignee's negligence in its performance under this agreement that subjects it to liability in law or equity. Nothing in this agreement shall be deemed to be a waiver by either party of any applicable immunities, defenses or limits of liability with respect to any third party or the other party to this agreement including, without limitation, Minnesota Statutes, sections 3.736 (State Tort Claims) and chapter 466 (Municipal Tort Claims).

8.0 Copyright. The reports or documents produced in whole or in part under this agreement will be subject to fair use and may not be the subject of an application for copyright by or on behalf of any of the parties.

9.0 Recitals Incorporated. The above Recitals are incorporated as binding terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto execute and deliver this cooperative agreement.

**MINNEHAHA CREEK WATERSHED DISTRICT**

By \_\_\_\_\_  
President Date

APPROVED AS TO FORM AND EXECUTION:

\_\_\_\_\_  
District Counsel Date

**MINNEAPOLIS PARK AND RECREATION BOARD**

## PROPOSAL

**TO:** James Wisker, Director of Planning, Projects & Land Conservation  
Minnehaha Creek Watershed District

**FROM:** Chris Meehan, P.E. CFM, Wenck Associates, Inc.  
Marty Melchior, Inter-Fluve  
Roland Aberg, Hart Howerton

**DATE:** March 9, 2015

**SUBJECT:** Meadowbrook Golf Course Concept Design Assistance

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### Scope of Work

In the interest of expanding greenspace, creating regional trail connections, improving ecological integrity and stormwater management, and enhancing flood resiliency within the riparian corridor of Minnehaha Creek the Minnehaha Creek Watershed District (MCWD) is evaluating how it can assist the Minneapolis Park and Recreation Board (MPRB) on a master plan for Meadowbrook Golf Course. The parties will conduct a joint planning exercise to evaluate a reconfiguration that may include golf and non-golf uses on the site, which maximize the stated partnership goals. The parties will explore the potential financial implications of concept scenarios and outline possible investment strategies for each.

At the initiation of this project the understood goals of each entity are:

#### **MPRB Goals:**

1. Maintain golf as a primary use on the property.
2. Improve golf play to meet strategic goals of MPRB golf operations.
3. Increase or maintain profit for MPRB operations on this site.
4. Increase flood resilience of any reconfigured use.
5. Explore the introduction of non-golf activities, including pedestrian, bicycle, and water trails, to the golf course to the extent they can be reasonably and safely accommodated without detriment to the play of golf.

#### **MCWD Goals:**

1. Improve ecological integrity of stream corridor through this reach.
2. Improve ecological integrity of upland within golf course.
3. Improve wetland function and value on site, and water quality leaving the site.
4. Maintain or increase flood storage capacity, reducing flood severity for surrounding communities.
5. Connect Minnehaha Greenway (Methodist – upstream) trails through MPRB land to City of Edina Parks and Trails system in manner that respects adjoining landowners interests.

The objective of this scope is to identify MCWD designated team members Wenck Associates, Inc. (Wenck), Inter-Fluve and Hart Howerton roles and deliverables which will assist in developing concept alternatives. Herfort Norby Golf Course Architects (Herfort Norby) will be a part of the planning exercise as the MPRB's golf course layout expert, but their scope of services has not been included in this proposal.

As a result of this scope of work the deliverable will be technical assistance to MPRB and MCWD in the development of concept level schematics drawings. As part of the technical assistance the team will provide input on conceptual level cost estimates and regulatory requirements associated with identified alternatives. It is assumed Herfort Norby will be producing all schematic drawings and that Wenck, Inter-Fluve and Hart Howerton will be reviewing and providing feedback on those drawings.

The scope of work envisioned for completion of this study is provided below.

### **Task 1: Massing Meeting/Design Charrette**

The objective of this task will be to bring MPRB, MCWD, Herfort Norby and Hart Howerton together to clarify goals and brainstorm conceptual layouts/configurations. The meeting will look to understand how current MPRB and MCWD goals are connected and how potential alternatives can achieve these goals. The outcome of the meeting is to understand potential layouts, what their critical components contain, associated member risk levels and what data gaps exist. In order to prepare for this meeting and be able to affect how conceptual layouts / configurations are drawn, Hart Howerton would do some preliminary review of the Meadowbrook site prior to the charrette to understand the opportunities and constraints. Based on these findings and the site conditions, Hart Howerton would also look at the potential location and gross acreage options that would be available for the anticipated scenarios mixing the golf uses and the MCWD goals. It is assumed this is a three hour meeting and that only Hart Howerton would attend this meeting.

As a baseline for the meeting it is assumed the following information would be provided to MCWD prior to the meeting.

- Wenck - flood inundation maps showing the extents of the 2014 flooding and estimated 100-year event based on aerial imagery and existing FEMA floodplain model. Depth grids associated with each of these scenarios would also be provided along with estimates on existing flood storage volumes on the course. Wenck would also bring an initial matrix of potential regulatory requirements associated with any reconfiguration of the course.
- Interfluve – Conceptual stream remeandering layouts and trail connection configurations

The result of the meeting would be to understand how each of these features of the course intersects such that three conceptual layout scenarios could be developed which look to maximize partner goals achieved by the course.

An assumption is that MCWD and MPRB staff will keep associated City and partner agencies apprised of the alternatives as the project is proceeding forward.

## **Task 2: Massing Meeting/Design Charrette Team Debriefing**

A 2-hour internal debriefing meeting between MCWD, Wenck, Inter-Fluve and Hart Howerton would occur shortly after the initial meeting to provide direction and guidance on needed information for flood-risk and stream remeander goals associated with the master plan.

The outcome of the meeting will be identified specific deliverables prior to the concept review meeting. It is assumed our team will not be producing any drawings, simply providing technical input on potential conceptual layouts (i.e. channel width, trail locations, flood storage volume locations).

## **Task 3: Concept Refinement**

The three concept alternatives identified in the design charrette would have associated data gaps filled such that technical feedback could be provided to evaluate the feasibility of each concept. Potential assignments could be the following:

- Wenck - flood inundation and estimated flood recurrence interval maps for each of the alternatives based on estimated grading information provided by Herfort Norby. Potential stormwater and wetland enhancements along with regulatory matrices and approval timelines for each of the alternatives. Conceptual level costs for stormwater, wetland and flood storage configurations. It is assumed MPRB will be responsible for analyzing the capacity for each alternative to leverage FEMA funding.
- Interfluve – Review of stream remeandering and trail layout configurations. Conceptual level costs for stream remeandering.
- Hart Howerton – Provide overlay trace drawings for up to three alternatives.

The outcome of this task will be to provide technical input necessary for evaluation of the three conceptual designs. It is assumed no schematic drawings would be required for this task.

## **Task 4: Concept Review Meeting**

The concept review meeting will bring MPRB, MCWD, Herfort Norby and Hart Howerton together for a three hour meeting to evaluate the three alternatives and their associated characteristics, risk management features and costs. The meeting will discuss how concepts will have identified how they achieve partner goals achievement along with associated tradeoffs. The outcome of the meeting will be to finalize the three concepts which will be moved forward for economic analysis. It is assumed MPRB will develop the preliminary capital investment strategy for each alternative.

## **Task 5: Concept Review Meeting Team Debriefing**

A 2-hour internal debriefing meeting between MCWD, Wenck, Inter-Fluve and Hart Howerton will occur shortly after the concept review meeting to provide direction and guidance on final information needed as input for the master plan.

The outcome of the meeting will identified technical assignments necessary to finalize concepts prior to the concept finalization meeting. It is assumed our team will not be producing any drawings, simply providing additional technical input on potential conceptual layouts (i.e. channel width, trail locations, flood storage volume locations).

**Task 6: Finalize Concepts**

Adjustments identified in the concept review meeting will be completed by the associated team member and their assigned area of expertise as noted in Task 3.

**Task 7: Concept Finalization Meeting**

Prior to submitting concepts for financial analysis, a 2-hour meeting between MPRB, MCWD, Herfort Norby and Hart Howerton will be held to determine if any final adjustments should be made prior to submittal for financial analysis.

It is assumed after the completion of this meeting the desired scope of work from the team would be done.

The schedule for this project is shown in the chart below and is based on a project start date in March 2015:

**Table 1: Meadowbrook Golf Course Concept Plan - Schedule**

Task #		March	April				May			
		30	6	13	20	27	4	11	18	25
1	Massing Meeting/Design Charrette									
2	Massing Meeting/Design Charrette Team Debriefing									
3	Concept Refinement									
4	Concept Review Meeting									
5	Concept Review Meeting Team Debriefing									
6	Finalize Concepts									
7	Concept Finalization Meeting									

The estimated costs of the project study will occur over an approximate 2 month period and are detailed in the table below:

**Table 2: Meadowbrook Golf Course Concept Plan - Schedule**

Task #		Wenck Total	Interfluve Total	Hart Howerton Total	Task Total
1	Massing Meeting/Design Charrette	\$ 2,275	\$ -	\$ 5,800	\$ 8,075
2	Massing Meeting/Design Charrette Team Debriefing	\$ 575	\$ 400	\$ 600	\$ 1,575
3	Concept Refinement	\$ 6,135	\$ 2,000	\$ 1,950	\$ 10,085
4	Concept Review Meeting	\$ -	\$ -	\$ 750	\$ 750
5	Concept Review Meeting Team Debriefing	\$ 575	\$ 400	\$ 600	\$ 1,575
6	Finalize Concepts	\$ 3,150	\$ 1,700	\$ 1,250	\$ 6,100
7	Concept Finalization Meeting	\$ -	\$ -	\$ 600	\$ 600
		\$ 12,710	\$ 4,500	\$ 11,550	
<b>TOTAL ESTIMATED FEE FOR SERVICES</b>					<b>\$28,760</b>

Wenck appreciates the opportunity to provide you with our proposal. If you have any questions or comments regarding this proposal, please call me at (763) 479-4244.

If this proposal is acceptable, please sign and return.

Sincerely,

WENCK ASSOCIATES, INC.



Chris Meehan, P.E.  
Project Manager

ACCEPTED BY:

Minnehaha Creek Watershed District

\_\_\_\_\_  
James Wisker, Director of Planning, Projects & Land Conservation  
Minnehaha Creek Watershed District

\_\_\_\_\_  
(Date)