

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: November 13, 2014

TITLE: Authorization to Execute Contract for Professional Services to Develop Interpretive Signage for the Reach 20 Education Area

RESOLUTION NUMBER: 14-XXX

PREPARED BY: Darren Lochner

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REVIEWED BY: Administrator Counsel x Program Mgr. (Name): Telly Mamayek Board Committee
Engineer Other:

WORKSHOP ACTION:

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

PURPOSE or ACTION REQUESTED:

Authorization for District Administrator to execute a contract with DogTooth Design to develop interpretive signage for the Reach 20 education area.

PROJECT/PROGRAM LOCATION:

Minnehaha Creek Subwatershed

PROJECT TIMELINE:

November 2014 - February 2015:

DogTooth Design will develop interpretive signs as part of the stream restoration and trail initiative project in St Louis Park. MCWD will assist in developing interpretive content and manage the fabrication of signs for the Reach 20 education area

April 2015: Install Reach 20 interpretive signage

PROJECT/PROGRAM COST:

Fund name and number: Planning 2401
Budgeted Expenditures to date: \$296,987.28
Requested amount of funding: NTE \$12,400
Is a budget amendment requested? No
Is additional staff requested? No

PAST BOARD ACTIONS:

**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.**

November 10, 2011	RBA 11-106	Ordering of Reach 20 capital improvement project
December 29, 2011	RBA 11-115	Authorization of design contract
August 23, 2012	RBA 12-072	Easement authorization and approval of final design
August 23, 2012	RBA 12-079	Additional corridor and trail planning
November 8, 2012	RBA 12-097	Authorization to award base bid to Blackstone Contractors
June 27, 2013	No Action	Board Consideration of trails and funding
July 11, 2013	RBA 13-074	Authorization to execute bid alternate and enter into agreement with St. Louis Park
July 25, 2013	RBA 13-082	Authorization to enter into agreement with Hart Howerton for planning and design services for Reach 20 Trails
September 12, 2013	No Action	Board endorsement of staff recommendations and direction to return at the regularly scheduled Board meeting September 26, 2013 with a final design scope of work from project engineer HR Green
September 26, 2013	RBA 13-099	Authorization to enter into agreement with HR Green to complete final design services and construction oversight for the Minnehaha Creek Reach 20 Community Trails
November 14, 2013	RBA 13-118	Approval of final design revisions for the Minnehaha Creek Reach 20 Community Trails and authorization to execute change orders
January 23, 2014	RBA 14-003	Board authorization to develop a District wide Master Sign Plan, including developing templates for different types of signage used within the watershed (i.e. interpretive signage)

SUMMARY:

As part of the Reach 20 Community Trails Initiative, District staff are working to develop interpretive signage for the education area that is being constructed along Minnehaha Creek. This gathering area will showcase eight large panel signs for public education using interpretive principles.

Development of these signs requires professional design and interpretation services from a qualified consultant. Staff has been working with Steve Adams from DogTooth Design, who has developed signage throughout the District. DogTooth Design provided services for preliminary interpretive signage concepts. These concepts will be the foundation to develop the interpretive signage for the education area.

Scope of Work

The scope of professional consulting services includes:

- Obtain detailed rough text for each of the signs from District staff, and provide edits to further refine the messages.
- Obtain photographs to be used on the signs from District staff or elsewhere.
- Create preliminary drafts of each of the signs and meet with District staff to discuss revisions. This is considered iteration one.
- Revise the preliminary drafts of each sign as per staff comments and produce second draft signs. This is considered iteration two.
- Present second draft signs to District staff for review and comment.
- Revise the second draft signs as per staff comments and produce the final signs.
- Send electronic files of the final signs to District staff.
- Coordinate with a sign manufacturer determined by District staff for production of the signs.

STAFF RECOMMENDATION:

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Approve authorization for the District Administrator to execute a contract with DogTooth Design to provide interpretation and design services for signage at the Reach 20 education area.

RESOLUTION

RESOLUTION NUMBER: 14-XXX

TITLE: Authorization to Execute Contract with DogTooth Design for Professional Services to Develop Interpretive Signage for the Reach 20 Education Area

WHEREAS, the District has strategically focused its implementation efforts within the heavily urbanized portion of Minnehaha Creek, between 34th Street and Excelsior Boulevard, in the cities of Hopkins and St. Louis Park; and

WHEREAS, the District has established goals of managing regional stormwater, expanding the Minnehaha Creek greenway and integrating those efforts into the surrounding communities; and

WHEREAS, to address these goals within this focal geography the District has aligned and integrated data collection, capital projects, land conservation, regulation, education, and communications; and

WHEREAS, In November 2011, the District Board of Managers ordered the Reach 20 capital improvement project to integrate Minnehaha Creek into the urban fabric of St. Louis Park by re-meandering 4,000 feet of stream channel, managing 80 acres of regional stormwater runoff, and establishing 1.3 miles of trail, and

WHEREAS, at the November 14, 2013 Board of Managers meeting, the Managers approved final design revisions to construct a trail system and education area along Reach 20 of Minnehaha Creek; and

WHEREAS, education and outreach are imperative to the success of the District's efforts throughout the urban corridor, including the Reach 20 stream restoration and trail initiative; and

WHEREAS, signage is an integral component of effective subwatershed outreach throughout the area;

WHEREAS, staff is recommending to work with DogTooth Design for professional design and interpretation services to fully develop the interpretive signage for the education area along Reach 20 of Minnehaha Creek; and

WHEREAS, at the MWCD Board Workshop dated _____ it was moved by Manager _____, seconded by Manager _____ and passed _____ that this resolution be forward to the next Board Meeting for final action.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator to execute a contract for professional design services with DogTooth Design for an amount not-to-exceed \$12,400 to develop interpretive signage for the Reach 20 education area.

Resolution Number 14-XXX was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary

Date: _____