

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: November 19, 2015

TITLE: Authorization to Execute Agreement with Wenck Associates for Design Services for the Minnehaha Preserve Enhancement Project

RESOLUTION NUMBER: 15-094

PREPARED BY: Michael Hayman

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TELEPHONE: 952-471-8226

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 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>Final Action at Board Meeting November 19, 2015</u>	

PURPOSE or ACTION REQUESTED:

Authorization to execute an agreement with Wenck Associates for design services for the Minnehaha Preserve Enhancement Project, consisting of vegetative restoration, trail connection from Excelsior Boulevard to the Minnehaha Preserve trail system, and dedicated trailhead parking to provide access to the Minnehaha Creek Greenway.

PROJECT/PROGRAM LOCATION:

7400 Excelsior Boulevard, St. Louis Park

PROJECT TIMELINE:

- November 19, 2015 – Authorize agreement for design services
- December 2015-February 2016 – Design development and construction documents
- March 2016 – Award construction contract
- March-June 2016 – Complete construction

PROJECT/PROGRAM COST:

Fund name and number: Capital Projects - TBD

Current budget: \$325,000

Expenditures to date: \$0

Requested amount of funding: \$39,820 (\$36,200 + 10% contingency)

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Resolutions are not final until approved by the Board and signed by the Board Secretary.**

PAST BOARD ACTIONS:

- September 26, 2013 – Adoption of a policy regarding the use of District regional stormwater management facilities for regulatory compliance (13-098)
- February 27, 2014 – Authorization to enter into agreement with Wenck Associates for stormwater/corridor feasibility analysis in the Powell Road/Meadowbrook Road area and execute a letter of understanding with Japs-Olson Company (14-014)
- May 14, 2015 – Acceptance of Japs Olson Greenway report and authorization to continue partnership development with Japs Olson Company (Board Action absent of RBA – passed 7-0)
- August 27, 2015 - Approval of permit 15-413 and authorization to enter into a cooperative agreement with Japs Olson Company and the City of St. Louis Park (15-071)

SUMMARY:

On August 27, 2015 the Board approved permit 15-413 for the Japs Olson redevelopment project and authorized the execution of a cooperative agreement with Japs Olson Company and the City of St. Louis Park for stormwater management related to the proposed redevelopment. The collaboratively developed stormwater management agreement includes a framework that:

- Optimizes Japs Olson's parking, providing regulatory required treatment for runoff from approximately 24 acres of Japs Olson's planned expansion and runoff from approximately 4 acres of non-regulatory required drainage on the former ApplianceSmart site;
- Obligates Japs Olson to convey about 3.67 acres of land on the former ApplianceSmart site, in fee, to MCWD, which through vegetative enhancement and other measures the MCWD will integrate with its contiguous restored Minnehaha Preserve properties;
- Enables Japs Olson to divert approximately 7 acres of runoff from its planned expansion to the District's planned regional facility at 325 Blake Road.

Upon execution of the stormwater management agreement and subsequent financial assurance, Japs Olson began demolition of the former ApplianceSmart site and construction of the new parking and stormwater facilities in mid-September, 2015 (Phase 1). Favorable conditions throughout the fall season provided an ideal setting to complete this level of work on an expedited timeline. The newly constructed parking lot was base-paved and the stormwater facilities were accepting rainfall by the second week in November, 2015. The final lift of asphalt will be completed in the spring of 2016 prior to the Phase 2 building construction commencing. On advice of the vegetative contractor, some of the deciduous tree plantings within the proof-of-parking areas will be completed during the spring of 2016 in expectation of more favorable conditions. The approximate 3.67-acre area of land to be conveyed to the District in fee has been stabilized and seeded with a temporary cover crop as well as seeded with a variety of native grasses and wildflowers (as suggested by District staff).

The District and Japs Olson will close on the transaction contemplated by the Purchase Agreement once, 1) the Japs Olson engineer has certified that all Phase 1 stormwater work is complete, 2) the city of St. Louis Park accepts the Meadowbrook Connection to the stormwater basin, 3) completion of the subdivision of property to be conveyed to the District has occurred.

In anticipation of spring 2016 construction, staff recommends initiation of design services to complete enhancement of the constructed basins in an effort to improve the wetland and ecologic qualities and to integrate the site into the adjacent ecologically restored area on the District property (Minnehaha Preserve). As previously contemplated by the Board, and approved during preliminary 2016 budget and work plan processes, staff is also recommending design and construction of a dedicated trail connection to Excelsior

Boulevard and associated trailhead parking. This work can be completed concurrent with the restoration work thereby minimizing site disturbance and construction costs.

The District has been working in partnership with Japs Olson and the city of St. Louis Park for over two years in anticipation of this opportunity to integrate the subject property into the Minnehaha Preserve and associated Minnehaha Creek Greenway. A detailed proposal from Wenck Associates is attached that outlines the necessary scope of work to complete this project. Staff recommends executing a contract with Wenck Associates for design and construction oversight services for an amount not to exceed \$39,820.

Wenck Associates is uniquely qualified for this project based on its history of work for the District in the urban corridor of the Minnehaha Creek sub-watershed. Specific to this site, Wenck Associates was contracted to conduct the stormwater/corridor feasibility analysis in the Powell Road/Meadowbrook Road area (Japs Olson), and recently conducted environmental analysis and remediation (construction oversight activities) on the subject property for the Japs Olson Company.

At the November 19, 2015 Board meeting staff will provide a brief presentation of the following project components:

- Japs Olson current construction progress
- MCWD concept development for vegetative restoration and trail connections
- Wenck Associates proposal for design services
- Timeline for project completion

Attachments

1. Wenck Associates proposal for design and construction oversight services

RESOLUTION

- TITLE:** **Authorization to Execute Agreement with Wenck Associates for Design Services for the Minnehaha Preserve Enhancement Project**
- WHEREAS the Minnehaha Creek corridor's water quality, channel geomorphology, habitat and public access has been negatively impacted from decades of urban development; and
- WHEREAS, the Minnehaha Creek and Lake Hiawatha Total Maximum Daily Load identifies the area between west 36th Street and Meadowbrook Lake as producing the highest pollutant loading per unit area within the subwatershed; and
- WHEREAS, the Minnehaha Creek Watershed District has identified the area between west 36th Street and Meadowbrook Lake as a priority area for capital improvements focused on stormwater management, greenspace expansion and increased recreational access; and
- WHEREAS, the MCWD has been working in this area with the Cities of St. Louis Park and Hopkins, and with other public and private partners, to implement a series of strategic initiatives to restore, enhance and connect the Minnehaha Greenway; and
- WHEREAS, the District and the City of St. Louis Park recently partnered to complete the construction of the Minnehaha Preserve, which manages over 80 acres of regional stormwater and provides public access to 30 acres of restored riparian greenspace around Minnehaha Creek between Meadowbrook Road and Louisiana Avenue;
- WHEREAS, Japs Olson Company is conducting an expansion of its facility on 30.52 acres of property it owns along Excelsior, Powell and Meadowbrook Roads in the City of St. Louis Park and the City of Hopkins, which is contiguous with the MCWD's Minnehaha Preserve project and the Powell Road regional stormwater diversion to 325 Blake Road;
- WHEREAS, on February 27, 2014 the MCWD Board of Managers authorized the execution of a non-binding Letter of Understanding with the Japs Olson Company to collaborate on planning to explore a partnership surrounding their proposed redevelopment; and
- WHEREAS, on August 27, 2015 the Board of Managers approved permit 15-413 with conditions recommended by District staff, and provision of an exception to allow a delay in treating a portion of Phase 2 runoff; and
- WHEREAS, on August 27, 2015, consistent with the previous Letter of Understanding, the MCWD authorized execution of a stormwater management agreement with Japs Olson Company and the City of St. Louis Park that:
- Optimizes Japs Olson's parking, providing regulatory required treatment for runoff from approximately 24 acres of Japs Olson's planned expansion and runoff from approximately 4 acres of non-regulatory required drainage on the ApplianceSmart site;
 - Obligates Japs Olson to convey about 3.67 acres of land on the former ApplianceSmart site, in fee, to MCWD, which through vegetative enhancement and other measures the MCWD will integrate with its contiguous restored Minnehaha Preserve properties;
 - Enables Japs Olson to divert approximately 7 acres of runoff from its planned expansion to the District's planned regional facility at 325 Blake Road.
- WHEREAS, on certification by the Japs Olson engineer that all Phase 1 stormwater work is complete, acceptance of the Meadowbrook Connection to the stormwater basin by city of St. Louis Park, and completion of the subdivision of property to be conveyed to the District, the District and Japs Olson will close on the transaction contemplated by the Purchase Agreement and pursuant to the terms thereof;

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WHEREAS, upon conveyance of the approximate 3.67 acres the District endeavors to complete enhancement of the basin design to improve its wetland and ecologic qualities, integrate the site into the adjacent ecologically restored area on the District property (Minnehaha Preserve), and construct a trail connection to Excelsior Boulevard and associated dedicated trailhead parking for the Minnehaha Creek Greenway;

WHEREAS, Wenck Associates is uniquely qualified for this project based on its history of work for the District in the urban corridor of the Minnehaha Creek sub-watershed, including the Powell Road/Meadowbrook Road stormwater feasibility analysis, and recently conducted environmental analysis and remediation oversight on the subject property for the Japs Olson Company;

THEREFORE BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract with Wenck Associates for design and construction oversight services for the Minnehaha Preserve Enhancement Project for an amount not to exceed \$39,820.

Resolution Number 15-094 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____

Proposal



Responsive partner.
Exceptional outcomes.

To: Michael Hayman, *Planner & Project Manager*
Minnehaha Creek Watershed District

From: Chris Meehan and Mark Schroeder, Wenck Associates, Inc.

Date: November 13, 2015

Subject: Minnehaha Preserve Enhancement Project: Trail Connection and Parking Lot

Scope of Work

Wenck Associates, Inc. (Wenck) is pleased to submit a scope of work and schedule to develop plans and implement improvements for the proposed parking lot and trail connection to the existing Minnehaha Preserve boardwalk and trail system near Meadowbrook Road and Excelsior Boulevard in St. Louis Park. The Japs-Olson Company is currently constructing a parking lot addition for their facility near this area and recently transferred property to Minnehaha Creek Watershed District on the east and north side of the parking lot addition. The District is proposing to use this transferred property to potentially add a separate trail head parking lot and trail connection to the Minnehaha Preserve trail/boardwalk system. The trail/boardwalk is anticipated to be approximately 700 to 800 feet in length (boardwalk about 50 to 100 feet in length) and parking lot about 10 stalls. Wenck Associates, Inc. proposes the following tasks to complete the project.

- Task 1.0 Preliminary Alignment Review and Site Investigation
- Task 2.0 Supplemental Site Survey
- Task 3.0 Schematic Design
- Task 4.0 Design Development
- Task 5.0 Construction Documents
- Task 6.0 Project Bidding/Award
- Task 7.0 Limited Construction Administration
- Task 8.0 As-Built/Record Documentation

A detail description for each of the above tasks is provided below.

Task 1.0 Preliminary Alignment Review and Site Investigation

Wenck will review the preliminary trail alignment/concept developed by Hart-Howerton to evaluate grading and disturbance area. Wenck will then conduct an onsite walkthrough with MCWD staff and Hart-Howerton to review the alignment and determine any adjustments to connect to the existing boardwalk system. During the site visit Wenck will also identify trees that need to be protected or removed based on the proposed alignment with input from MCWD staff.

Objectives:

- Review trail alignment developed by Hart-Howerton
- Conduct onsite walkthrough to review proposed alignment and field adjust
- Identify trees to be protected and removed w/ input from MCWD Staff

Deliverables and meetings: N/A

Task 2.0 Supplemental Site Survey

A supplemental topographic survey will be conducted by Wenck to gather additional topography and site features as needed.

Objectives:

- Supplemental site topo, select tree locations, and other existing site features
- Import base map/GIS info
- Create existing conditions drawing from existing survey data from the Japs-Olson Parking Lot Addition, Minnehaha Preserve Trails Initiative project, and supplemental site survey

Deliverables and meetings: N/A

Task 3.0 Schematic Design

Wenck will provide feasible improvement options for the parking lot, trail, and boardwalk, along with estimated option costs that will be discussed and narrowed during the schematic design meeting with MCWD Staff.

Objectives:

- Develop trail and parking lot options
 - Parking lot pavement section and layout options
 - Bituminous trail pavement section and alignment options
 - Boardwalk alignment options
- Prepare schematic design phase cost estimate
- Schematic design meeting with MCWD

Deliverables and meetings:

- Electronic copy of design option figures (D)
- Schematic design option cost estimate (D)
- One (1) schematic design meeting (M)

Task 4.0 Design Development

Wenck will begin the detailed 70% draft plan design to further quantify the construction costs and identify more specific design and layouts. In addition to design, this phase will initiate assembling the project specifications and provide technical assistance to MCWD for permitting.

Objectives:

- Site Design
 - Parking lot design
 - Trail design
 - Boardwalk design
 - Landscape design (completed by MCWD staff, incorporated by Wenck into the plan set)
 - Calculate material quantities
 - Preliminary development of specifications
 - Preliminary erosion and sediment control plans
 - Preliminary signage and striping plans
- 70% design cost estimate
- Electronic copy of plans and cost estimate to MCWD for review
- MCWD plan and cost estimate review period
- Meet with MCWD to review 70% design draft

Deliverables and meetings:

- Draft design development plan set & cost estimate (1 electronic set) (D)
- Draft design development redlines from MCWD (R)
- Draft design development meeting with MCWD (M)

Task 5.0 Construction Documents

Following the 70% draft plan design and receiving feedback from MCWD, we will continue with final design. This phase comprises final permit comments and incorporating them into the contract documents, final design details, completing specifications, preparing the construction SWPPP, completing a cost estimate and a review of project documents by MCWD Staff.

Objectives:

- Make final revisions and add final notes to plans:
 - Parking lot design
 - Boardwalk design
 - Trail design

- Landscape design (completed by MCWD staff, incorporated by Wenck into the plan set)
- Calculate material quantities
- Details
- Erosion and sediment control plans
- Signage and striping plans
- Make final revisions to specifications
- Submit updated documents to permitting agencies as necessary
- Final engineer's estimate
- Final submittal to MCWD for comments
- Final comment revisions
- Complete construction SWPPP

Deliverables and meetings:

- 95% design plans and specifications for review (1 electronic set) (D)
- 95% design plan and specification redlines from MCWD (R)
- Final contract documents (D)
- Final supporting permit documents, as necessary (D)
- Ad for bid (D)

Task 6.0 Project Bidding/Award

Wenck will be readily available to field calls from prospective bidders to answer questions regarding the project plans and specifications. We will also prepare addendum(s) to address any issues in the contract documents. Wenck will then open the bids with Minnehaha Creek Watershed District Staff, tabulate the bids, and make a recommendation on the results.

Objectives:

- Address bidding questions
- Prepare addendum(s)
- Open and evaluate bids and make recommendation

Deliverables and meetings:

- Pre-bid meeting (M)
- Bid opening (M)
- Tabulate bids, analyze and make recommendation (D)

Task 7.0 Limited Construction Administration

For this phase, Wenck will provide a part-time limited construction observer who will conduct the critical/milestone inspections, coordinate staking, communicate with the project manager and MCWD, measure and track contract quantities, and coordinate independent

materials testing. The remainder of the project team will be available for project support. Wenck will also assist with administration of contract documents as required, punch list walk through and list, final payment, and project close-out documents. It is assumed MCWD staff will lead the weekly construction meetings and the Wenck project manager will attend four of these. Prior to construction, Wenck will coordinate and conduct a field walkthrough with the MCWD Staff and collect a photo inventory of existing conditions.

Objectives:

- Preliminary walkthrough and existing conditions photos
- Preconstruction meeting
- Coordinate independent material testing
- Submittal/shop drawing review
- Construction staking
- Construction administration
- Construction observation and project documentation

Deliverable and Meetings:

- Coordinate and conduct field walkthrough and photo inventory (M)
- Pre-construction meeting (M)
- Four (4) Weekly construction meetings (M)
- Assist with punch list walk through and list (M)(D)

Task 8.0 As-Built/Record Documentation

Following construction, Wenck will complete record drawings of the constructed product in a timely fashion, submit to the MCWD for review, and submit final documents.

Objectives:

- Record plan survey
- Draft record plans
- Submit draft record plans
- Final record plans
- Submit final record plans

Deliverable and Meetings:

- Draft Record Plans (D)
- Final Record Plans (D)

Proposal Assumptions:

- Wenck assumes there will be no geotechnical investigation for the proposed trail project. Recent soil borings from the Japs-Olson parking lot addition and Boardwalk design project will be utilized. If the Project Team determines that soil borings will

be necessary after further site investigation, Wenck can coordinate/conduct the soil boring investigation for an additional fee.

- Wenck assumes there will be no wetland delineation required and recent wetland delineation will be utilized.
- Wenck assumes recent site surveys for the Japs-Olson Parking Lot Addition and Minnehaha Preserve Trails Initiative projects will be available to develop an existing conditions drawing.
- Wenck assumes no parking lot or trail lighting will be provided. If lighting is required, Wenck can provide electrical design services for an additional fee.
- Wenck assumes MCWD staff will provide landscaping design direction. Wenck will transfer MCWD landscape design to the project design drawings in CAD.
- Wenck assumes the proposed boardwalk design will match the existing boardwalk.
- Wenck assumes access easements have been acquired by MCWD on Japs-Olson property for the proposed parking lot.
- Wenck assumes MCWD will develop all meeting agendas and minutes.
- Wenck assumes MCWD will contact the City of St. Louis Park and Japs-Olson as required to coordinate project design and construction.
- Wenck assumes MCWD will complete all necessary permitting applications and coordinate with each applicable agency.
- Wenck assumes MCWD will be lead project manager for construction administration. Wenck assumes MCWD will handle field orders, change orders, and run weekly construction meetings.
- Wenck assumes four (4) half day survey construction staking site visits.
- Wenck assumes independent material testing will be paid for by MCWD

Table 1. Wenck Scope of Work for Japs-Olson Trail Connection and Parking Lot

Scope of Work	Fee Estimate
Task 1.0 Preliminary Alignment Review and Site Investigation	\$1,000
Task 2.0 Supplemental Site Survey	\$1,600
Task 3.0 Schematic Design	\$3,600
Task 4.0 Design Development	\$6,000
Task 5.0 Construction Documents	\$9,700
Task 6.0 Project Bidding/Award	\$1,600
Task 7.0 Construction Administration	\$10,700
Task 8.0 As-Built/Record Documentation	\$2,000
TOTAL =	\$36,200

The total cost above includes all reimbursable expenses including mileage, printing, and equipment rental costs.

Schedule

Wenck anticipates the following schedule for design and construction:

- Task 1.0 Preliminary Alignment Review and Site Investigation
 - Complete by Mid-December 2015
- Task 2.0 Supplemental Site Survey
 - Complete by Mid-December 2015
- Task 3.0 Schematic Design
 - Complete by End of December 2015
- Task 4.0 Design Development
 - Complete by Mid-January 2016
- Task 5.0 Construction Documents
 - Complete by End of January 2016
- Task 6.0 Project Bidding/Award
 - Bid Opening by End of February 2016
 - Construction Authorization by Mid-March 2016
- Task 7.0 Limited Construction Administration
 - Start Construction by Mid/End of March 2016
- Task 8.0 As-Built/Record Documentation
 - Complete by End of June 2016