

September 9, 2020

PeggySue Imihy, AICP Candidate
Senior Planner
485 Gorman Street
Shakopee, MN 55379

RE: Windermere Community Park Master Plan

Ms. Imihy,

The Confluence Team is pleased to submit our proposal to provide Design and Construction Drawings for the proposed community park in the Windermere Development. We will work with the City to develop an innovative and cost-effective master plan and design that works with stakeholder groups, residents, and city staff.

The following outlines our proposed Scope of Services for:

Re: An Agreement for the Provision of Professional Services for Windermere Community Park Master Plan:

Confluence, hereinafter referred to as the Consultant, subject to the approval and acceptance of this agreement by the City of Shakopee, hereinafter referred to as the Client, agrees to provide Professional Services to the Client as set forth below:

- A. PROJECT NAME: Shakopee Parks – Windermere Community Park Master Plan
- B. PROJECT DESCRIPTION: Provide the Client Landscape Architectural services for Master Planning the Community Park at Windermere. Windermere Park preliminary design will be based on recommendations and input from the Parks and Trail System Master Plan and will address the following key elements and expected outcomes:
- Connection to larger trail and park network.
 - Programming needs of the larger city and community.
 - Permit implications, grant opportunities, and potential partnerships will be explored and analyzed.
 - Sites unique features including topography, viewsheds, existing vegetation and location in the City.
 - Meet the city's current budget and/ or provide a phasing plan for additional amenities that may be included later.
 - Balance of play features.

This is a comprehensive project and the fee submitted below will reflect the various tasks identified with the development of the master plan and schematic design plans. Confluence is not including other team sub-consultants at this time but will work with the city to include as needed.

TASK 1: PROJECT START-UP AND ENGAGEMENT:

1.1. Data Gathering and Base Mapping

- 1.1.1 Gather all relevant base data which is currently available or obtainable in readily usable electronic CAD, GIS or PDF format.
 - 1.1.1.1 Existing topography and survey data.
 - 1.1.1.2 Existing utility information for planning and analysis.
 - 1.1.1.3 Existing property owners and parcel information, including stormwater facilities and any easements.
 - 1.1.1.4 Boundary and topo information provided by city.
 - 1.1.1.6 Proposed development plans, street design, and digital linework.

1.2 Stakeholder Input and Community Engagement

- 1.2.1 Engage stakeholders to provide direction for park goals and desired features. Stakeholders defined and organized by city. Up to (3) stakeholder meetings anticipated including adjacent residents, developers, surrounding businesses, etc. City staff will coordinate and include Confluence as necessary
- 1.2.2 Prepare a comprehensive site analysis to identify potential issues and opportunities the site presents.
- 1.2.3 Coordinate and support public engagement efforts and findings led by City staff. Provide graphics, precedents, and input on public engagement materials
- 1.2.4 Two engagement meetings during the master planning phase are anticipated:
 - Initial data gathering phase to collect ideas, identify resident and stakeholder needs, concerns, and opportunities
 - Open house style format to evaluate the 2 alternative concepts and test ideas with the public. Final alternate will be based on feedback from this engagement.

TASK 2: MASTER PLANNING

2.1. Park Master Planning

- 2.1.1. Advance one concept from the Park System Master Plan and multiple options for specific facilities and programming opportunities in order to visual the long-term development of Windermere Community Park.
- 2.1.2. Work with Client and stakeholders to define needs such as, but not limited to:
 - Site programming
 - Site access, circulation, and parking
 - Site landscape design and sustainable opportunities
 - Site hardscape, furnishings, structures, and lighting
 - Site gathering and performance areas and structures
 - Amenity and activity areas such as recreation, passive areas, and structures.
- 2.1.3. Prepare multiple design drawings showing location of all site elements, structures, materials, amenities, hardscape, landscape, walkways, parking, and lighting.

2.1.4. Provide detailed renderings and precedent imagery as necessary to communicate key ideas and park features.

2.1.5. Work with the Owner to identify the preferred concept to define further in perspective renderings and models.

2.1.6. Consultant will provide the Owner with probable cost opinion of preferred design alternate.

2.1.7. Meetings and coordination with the Owner, as needed.

3. TASK 3: SCHEMATIC DESIGN DRAWINGS

3.1. Preliminary Concept Design

3.1.1. Provide 30% plans for implementation including the following anticipated deliverables. 30% CAD based plans to be used as the base for Final Design. One round of revisions will respond to staff comments and edits. Anticipated plan sheets include the following:

- AutoCAD based Preliminary Layout Plans with road and trail alignments, amenity features, locations, and general sizing.
- Rendered Layout Plan and perspective renderings (up to 3).
- Preliminary Landscape Plans – showing major planting palettes and approaches
- Playground feature general layout
- Phasing Plan – implementation schedule for all site components, potential permits, etc..
- Opinion of Cost for preferred design.

WORK PLAN AND PROPOSED SCHEDULE

Based upon the proposed work plan, we propose the following schedule for the Windermere Community Park Master Plan.

Ultimately, the ability to complete the process as outlined is dependent on staff review time, the ability to schedule necessary meetings in a timely fashion, and weather. Proposed general schedule milestones include:

- Oct. 23 – kickoff meeting
- Nov. 24 - base map and data collection completed
- Dec. – initial community engagement, surveys, etc.
- Jan. 31 – 2 initial concept designs
- Feb. – secondary community engagement – open house format
- March 15 – refinement of preferred concept
- April 30 – final master plan and 30% design documents

Your involvement and interaction with our team during the planning process will be a key to the eventual success of this project. Following each meeting, minutes will be distributed which document discussion points, decisions made and action items as well as those assigned to specific tasks. This will prevent “revisiting” decisions already made so progress is not stalled. Our team is immediately available to commit the necessary time and resources to your project in order to deliver master plan, graphics, and schematic design drawings for the community park at Windermere.

FEES AND EXPENSES:

Fees and expenses are presented below as part of the design and implementation effort. Fees are based upon a Lump Sum not to exceed cost.

1. We propose to perform the services described in Task 1: Scope of Services: Project Start Up and Engagement, on an Hourly, Not to Exceed basis. \$7,000
 2. We propose to perform the services described in Task 2: Scope of Services: Master Planning, on an Hourly, Not to Exceed basis. \$12,000
 3. We propose to perform the services described in Task 3: Scope of Services: Schematic Design Drawings, on an Hourly, Not to Exceed basis. \$12,500
- Sub-Total: \$31,500
4. Reimbursable expenses and hourly rates are identified in the attached schedule and will be billed on a Not to Exceed basis. \$950
 5. If the project is suspended for more than three (3) months, or abandoned in whole or in part, this firm shall be paid their compensation for services performed prior to receipt of written notice from the Owner of such suspension or abandonment, together with reimbursable expenses then due and all terminal expenses resulting from such suspension or abandonment.

EXCLUSIONS:

1. Final drainage, grading, and utility work.
2. Final Stormwater permitting and SWPPP.
3. Survey and wetland delineations
4. Soil borings and geotechnical analysis.
5. Final Civil Design.
6. Design of above ground structures requiring Structural Engineer.
7. Electrical design.
8. Final vehicular road and paved trail design details – plan and profiles
9. Final feature design including playgrounds or other specialty amenities

TIME OF PERFORMANCE:

1. We propose to process this work in a timely and expeditious manner to meet the scheduled outline in the previous section.

EXTRA WORK AND CONTINUATION OF SERVICES:

1. If, during the progress or upon completion of the work outline in the Scope of Services in this agreement, the City finds it desirable or necessary to cause this Consultant to perform additional services other than those outlined in the Scope of Services, the hourly schedule and reimbursable expense schedule may apply, or a project fee may be negotiated. See attached Schedule for rates.

SUCCESSOR'S AND ASSIGNMENT:

1. The City and this firm each bind itself, partners, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such other party in respect of all covenants of this agreement.

CONTRACT CONFORMANCE:

1. If there is a conflict between this document and the agreement between the Landscape Architect and the City, the Landscape Architect's agreement with the City shall govern.

FORM OF AGREEMENT:

1. The return of one (1) copy, signed and dated in the spaces provided, will constitute your acceptance of this proposal and provide authority for proceeding to accomplish this work.

Sincerely,
Confluence

Offered by:
Confluence

Accepted by:
City of Shakopee



9/9/2020

(signature)

(date)

Brad Aldrich, Associate Principal

(printed name/title)

(signature)

(date)

(printed name/title)