MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Board of Managers
Meeting date: 12/3/2020
Agenda Item #: 11.1
Request for Board Action

Title:	Authorization to Contract for Design Services for the 325 Blake Road Regional Stormwater and Greenway Project
Resolution number:	20-091
Prepared by:	Name: Gabriel Sherman Phone: (952) 641-4510 gsherman@minnehahacreek.org
Reviewed by:	Name/Title: Michael Hayman, Project Planning Manager
Recommended action:	Authorize final negotiation and execution of a contract for design and engineering services for the 325 Blake Road Regional Stormwater and Greenway Project with HDR, Inc.
Schedule:	Q4 2020 / Q1 2021 – Project Initiation Q2 2021 – Schematic Design (30% Plans)
Budget considerations:	Fund name and code: Capital Projects, 3145-4340 and 3146-4340 (325 Blake Road Stormwater and Cottageville Park Phase II) Fund budget: $4,336,854 (325 Blake Road Stormwater and Cottageville Park Phase II) 2020 Expenditures to date: $167,900 (Lake Street construction closeout, utilities) Requested amount of funding: Proposed fee + 10% contingency
Past Board action:	Res # 20-066 Authorization to Execute a Cooperative Agreement with the City of Hopkins for Coordinated Planning, Improvements and Development for 325 Blake Road Res # 20-067 Authorization to Release the Request for Proposals for Design Services for 325 Blake Road Stormwater Management and Site Restoration Res # 20-080 Appointing Board Liaisons to Public Improvement Project at 325 Blake Road Res # 20-083 Authorization to Contract for Site Survey for 325 Blake Road Regional Stormwater and Greenway Project

Summary:
In advancement of the District's planned capital projects at 325 Blake Road and Cottageville Park in Hopkins, on August 27, 2020 the Board authorized the release of a Request for Proposals (RFP) for Design Services for 325 Blake Road Stormwater Management and Site Restoration (Res # 20-067), and executed a Cooperative Agreement with the City of Hopkins for Coordinated Planning, Improvements and Development for 325 Blake Road (Res # 20-066). The overall project combines two capital projects, the 325 Blake Road Regional Stormwater and Greenway project and Cottageville Park Phase II Riparian Restoration project, in order to achieve a fully integrated design as well as cost efficiencies. On September 4, 2020 the RFP was distributed to a list of over 35 design firms and subsequently through the Minnesota Chapter of the American Society of Landscape Architects newsletter to expand the pool of potential firms. Twenty-two firms attended a mandatory informational meeting on September 17, 2020. The RFP was open for approximately six weeks, and seven qualified firms submitted proposals for consideration.

The seven submitted proposals were evaluated by a District staff team using an evaluation matrix that numerically ranked applicants on criteria including project understanding, innovation and creativity, experience, and cost. The proposals were also evaluated by District staff subject matter experts for the technical soundness of the various project elements. Based on the quality of the written proposals, the team selected four firms for a first-round interview: Aune Fernandez Landscape Architects, HDR, Hoisington Koegler Group (HKGi), and SRF Consulting Group. The interviews were attended by District staff, a strategic advisor, and the Board liaisons previously appointed to the project design process. Based on the strength of their interviews, the District team selected HDR and HKGi to advance to a second-round interview. Upon completing a final evaluation of the written proposals and both interview rounds, the District team unanimously selected HDR, Inc. as the recommended consultant for the 325 Blake Road Regional Stormwater and Greenway Project.

A careful review of all seven submitted proposals and the open and productive discussions held during the interview process further highlighted the complex timing considerations and uncertainty inherent in pursuing this capital project in parallel with a potential redevelopment of the District's property. Through their proposal, interviews, and preliminary scope of work, HDR presented a creative yet realistic approach to minimize this uncertainty while achieving the District's water resources goals and the associated public natural resources, societal, and economic goals. Several aspects of this approach deviate from the approach contemplated in the RFP. First, the scope of work includes an additional task to assist the District in defining and assessing a broader spectrum of redevelopment scenarios beyond the two-track approach (development or no development) outlined in the RFP. Second, the scope of work concludes with schematic design (30% plans), rather than carrying through the later stages of design, project bidding, and construction oversight. This approach allows for an alignment between the design process and the potential parallel developer selection process, which the design team believes will be most effective in achieving a realistic integrated site design. A re-scoping at 30% was suggested in most of the proposals due to the difficulty of projecting an accurate cost and time to complete the project until the overall shape of the project is brought into sharper focus.

The fee for HDR's work is set forth in the proposal that is being separately provided to the managers. The fee includes costs in line with typical capital project design, plus the cost of additional subtasks and effort to integrate the design with a potential redevelopment and produce three (rather than the typical single) conceptual designs. The scope of HDR's work includes project initiation, development scenario planning, community and stakeholder engagement, and schematic design (30% plans).

In accordance with Minnesota Statutes §13.591, subdivision 3(b), the submitted proposals will not be part of the public record until the contract has been executed. A copy of all submitted proposals, along with HDR's detailed fee proposal, will be distributed to the Board of Managers for review via email prior to the December 3, 2020 meeting.

Timeline and Next Steps

Following contract execution, staff and the consultant team will commence with project initiation and development scenario work in order to align the project schedule with a potential parallel developer selection process. Major anticipated milestones include:

- Project initiation in Q4 2020/Q1 2021
- Board listening session in Q1 2021
- Design charrette in Q1/Q2 2021
- Board review of 30% design in Q2 2021
- Scoping of 60/90%, bid support, and construction oversight in Q2/Q3 2021

The Board liaisons to the design process will continue to be actively involved in the process and provide input and guidance to staff. Staff and liaisons will also provide periodic updates to the Board to ensure managers are fully informed of key decision points and overall project direction.

Supporting documents:

- Draft scope of work

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RESOLUTION

Resolution number: 20-091

Title: Authorization to Contract for Design Services for the 325 Blake Road Regional Stormwater and Greenway Project

WHEREAS the Minnehaha Creek Watershed District (MCWD) acquired 325 Blake Road, Hopkins, MN in 2011 as a key piece of the Minnehaha Creek Greenway, which will provide 109 acres of a connected corridor of restored creek and habitat through St. Louis Park and Hopkins;

WHEREAS the MCWD is implementing a regional stormwater project at 325 Blake Road to treat polluted stormwater that flows into the creek from approximately 270 acres of surrounding area and to restore more than 1,000 feet of creek frontage and is planning for this work with three accompanying parcels bordering the creek for the 325 Blake Road Regional Stormwater and Greenway and Cottageville Park Phase II Riparian Restoration Project;

WHEREAS as of March 2020, the construction of both the Powell Road and Lake Street stormwater diversion systems are complete, with the diversion structures remaining bulk-headed until the treatment facility at 325 Blake Road is constructed;

WHEREAS on August 27, 2020 the MCWD Board of Managers authorized the execution of a Cooperative Agreement with the City of Hopkins for Coordinated Planning, Improvements and Development for 325 Blake Road (Res # 20-066);

WHEREAS on August 27, 2020, the MCWD Board of Managers approved the release of a Request for Proposals for Design Services for 325 Blake Road Stormwater Management and Site Restoration (Res # 20-067), which seeks landscape architecture and engineering services to complete integrated stormwater management, ecological restoration, and public open space improvements at 325 Blake Road and accompanying parcels;

WHEREAS on September 4, 2020 staff solicited proposals from a pool of consultants for said services and received seven responsive proposals;

WHEREAS the District may exercise its judgment in making decisions to retain professional services, and in this instance used a panel of District staff and a strategic advisor to evaluate written proposals and select finalists to advance into the interview process;

WHEREAS the Board of Managers appointed three Board liaisons to assist staff in the project design process (Res # 20-080);

WHEREAS the combined staff/advisor and liaison evaluation panel participated in a multi-round interview process and formed a recommendation based on criteria including project understanding, innovation and creativity, experience, and cost;

WHEREAS the combined staff/advisor and liaison evaluation panel unanimously recommends the selection of HDR, Inc., and the Board of Managers finds that the evaluation was thorough and concurs in the recommendation reached;

WHEREAS due to project complexity and uncertainty, it is prudent to contract for a scope of services that includes an additional task not solicited in the RFP to further define the public realm and potential

redevelopment footprints and re-scope the later stages of the project after a schematic design (30% design) has been produced;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator, on advice of Counsel, to enter into a contract with HDR, Inc. for design and engineering services for the schematic design of 325 Blake Road Regional Stormwater and Greenway project, in an amount not to exceed the fee set forth in the submitted proposal, and authorizes the Administrator to execute change orders in his discretion up to an additional 10% of the proposal fee.

Resolution Number 20-091 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___abstentions. Date: December 3, 2020.

_____ Date:
Secretary

SCOPE OF WORK

325 Blake Road Regional Stormwater and Greenway / Cottageville Park Phase II Riparian Restoration Schematic Design

Project Background

The 325 Blake Road Regional Stormwater and Greenway/Cottageville Park Phase II Riparian Restoration Project includes visioning and scenario planning, design, cost analysis, interpretive planning, and public engagement for the construction of stormwater facilities, open space amenities, stream and riparian restoration and a trail network on four parcels – at 325 Blake Rd N, 415 Blake Rd N, 1308 Lake St NE, 1312 Lake St NE – and a small creek outlot (collectively the "Site"). This scope of work will advance the project to a viable schematic design (30% design) sufficient in detail for the Minnehaha Creek Watershed District (the District) to develop a subsequent scope of work that would carry, as amendments to this contract, the project through 60-90-100% design (including plans and specifications and permitting), bidding assistance, and construction oversight.

Methodology

Task 0: Project Initiation

Following COVID-19 protocols likely to be in place at the time of project initiation, the Consultant and the District will conduct a virtual Project initiation Meeting to introduce key members of the Consultant Team with Key personnel from the District to each other; establish communication protocols; define electronic requirements for deliverables; and review the project schedule and billing procedures.

As part of this initial meeting, participants will virtually tour the study area and adjacent areas in order to gain a better understanding of the project's constraints and opportunities as perceived by the District.

At or prior to the meeting, the District will:

- Identify and provide contact information of District personnel who will be attending the meeting one week prior to the meeting
- At the meeting provide additional contact information for District personnel who may be involved in the project
- Transmit plans, investigations, data, and documents previously developed pertaining to the project site, including electronic versions of available base mapping and contextual GIS data and mapping, and aerial photography
- Provide plans and reports, preferably electronic versions, relating to the project context, particularly those pertaining to existing or planned utilities, development, and infrastructure that may affect site development
- Identify examples of projects with specific elements that could provide precedents for what the District may like to see included in the 325 Blake Road Development and what specifically makes the example pertinent to the proposed project
- Provide their organizations' vision, goals, and "must-haves' for the development of the Site

- Identify their impression of potential conflicts between members of the District, the City of Hopkins, a potential developer, the General Public, or Regulatory Agencies that will likely need to be addressed during project development
- Define programmatic and spatial requirements for the Site related to stormwater management and other aspects of the site that will remain indefinitely under the control or influence of the District
- Identify members and contact information of the District's expert staff that will need to be involved with project development, other project stakeholders that may eventually be involved in the project, such as the City of Hopkins or a potential developer, and an optional community advisory committee
- Conduct a physical or remote review of the site, describing what it believes to be the site's constraints and opportunities

At the meeting, the Consultant will:

- Provide a virtual location for the meeting
- Provide the Meeting Agenda
- Identify members and provide contact information of the Consultant Team
- Review the documents provided by the District at (or before) the meeting and respond with additional requests for clarifying information within one calendar week of their receipt
- Provide precedent examples of work the Consultant believes could provide design direction for the project
- Provide and lead the discussion of a proposed work plan and coordinated project schedule
- Provide and lead the discussion on a Stakeholder and Community Engagement Plan, specifically on when and how to engage the City of Hopkins and potential developers

This task also includes project management activities during the project such as invoicing, progress reports, and top line coordination/communication.

Task 0 Assumptions

- The Project Initiation Meeting will be virtual and hosted by the Consultant.
- The Project Initiation Meeting will include staff from HDR, Damon Farber Associates, Loucks, and Interfluve.
- Meeting will be up to 4 hours in duration and include up to 8 members of the Consultant Team.
- Project duration is 4 months, concluding by Mid-April 2021.
- The documents listed previously that are to be provided by the District, will be available beginning on or before the Project Initiation Meeting. Subsequent requests for additional information from the District by the Consultant will be fulfilled (or the delayed explained) within one week of the request.

Task 0 Meetings

- Project Initiation Meeting and Virtual Site Tour (1 meeting; 4 hours, Up to 8 Consultant Staff)

Task 0 Deliverables

- One Week Prior to Meeting:
  - Draft Agenda one week prior to the meeting for review and approval by the District
  - Draft of proposed work plan and coordinated project schedule
  - Draft of plan for Listening Sessions
- During Meeting:
  - Provide approved Agenda
  - Lead discussion of project schedule and coordinated work plan
  - Lead discussion plan for Listening Sessions
- After Meeting:
  - Project Contact Directory
  - Meeting notes with a list of Action Items
  - Up to 4 invoices and Progress Reports
  - Summary of findings from review of existing plans, studies, precedents, and best practices for review and comment by the District
  - Draft and Final of base map derived from information provided by District to be used in Design Charrette for District review, comment, and final approval

Task 1: Development Scenario Planning

The Consultant will assist the District in determining a balance of public and private uses on the Site, as viewed through a "triple bottom line" analysis. This analysis will weigh the financial return to the District and its constituents of developing some portion of the Site against a design that delivers a visionary public realm, while meeting the District's natural resources goals.

Elements of this task will carry through other tasks as the District refines its approach to the Site. Scenario planning (Task 1.3) will, in particular, help the District determine an overall direction for the Site as it embarks on community engagement and entertaining development proposals.

Task 1.1 Document Review and Conflict Analysis
The Consultant will review and analyze documents previously provided by the District or other stakeholders during listening sessions. The analysis will summarize the documents and determine areas of potential conflict between the interests of the District and the interests of other parties. It is anticipated that potentially pertinent documents, such as the City's Comprehensive Plan or Hennepin County's Blake Road Station TOD Early Implementation Study, will be examined to determine applicability and to identify the potential need to resolve conflicting interests.

Task 1.2 Stakeholder Listening Sessions
The Consultant will meet with the District and the other key stakeholders after the Project Initiation Meeting to listen to their concerns, issues, and desired outcomes in order to better understand and document the differing perspectives of the Site's constraints and opportunities. The District will coordinate attendance and meeting logistics. The findings of these initial listening sessions and an analysis of the conflicts will be documented in a memorandum for use in subsequent tasks. There will be three listening sessions with the District:

a) Session 1 with Project Management
b) Session 2 with District Board
c) Session 3 with District Professional Staff

[Note: At the discretion of the District, these sessions may be grouped into a single session, although we believe separate sessions may yield more candidness and a more robust understanding of the District's perspective.]

Using the findings of the Listening Sessions, the Consultant will work with the District during subsequent bi-weekly meetings to identify and document outstanding conflicts that require resolution and establish metrics for successfully developing the project site based on stakeholder input.

Task 1.3 Conflict Analysis and Conflict Resolution Process
Working with the District and the District's Development Advisors, the Consultant will establish a methodology that will be used as a framework for resolving conflicts during the Development Workshop.

Task 1.4 Development Workshop
The Consultant will organize a Development Workshop with the District, a Developer Round Table of Selected Developers, and other District Advisors. The Consultant will use the previously developed framework for resolving conflicts to conduct the workshop. The workshop will be divided into two parts. The first part will identify design and financial parameters and measurable objectives for evaluating development scenarios. The second part will develop a range of market-based design scenarios ranging from less to more private development that will allow the District to weigh the triple bottom line tradeoffs.

At the discretion of the District, it is anticipated that the scenarios could vary in emphasis from a conceptual dominance of:

- Native Habitat Restoration
- Recreation and Entertainment
- Retail Development
- Commercial Development
- Housing Development

Although a range of scenarios will be explored during the workshop, the final product produced under this subtask will be a memorandum documenting up to three distinct development scenarios. Each scenario will be defined by a "Big Idea" premised on a specific conceptual mixture and quantity of land uses and development types. Alternative layouts of the preferred option will be explored in subsequent tasks. This task only defines the conceptual ratio of land uses and development types that will be used later to organize the site during the Design Charette.

Task 1.5 Development Scenario Analysis
After the workshop, the Consultant will quantify or otherwise qualitatively assess the inherent social, economic, and environmental tradeoffs of the scenarios identified in the Development Workshop. Based on the analysis, the Consultant will help the District synthesize the alternative scenarios into a single Preferred Scenario (a concept that will be used to organize and evaluate alternative layouts that will be developed during the Design Charette) that will allow the District to maximize the total triple bottom line benefits that could be derived from the Site.

Task 1.6 Drafting Developer Selection Criteria

The Consultant will assist the District in translating the Preferred Scenario into a methodology and set of criteria to be used to solicit and evaluate development proposals from a targeted and previously selected set of Developers. Depending on the timing of Task 1.5 and the timing of the Developer Solicitation process, the methodology and criteria may be used to identify additional potential developers.

Task 1.7: Additional Stakeholder Listening Sessions (Optional Value-Added Service)
In addition to the Listening Sessions with District Personnel, optional listening sessions may be included, at the discretion of the District, with representatives from the City of Hopkins and prospective developer(s). These optional additional sessions would include:

a) Session 4 City of Hopkins
b) Session 5 Former Developer
c) Session 6 Potential Developer(s)

Although the budget for this optional task currently only has a listening session for the selected developer, it would also be advantageous to have separate listening sessions for individual developers that have expressed interest in the project if a single developer has not been selected.

Task 1 Assumptions

- Meetings will be held virtually.
- The District will identify and invite participants to the Listening Sessions.
- To promote complete candidness by participants during District listening sessions, three separate sessions would be advantageous.
- Conflict analysis and resolution will be developed for use at the Development Workshop to focus discussion and reduce conflicts; remaining differing perspectives following the Development Workshop will be addressed and prioritized by the District for identification of a selected approach.
- Up to three development scenarios will be documented based on the development workshop discussion. These scenarios will be synthesized into a single preferred scenario following the workshop for a concept to be evaluated at the design charrette.
- The analysis of the Triple Bottom Line will employ Envision, AutoCASE, or similar measurement system, as approved in advance by the District.
- Except for participation in optional listening sessions, the involvement of the City of Hopkins or a Developer(s) will not be part of this task.
- The consultant will provide technical advice but not legal assistance in drafting the Developer Selection Criteria that the District may use for the solicitation of Developers. Preparing and conducting the solicitation will be the sole responsibility of the District.

Task 1 Meetings

- Listening Sessions (6 Meetings; 2 Consultant Staff typical; 1 hour each)
- Conflict Resolution Framework Development Meeting (1 Meeting; 4 Consultant Staff; 4 hours)
- Development Workshop (1 Meeting, 6 Consultant Staff; 8 hours)
- Analysis and Synthesis Meeting (1 Meeting, 4 Consultant Staff, 4 hours)
- Drafting Developer Selection Criteria Meeting (1 Meeting; 3 Consultant Staff; 2 hours)

Time preparing for meetings is not included in the above meeting list.

Task 1 Deliverables

- Document Summaries (Task 1.1)
- Listening Session Notes (Task 1.2)
- Conflict Identification Memorandum (Task 1.21)
- Conflict Resolution Process Framework (Task 1.3)
- Range of Development Scenarios Memorandum (Task 1.4)
- Analysis and Synthesis of Development Scenarios Memorandum (Task 1.5)
- Developer Selection Criteria Memorandum (Task 1.6)

Task 2: Community and Stakeholder Engagement

Based on the District's Community Engagement Plan, the Consultant will assist the District in conducting an inclusive, collaborative, and meaningful stakeholder and community engagement process throughout the life of the project (including helping the District refine and establish its engagement process for subsequent phases following the completion of the schematic design process), building stakeholder and community support for the project by reflecting the values and desires of those engaged.

The approach will build from the extensive engagement and visioning process previously completed by the District, providing a baseline for current engagement efforts. All meetings will be virtual or by telephone. The proposed engagement process outlined below will overlap with other tasks listed in the work plan. In addition to the previously described Stakeholder Listening Sessions outlined in Task 1, several additional types of engagement are proposed as subtasks:

Task 2.1 Coordination Meetings

The Consultant will conduct three types of coordination meetings with the District:

- *Biweekly Project Coordination Meetings.* Virtual meetings held every other week with the District to update the District on project progress and to agree on upcoming tasks, specifically identifying and refining strategies for incorporating emerging opportunities, and controlling for emerging constraints.
- *Project Update Conversations.* In addition to the formal Project Coordination Meetings, the Consultant Project Manager (and other members of the Consultant Team, as necessary) will conduct informal progress updates virtually or by telephone with the District's Project Manager the weeks between Project Coordination Meetings. These updates will not exceed 8 in number and will last not more than 30 minutes.
- *Discussions with District Experts.* It is also anticipated that during the development of 30% plans it would be advantageous to have informal discussions with targeted District experts and management periodically. The purpose of the discussions will be to maintain a focus on achieving the goals and objectives of the project and to expedite project development by avoiding re-work. These conversations would be in addition to the regularly scheduled meetings listed above and would typically be between one member of the Consultant Team and one or more District experts for one hour. Four discussions are anticipated during Schematic Development.

Task 2.2 Meetings with Elected Bodies

Formal meetings with elected officials are anticipated to include:

- One (1) meeting of the District Board of Managers held at 30%

- One (1) meeting of the Hopkins City Council or Hopkins Planning and Zoning Commission

Meetings will be held virtually.

Task 2.3 Electronic Media Outreach
In addition to the listening sessions listed in Task 1, the Consultant will, in coordination with the District, develop content for the District's web and social media presence, describing project progress, encouraging the flow of accurate information to the general public, and assisting the District in receiving input and feedback and interacting with the public.

The Consultant will prepare content for updating the District's website and social media. The Consultant will work with District staff to establish survey mechanisms on the website so that the community can provide input and feedback online. Community input and feedback may include, at the District's discretion, a project hotline or project email account, managed by the District.

The Consultant will also prepare periodic newsletters (up to four) that will contain project information and updates to be distributed electronically to the community by the District.

Although the District will be responsible for receiving, answering, and tracking comments through its website, social media, and any other community outreach programs, the Consultant will assist the District in responding to comments obtained by these outreach efforts by providing technical information related to the project for the District to use in answering specific questions.

Task 2.4 Advisory Focus Group Sessions (Optional Value-Added Service)
As an optional engagement task, the Consultant suggests the District target three key groups that will potentially occupy the Site: adult residents, business owners, and the community's children. The Consultant would work with the District, City, and the Developer to identify representatives of these key groups and to determine a set of preferred strategies for engaging them in a series of focus group meetings. It is suggested each focus group would be invited to participate in one meeting during the development of 30% plans. The purpose of this set of focus group meetings would be to assist the District and the Design Team in ascertaining design preferences for the design of open space, trails, creek access, and interpretive elements. The purpose of the second series would be to critique and refine those elements.

These meetings will be held virtually.

Task 2.5 Public Informational Meeting
It is important to know what potential users and the surrounding community need and value in order to realize the vision for a successful uniquely water-centric redevelopment in this formerly industrialized segment of the Minnehaha Creek corridor. The community will ultimately be the users of this space so our engagement approach will involve them early in the process as a way of providing them with the opportunity to meaningfully inform the site's design.

Utilizing the District's experience of working on projects in the vicinity of the proposed project, the District will be responsible for establishing a contact list and contacting interested and impacted stakeholders. The Consultant will also organize and conduct one (1) public meeting that will focus on understanding public expectations and preferences. At the discretion of the District, the meeting will be held prior to or after the Design Charrette as a virtual online 3D on-

demand meeting with District and Consultant staff making presentations and answering questions in real time.

The meeting will provide the community an opportunity to weigh in on the evolving design concepts and provide the design team with specific input as the preferred concepts are developed. The meeting will offer attendees multiple strategies to participate and share their concerns and desires. It may involve breakout sessions, keypad polling, visual preference surveys, and other interactive forms of engagement.

The Consultant will attend up to two (2) virtual public meetings that will focus on the design and development of the entire Site. Depending on when in the process the public meetings are held, the Consultant's role would be focused primarily on gathering information on the interests, concerns, preferences, and expectations of the public as well as explaining the tasks that have been accomplished prior to the public meeting (including the tasks' findings and the methods used to produce the findings). In particular, the Consultant will explain the concept of the "Triple Bottom Line," and how it has been (or will be) used to analyze alternative site development plans.

These meetings will be held virtually.

Task 2 Assumptions

- COVID-19 Protocols are likely to remain in effect, severely limiting the types of engagement activities that will be allowed. Consequently, virtual alternatives for engagement will be the default assumption.
- Consultant will facilitate/lead 1 public meeting and participate in up to 2 additional public meetings (all virtual).
- Additional meetings will be negotiated as an addendum to the Fee Proposal.
- Optional services have been included as optional costs in the Fee Proposal.

Task 2 Meetings

- Project coordination meetings (Up to 8 meetings, 90 minute max each, 3 Consultant Staff Average
- Project update conversations (Up to 8 meetings, 1 hour max each, 3 Consultant Staff Average)
- Expert conversations (Up to 4 meetings; 1 hour max each, 1 Consultant Staff typical)
- Meetings with Public Bodies (2 meetings, 1 hours each, 2 Consultant Staff max)
- Consultant Led Virtual Public meeting (1,1 meeting, 2 hours, with 4 Consultant Staff max)
- Consultant Participation in Other Virtual Public Meetings, (2 meetings max, 2 hours, 2 Consultant Staff max)

Time preparing for meetings is not included in the above meeting list.

Task 2 Deliverables

- Graphic materials for meetings
- Periodic Electronic Newsletters (up to 4)
- Web and Social Media Content and Survey Tools
- Meeting Agenda and Summary Notes (including Action Items)

Task 3: Schematic Design (30% Design)

Task 3.1 Creek Hydraulics Modeling
As a member of the Design Team, Inter-Fluve will create and run existing and proposed conditions HEC-RAS models for the creek segment. The flood flows in this area are predominately dictated by existing bridge crossings, so the addition of accessible floodplain for conveyance is not anticipated to be a design goal. Also, the limited potential floodplain area is not anticipated to have an impact on flood elevations within this or adjacent stream reaches. The HEC-RAS models will be used to confirm flood elevations, confirm no-rise, and assess changes due to proposed design elements (e.g. creek access points, overlooks, boardwalks, and walkways). Inter-Fluve will run up to three proposed conditions scenarios as a part of the 30% design. Further design iterations are anticipated to include only one proposed condition that will be updated at the outset of each design stage based on revised design plans.

Task 3.2 Stormwater Management
For stormwater management, the 30% design will involve analyzing the offsite and potential onsite stormwater flow rate, volume, and water quality requirements, and developing a series of measures for the public and private realms to meet District stormwater objectives. This approach will combine public access and private development spaces. As shown in prior District studies, these can be combined in a variety of different ways, but they are dependent upon the future use of the Site. The objective of the 30% design will be to work with the District to develop:

- Regional stormwater management: An integrated and aesthetic regional stormwater management concept near the creek corridor that builds on prior analysis and MCWD's vision for the Site. The stormwater management features will meet MCWD's stormwater treatment goals, showcase ecological and societal benefits, and be designed for expansion and connection to stormwater management of the future development.
- Future development stormwater management: A preferred and distinct set of stormwater management features will be designed for the developed areas, with emphasis on connection to the regional stormwater management amenities. This approach will provide for flexibility in the location of stormwater management practices to optimize future development opportunities.

The main objective of stormwater design will be to combine regional stormwater treatment and innovative concepts in stormwater management with public creek access and restoration along the creek corridor. Stormwater design will be incorporated from a foundation that starts with stakeholder input and the District's balanced urban ecology principals, and holistically integrated with other design disciplines. In addition to connecting Site and regional stormwater management, there is further potential to provide the developer with flexibility to adopt additional urban stormwater treatment measures in their design, increasing their potential development area while continuing to meet District objectives and regulatory requirements. The stormwater design will include a combination of aesthetic and interactive natural features and urban features to provide flexibility in location and setting that can be adjusted to accommodate development and maximize environmental and public benefits. Along with flexibility in the type and location of stormwater management practices, the Consultant recognizes the importance of designing BMPs that can be efficiently operated, maintained, and equipped with water quality monitoring capabilities.

Stormwater management planning will start with information reviews and thematic concepts, which will be carried forward to involve Task 3.3 (Design Charrette). The results of that task will inform the stormwater design and modeling for Task 3.4 (Schematic Design).

- Data Review: Prior stormwater studies will be reviewed to build upon the existing stormwater analyses including peak flow rates, runoff volumes, and water quality. The Consultant will review the District's HydroCAD model and other applicable stormwater models for the Site for integration with the innovative concepts in stormwater management.
- Criteria Review: Applicable regulatory criteria will be reviewed and documented. The Consultant recognizes that the goal of the project will exceed minimum design and regulatory standards, so the in-place regulatory framework will be used as a foundation to refine and enhance stormwater management objectives for the Site through collaboration with the District.
- Establish a Stormwater Management Theme: The Site's stormwater management will underpin public and ecological amenities of the proposed site redevelopment. Stormwater management and design will be integrated with the vegetation, restoration, creek and trail access, site interpretation, and open space concepts. Stormwater management design will translate the theme to a series of distinct features with quantifiable discharge and treatment performance standards.

Task 3.3 Design Charrette

The Consultant will host a 2-day design charrette to generate preliminary concepts for the project site. The design charrette will be an interactive, creative workshop that will allow the design team to work together with the District and other key stakeholders, including City staff, and the Developer (provided one has been selected). If a developer partner/agreement has not been selected, at the discretion of the District, the design charrette would pivot to a District-only project layout focused on only a portion of the overall site dedicated to stormwater management. At the discretion of the District, other representatives of previously identified key organizational and public stakeholders could also participate. The purpose of the charrette will be to confirm the goals and objectives and the measurement criteria for judging the fitness of alternative designs, the creation of preliminary design concepts (layouts), and the vetting of those layouts with stakeholders and later with members of the community in public meetings (see Task 2.5).

The morning of the charrette's first day will begin with a review of the Site's constraints and opportunities as discovered during the execution of previous tasks, followed by a review and refinement of the project's goals and objectives and measurement criteria. The morning session will conclude by the participants working together to define a range of up to five conceptual layouts for further study. Following a lunch break, participants will be divided into interdisciplinary design groups, one for each conceptual layout. Each design group will flesh out its concept, applying it to the Site using graphic techniques such as diagrammatic maps, artistic renderings, precedent images, and photo-simulations. At an evening session (to which the District, key stakeholders, and if desired by the District, the general public, will be invited), each design team will present its work, listen to feedback, and engage in clarifying discussions as necessary to fully comprehend the feedback being offered.

The morning of Day 2 of the charrette will begin with a synopsis of the evening's presentation and feedback of each concept, followed by a general discussion leading to the merging of the concepts into a set of three preferred conceptual layouts. The main attributes and areas of these idealized concepts will be identified, and separate interdisciplinary working groups will refine the design, character, and experience of each attribute (for example, "trails" or "creek access"). At the end of the afternoon, these design vignettes will be presented to the client team and key stakeholders attending the charrette for review and comment. The vignettes and associated comments will be used to guide the development of three Schematic Design Alternatives (30% plans).

Task 3.4 Schematic Design
The Consultant will expand and refine the three conceptual site development plans created during the Design Charrette. The Consultant will prepare cost estimates for the three alternative schematic designs (30% Plans). Meeting with the District, City, and Developer (provided a Developer has been selected), the Consultant will submit the drawings, estimates, and a Schematic Design Summary Memorandum, highlighting the findings of Task 3 and referring to previously submitted findings and documents developed as Tasks 0 through 2 for the approval by the District.

Schematic design will address stormwater management strategies, creek access and programming, pedestrian and bicycle trail connections, open space design, site access and development, including site grading, planting, interpretation, and wayfinding concepts.

Specifically, the following services and deliverables will be provided in this phase of the project:

- Develop three (3) site design alternatives with a range of alternative layouts based on the preferred Development Scenario. If a developer partner/agreement has not been selected at the time of the Design Charrette, at the discretion of the District, the schematic design would pivot to a District-only project layout focused on only a portion of the overall site dedicated to stormwater management.
- Prepare presentation graphics, including a combination of hand drawings, plan graphics, sections, elevations, 3D digital models and renderings, and precedent images
- Concepts will be reviewed with staff from the District, City, and Developer and community stakeholders, in forums described under Task 2
- Preliminary Cost estimate will be prepared for each alternative and refined for the preferred design concept
- Schematic design set and cost estimates will be reviewed with District staff for approval as a Preferred Concept. The Preferred Concept will be refined and assembled into a Schematic Design for use during public engagement meetings
    - Concepts and schematic design set will be reviewed with District Project Maintenance and Land Management staff to incorporate future maintenance needs early in the design process so that designs minimize the need for complex or specialized maintenance.
    - Concepts and schematic design set will be reviewed with District Research and Monitoring staff to incorporate future monitoring needs early in the design process.
    - Concepts and schematic design set will be reviewed with District Permitting staff to incorporate future permitting requirements early in the design process.

The stormwater management themes identified in Task 3.2 (Stormwater Management) and progressed through Task 3.3 (Design Charrette) will be modeled and designed iteratively with the schematic design process documented above. Stormwater management will be completed through execution of the following tasks:

- Review Stormwater Management Performance: Stormwater management features will be designed to provide flexibility in their type, placement, and scale, to the extent feasible based on the results of the Design Charrette. A spreadsheet model of potential stormwater features will be developed to track the relative performance of the established stormwater management features along with cost, aesthetic, ecological and O&M considerations. Performance will then be documented in a matrix for review by the District to select higher priority features.
- Integrated Design: Through an iterative design process, the location, layout, and size of the features will be refined to integrate with the ecological, recreational, and urban design elements of the Site and maintain overall stormwater quality and quantity objectives.
    - The HydroCAD model and other stormwater models will be developed to reflect the proposed design. A technical memo summarizing prior data review, regulatory requirements, performance, and hydrologic and hydraulic analysis will be prepared to document the design process and assist with regulatory approvals.
    - Site drawings and renderings will be developed to show the layout of proposed design features and estimate construction quantities. A 3D CAD model of the proposed site grading and design features will be developed to use in renderings, public/stakeholder engagement, and review. Concept level construction details and sections of major elements will be developed. A set of 30% design drawings will be prepared.
    - Construction quantities will be used to develop a concept level opinion of probable costs for the project. Quantities and unit costs will be tabulated, and unit costs developed using regional and District-supplied construction cost references.

The task and this phase of the project, concludes with the submittal of three final schematic plans and cost estimates, allowing the District, the City, and Developer to further evaluate, select (or synthesize) a layout before moving into final design. One of these layouts will allow the District to pivot to a District-only project and proceed without the involvement of the City or a Developer if a Developer has not been selected as the project moves into its next phase, final design.

Task 3 Assumptions

- The overall project cost (not including private development components), including design, capital construction, contingency and construction oversight, is anticipated to cost up to $4,330,000
- The consultant is responsible for developing a design that complies with applicable rules and regulations, including the District's rules for stormwater, wetland protection, water body crossings, and other District rules that may apply.
- The consultant is responsible for ADA and other legal compliance requirements associated with design and project specifications.

- The District, City, and Developer will assist in organizing and will participate in the Design Charrette. If a Developer has not been selected by the time of the Design Charette, the Development Advisors that have been previously used by the District, may, at the District's discretion, participate in the Design Charrette.
- The approved schematic design will be of sufficient detail to estimate costs and design fees for further phases of the project
- A topographic survey will be provided by the District
- No LOMAR/CLOMAR will be required
- "No Rise" permit condition will be achievable
- No proposed bridge or other structure modeling
- The hydraulic models will include the existing rail/ trail bridge crossing downstream of the Site
- No 2D modeling
- Survey and bathymetry will be provided by others
- Flows will be provided by the District from the District's XPSWMM model for the Creek Data provided will include 6-month, 1-year, 2-year, 10- year, 50-year and 100-year flows
- No significant creek alignment or profile changes are anticipated
- The Consultant will provide a minimum of 8 and a maximum of 12 professionals for the design charrette.

Task 3 Meetings

- 2-Day Design Charrette (8-hours/day; 8-12 Consultant Staff)
- (See Task 2 for additional public and stakeholder meetings that may occur during this task)

Time preparing for meetings is not included in the above meeting list.

Task 3 Deliverables

- Tech memo outlining the Hydraulic Modeling
- Spreadsheet model of potential stormwater features
- Design concept presentation graphics
- Cost estimates
- Three schematic design drawing packages of six drawings (plans, illustrations, diagrams, or other graphics) will be produced providing a framework for each site design alternative
- Meeting notes
- Schematic Design Summary Memorandum