

March 13, 2024

Bill Delaney
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City of Shakopee
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Shakopee, MN 55379
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RE: Killarney Hills Park, 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 February 23 and March 5, 2024, it is our understanding that the project scope involves the preparation of construction documents for a new park construction including concrete pathways, play equipment, container curbing and miscellaneous amenity pads throughout the park space. The layout and location of the site plan is to be similar in nature to what is shown in the City's Killarney Hills Park Concept Plan dated December 29, 2023.

We understand that the sidewalk layout will include connections to the Sharon Parkway with ADA pedestrian ramps at the southern tip of the park and at the northwest corner of the property terminating into the existing street. An existing sidewalk has been recently constructed along the west side of Tyrone Drive and will be the connection point for the park at the intersection of Sharon Pkwy. Additionally, we anticipate the majority of trees along the existing right-of-way and boulevard will be protected in place if feasible. The park will include a landform area to berm and balance earthwork based on the other proposed improvements.

SCOPE OF SERVICES

We propose to provide the following services:

1. EXISTING CONDITIONS SURVEY

Topographic survey of the park limits (approximate area = ~5.0 acres) including the following items:

- a. Structures, edge and center of roads, ground surfaces (bituminous, concrete, gravel, grass, etc.), curbs (flow lines, toe and top), all trees, vegetation/shrub lines, landscaping features, fences, signs, poles, exposed utilities, manholes, catch basins, hydrants, and other fixed objects within the survey limits.
- b. Facilitate and complete a Gopher State One Call utility locate, including marking locate areas in white paint/flags per GSOC requirements.
- c. Survey and denote all marked utility lines and incorporate any utility maps/plans provided under the GSOC locate request.
- d. Incorporate existing right of way and easement data provided by City into the survey drawing.

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ASSUMPTIONS

- Deliverable of the existing conditions survey will include an AutoCAD file for design purposes.
- Inverts of sewers will not be measured, and there are no known storm or sanitary sewer structures within the project limits.
- 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.
- Adjacent subdivision plats will be available online from Scott County free of charge.
- Preparation of Temporary Construction Easements and Permanent Easements is not included.
- The City will be responsible for obtaining temporary access agreements from the adjacent property owners if required. The City will also be responsible for all communications with the adjacent property owners.

2. CONSTRUCTION DOCUMENTS

- a. One site visit to review existing conditions.
- b. Develop site/dimension plan, grading and drainage plan, enlarged playground detail plan, landscape plan, erosion and sediment control plan, SWPPP, and construction details for the proposed improvements for City review.
- c. Prepare an engineer's estimate.
- d. Project coordination with City staff.
- e. Preparation of specifications including special provisions and City's standard specifications for bidding purposes.
- f. Provide coordination with Xcel for proposed project modifications and limitations under transmission lines and within existing easement area.
- g. Attend up to one design/coordination meeting with City staff.
- h. Based on the City's review comments, update final construction plans and specifications for final City approval and bidding.

ASSUMPTIONS

- General layout of park will be based on the concept provided by the City dated December 29, 2023.
- Playground equipment has been selected and is shown on the concept layout. Any additional structures added will be placed based on City layout coordination. Substantial modifications to the overall layout will justify additional fees.
- Surfacing within the playground area will be a loose material of the City's choosing, including a subgrade drainage system with draitile outletting at grade along the adjacent slope.
- Selection of and specifications for park amenities including grills, ash bins, trash receptacles, picnic tables, and benches will be provided by the City.
- If required, stormwater management will be provided with a basic infiltration basin downstream of the play area with no piped outlets.
- Assumes no additional traffic safety plan is required based on limited existing infrastructure adjacent to the park.
- One round of City review comments following a final design submittal as described above.
- Inclusion of alternates in the construction documents is not included.

- Lighting and irrigation are not included in 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 for Rule D (Stormwater Management) based on the following: 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.
- Area of disturbance may exceed one acre; therefore, preparation of Stormwater Pollution Prevention Plan (SWPPP) is included.
- 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.

3. 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.

4. CONSTRUCTION ADMINISTRATION

- a. Provide 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 final site walk-through and preparation of one punchlist following substantial completion.
- h. Assist City with project closeout.

ASSUMPTIONS

- 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.
- Preparation of Contractor's contract will be by the City.
- Construction surveying/staking will be the Contractor's responsibility.

5. CONSTRUCTION OBSERVATION

- a. Our scope includes up to 80 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 may 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 preparation of the playground subgrade and drainage system installation.

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 Spring 2024 for Summer 2024 construction. We will complete the survey and preparation of bid documents within 6 weeks of receiving notice to proceed, with a targeted bid package release date of May 2, 2024, a 3-week bidding period, and City Council approval of the bids on June 4, 2024. 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. Additionally, we assume a total of 8 weeks of construction.

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	\$ 5,000
2. Construction Documents	\$ 25,700
3. Bid Administration	\$ 2,000
4. Construction Administration	\$ 7,400
5. Construction Observation	<u>\$ 9,500</u>
Total NTE FEE	\$ 49,600

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 Sjordal, PLA
Landscape Architect



Aaron Carrell, PE
President