

November 22, 2023

Bill Delaney
Senior Planner, Long Range and Parks
City of Shakopee
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Shakopee, MN 55379
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RE: Scenic Heights Park Pickleball Courts, Shakopee, MN

Dear Bill,

We are pleased to submit this proposal for design services for the above referenced project. Per the emails from you on November 9th, 2023, and our phone discussion on November 10th, 2023, it is our understanding that the project scope involves the construction of four pickleball courts at Scenic Heights Park. The layout and location of the new courts is to be similar in nature to what is shown in the City's Scenic Heights Master Plan dated January 2021.

SCOPE OF SERVICES

We propose to provide the following services:

1. Existing Conditions Survey Updates

- a. One trip to survey the recently constructed fitness pad area only and incorporate the new linework into a survey CAD file provided by the City.
- b. Within 90 days of the bid posting date per State statute, facilitate and complete a Gopher State One Call utility locate for maps only within the project area for the purpose of updating the private utility linework shown in the survey CAD file.

2. Preliminary Design

- a. One site visit to review existing conditions.
- b. Develop preliminary site/dimension plan, grading and drainage plan, erosion and sediment control plan, and details (court layout/stripping, fencing, pavement section, City standard detail plates) for the proposed improvements for City review.
- c. Prepare a preliminary engineer's estimate.
- d. Project coordination with City staff.
- e. Attend up to one design/coordination meeting with City staff.

3. Final Design

- a. Based on the City's review comments, prepare final construction plans and specifications for final City review and bidding.
- b. Update engineer's estimate.
- c. Project coordination with City staff.
- d. Attend up to one design/coordination meeting with City staff.

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4. Stormwater Management Design

- a. Design onsite stormwater treatment BMP for the new impervious area (>5,000 sf) for providing rate control, volume control, and water quality in accordance with the City's stormwater management design requirements.
- b. It is our understanding the City would like to increase the overall size of the new onsite BMP for the purposes of providing treatment for the other recent improvements as well as future improvements at the park. City staff will provide guidance regarding sizing related to the future improvements. After a cursory review of the topography of the site, we anticipate the need for multiple BMPs to appropriately capture and provide treatment of runoff from both the existing improvements and future improvements. If the design work for multiple BMPs is to be included in the project scope, additional fee will be required.
- c. Prepare a stormwater narrative documenting the design.
- d. Prepare a SWPPP, if required based on a total area of disturbance exceeding 1 acre.

5. Bid Administration

Includes up to 8 hours for performing the following tasks:

- a. Post bid documents on QuestCDN.
- b. Answer bidder's questions.
- c. Prepare addendums, if needed.
- d. Attend bid opening.
- e. Review bids and provide recommendation for award.

6. Construction Administration

It is our understanding City staff will lead the construction administration effort. Our scope includes up to 45 hours for performing the following tasks:

- a. Assist City staff with communications/coordination with the Contractor.
- b. Attend preconstruction meeting, includes preparing an agenda and minutes.
- c. Attend up to three (3) onsite construction meetings/site visits (attendance at weekly construction meetings is assumed to not be required).
- d. Review shop drawings.
- e. Prepare change orders, if needed.
- f. Prepare Contractor pay requests.
- g. One site walk-through and preparation of one punchlist following substantial completion.
- h. Prepare record drawings based on field measurements supplied by the Contractor.
- i. Assist City with project closeout.

7. Construction Observation

- a. Our scope includes up to 60 hours of partial-time construction observation (assumes up to 15 separate trips).
 - i. We typically recommend to our clients a minimum of 20 hours per week of onsite observation ("half-time"). However, it is our understanding City staff will provide additional construction observation to reduce the overall fee. Additional observation time can be provided as an additional service upon request.

- ii. HTPO's observation time will include being present during roll testing of the court subgrade. It is our understanding the underlying soils consist of mostly sand thereby reducing the need for additional compaction/density testing of the subgrade. Also, based on the overall size of the proposed courts, we anticipate the quantities of the concrete and bituminous to be less than the minimums that typically require material testing. If it is determined this additional testing is warranted, the testing will be provided by the City's geotechnical engineer.

ASSUMPTIONS

- Hiring of a private utility locator is not required, and therefore not included in our proposal.
- Location of underground utilities will not include pot-holing or other means such as ground penetrating equipment.
- One round of City review comments following each of the two design submittals as described above.
- Inclusion of alternates in the construction documents is not included.
- Funding for constructing the improvements will be fully by the City.
- Design of a plaza/gathering space will be limited to an open pavement area located between two of the new courts.
- Additional court amenities such as benches, tables, trash bins, and shade structures if included in the construction documents are to be based on City standard specifications. Additional design and research of these types of amenities are not included in the project scope.
- Design and installation of a drinking fountain or other site utilities are not included as part of the proposed improvements.
- Lighting for the new courts is not included as part of the proposed improvements.
- Project specifications will be based on the City's standard specifications.
- Per the under the Lower Minnesota River Watershed District (LMRWD) rules, a LMRWD permit is not required based on the following: less than one acre of disturbance, less than one acre of added impervious, and the project location is not within a High Value Resources Area nor within a Steep Slopes area per the District's online mapping and is outside of any known floodplain/floodway area per FEMA's online mapping.
- Submitting City permit applications are to be the responsibility of the Contractor prior to the start of construction.
- Submitting the online MPCA stormwater permit (NPDES) application is to be the responsibility of the Contractor prior to the start of construction, if required based on a total area of disturbance exceeding 1 acre.
- Any required permit applications fees will be paid by the City or the Contractor.
- There are no onsite or adjacent wetlands, therefore wetland delineation is not needed and therefore not included in our proposal.
- Geotechnical services including soil borings, infiltration testing, and materials testing during construction will be contracted by the City separately.
- Attendance at a neighborhood meeting is not required.
- Developing presentation materials/exhibits for City board and/or neighborhood meetings is not included.
- Attendance at a pre-bid meeting is not included.
- Preparation of Contractor's contract will be by the City.
- Construction surveying/staking will be the Contractor's responsibility.

SCHEDULE

Upon receipt of a signed contract or written authorization to proceed, we will begin the work. It is our understanding the City plans to bid this project in late Winter 2024 for Spring 2024 construction. The final bidding date will be dependent on the authorization to proceed date, the City's review periods of the design documents, and the permitting agencies review periods. We assume a total of 12 weeks of construction. This timeframe includes the 30-day curing time required for the bituminous pavement prior to placement of the court surfacing material.

COMPENSATION

Compensation for those items described in the Scope of Services above will be invoiced on an hourly basis per our standard hourly rates in the year the services are performed to a total Not-To-Exceed (NTE) as follows. Estimated reimbursable expenses are included in our total fee.

<u>Scope of Services</u>	<u>NTE Fee</u>
1. Existing Conditions Survey Updates	\$ 1,500
2. Preliminary Design	\$ 9,300
3. Final Design	\$ 7,600
4. Stormwater Management Design	\$ 6,500
5. Bid Administration	\$ 1,500
6. Construction Administration	\$ 7,500
7. Construction Observation	<u>\$ 8,300</u>
Total NTE FEE	\$ 42,200

REIMBURSABLE EXPENSES, ADDITIONAL SERVICES AND PAYMENTS

Customary reimbursable expenses (parking, printing, postage, courier service, travel, and other out of house services) are passed directly onto you at cost.

Additional Services, if requested, will be billed at our standard hourly rates for the year in which they are performed. We will keep you informed of our work progress and the above fee estimate will not be exceeded without prior approval from the City.

We invoice our services monthly payable within 30 days.

CONCLUSION

If there are any items that you would like to add or delete to the scope of services, please let us know before we begin and we will make the necessary adjustments to this proposal. This proposal will be valid for sixty (60) days.

We appreciate this opportunity to be a resource to you and we look forward to the possibility of working with you on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

HANSEN THORP PELLINEN OLSON, INC.



Dan Sjoldal, PLA
Landscape Architect



Adam Pawelk, PE
Project Manager | Vice President