



September 8, 2021

Honorable Mayor and City Council
c/o, Kathy Laur, City Administrator
City of Tonka Bay
4901 Manitou Road
Tonka Bay, MN 55331

Re: Proposal to Provide Professional Services for Manitou Park Ballfield Final Design
City of Tonka Bay, MN

Dear Mayor and Council:

WSB is pleased to present this proposal to the City of Tonka Bay to provide professional services related to final design services for ballfield improvements at Manitou Park. WSB's Landscape Architecture team has extensive experience with planning and design of recreational fields throughout the region and will lead the design efforts for this project. Our project understanding, scope of work, and proposed fee is listed below.

PROJECT UNDERSTANDING

The City of Tonka Bay is interested in constructing a new 200' dual purpose ballfield at Manitou Park. WSB will provide final design and limited support with contract administration for a new ballfield utilizing common topsoil / non-engineered soils with irrigation. The Owner will, as a separate project, remove/relocate dasher boards, warming house, and other existing amenities to be salvaged. The extent of implementation within this phase will be completed within the project budget identified in the Manitou Park Concept Plan. To complete the project, we propose the following scope of services.

PROJECT APPROACH/SCOPE OF SERVICES

WSB's project scope and proposed tasks are based on our understanding of the project and we propose the following scope of services:

1. Project Management

This task includes planning and coordination of all work tasks, establishment and monitoring of budgets, meetings, and correspondence with the City and other agencies. The City Engineer will provide technical direction on all aspects of the project and keep the City informed of the project progress.

2. Project Focus Meeting

The general purpose of the focus meeting is to confirm key individuals, and staff members who will be involved in the project or have information that will affect the project, and review and discuss the issues and concerns related to this project.

- a. Wetland Delineation: WSB will complete a field wetland delineation within the project parcel. A delineation report will be developed based on the results of

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN 55416 | 763.541.4800 | WSBENG.COM

the field delineation and submitted to Minnehaha Creek Watershed District and the US Army Corps of Engineers for review and approval. If requested, WSB will attend an agency field review of the wetland boundaries.

- b. Site Visit: WSB will also visit the site separately to photograph and assess the existing conditions of the park property.
- c. Basemapping: WSB will utilize the existing topographic survey for the project area along with readily available site data from the City for a basis of design.

3. Design Development

This shall include preparing written text, plans, photos, product info, and other drawings necessary to describe the design, materials, colors, textures in sufficient detail to convey the appearance and function of the proposed improvements. Upon completion of this task, a review meeting with city staff will be conducted to review the following.

- a. This includes the review and use of appropriate design standards and preparation of design development drawings. The drawings include basic site layout, landscaping, grading, removal plans, site utility plans, site lighting plans, and details as required. Outline specifications, including general and technical sections, will be prepared. The bid form outline will be prepared and used to estimate construction costs.
- b. An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the Owner shall, if necessary, determine which of the improvements shall be included in the final phase of design (Construction Documents).

4. Construction Documents

Once the design options are fully explored and selected through paragraph 3b above, WSB will prepare final Construction Documents for the improvements as approved by the Owner. These documents shall include plans, details, and specifications in sufficient detail for the Owner to pursue competitive bids for the construction of the improvements. A meeting will be held with city staff to review 90% plans and cost estimate. Specific scope of work for this task will include:

- c. Construction Plans including:
 - i. Title Sheet
 - ii. Site Removals Plan
 - iii. Site Layout Plan
 - iv. Site Grading Plan
 - Erosion control and site SWPPP plans as necessary
 - Onsite soils are assumed to be free of hazardous materials.
 - Spot elevations for key finished grade elements
 - ADA grading design of sidewalks and other site facilities as appropriate for this phase of the project.
 - Field drainage and/or draintile
 - v. Water Resources
 - It is currently anticipated that the Watershed will require a permit for Erosion Control, Stormwater Management and Wetland Projection. We will prepare a stormwater management plan and document how the rules of the District

are met for the project, along with the implementation of the necessary BMP's.

- o The newly constructed impervious surfaces will either be designed as disconnected impervious surfaces or treatment credit will be obtained by expanding the raingarden constructed with the Parking Lot Improvements. Project will require establishment of wetland buffers on delineated wetlands downgradient of newly constructed or reconstructed impervious surfaces.
- vi. Miscellaneous Site Construction Details
- d. Prepare Specifications including incorporating the City's standard Front End and design Technical Sections.
- e. Include an irrigation performance spec for ballfield improvements
- f. Prepare Final Cost Estimate

5. Bidding

WSB will print, assemble, and submit the final contract documents to the City and request authorization to advertise the project for bidding. We will prepare the ad for bid, coordinate the advertising, and coordinate the bid opening. WSB will receive and respond to bidder inquiries concerning the plans, specifications, and intent of the project. Logs of all inquiries will be kept and maintained to document inquiries. WSB will attend the project bid opening with the City.

WSB will review the low bidder's bid proposal, contractor's / subcontractor's relative experience and performance on similar projects, references, nature, and extent of other similar contracts, whether or not the contractor or subcontractors have ever been denied contract award, and any other information that would affect the ability of the contractor to perform the work. Based on this information, WSB will make a recommendation regarding award of contract.

6. Construction Administration

- a. Facilitate and Conduct Pre-Construction Conference.
- b. Answer contractor questions and provide design intent and clarification for any issues that may arise during the project.
- c. Stake survey control points for contractor to use for project layout.
- d. Review pay applications and make recommendations for payment.
- e. In the event of changed conditions during the project, WSB will prepare and distribute any necessary change orders to expedite the work.
- f. Review submittals & shop drawings.
- g. Substantial completion punchlist.

CONDITIONS AND EXCLUSIONS

1. We will provide all the professional design services required to complete the project except the following:
 - a. Wetland impacts & Ecological design services
 - b. Geotechnical Investigation
 - c. Lighting**WSB can add these items to our scope at additional fee if they become required.
2. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB's general services contract with the City of Tonka Bay.

SCHEDULE

We are available to start the project immediately upon your approval.

Begin project	October 2021
Design Development Review	December 2021
90% Plan Review	January 2022
Bidding	February/March 2022
Start Construction	April/May 2022
Substantial Completion	August 2022

PROPOSED FEE

The following table describes the fees for the scope of services described above.

<u>Description</u>	<u>Fee</u>
Project Management and Meetings	\$1,500.00
Design Development	\$10,510.00
Wetland Delineation	\$3,390.00
Construction Documents	\$10,240.00
Bidding	\$2,675.00
Construction Administration	\$5,585.00
Total not-to-exceed fee	\$33,900.00

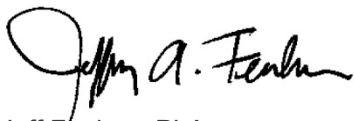
ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of Tonka Bay and WSB on February 28, 2012. If the scope and fee appear to be appropriate, please sign on the space provided below and return one copy to our office. We are available to begin work once we receive signed authorization.

If you have any questions or concerns, please feel free to contact Jeff Feulner, Sr. Landscape Architect, at (763) 287-8527. Thank you. We truly appreciate the opportunity to submit this proposal and look forward to continuing to serve you and your community.

Sincerely,

WSB



Jeff Feulner, PLA
Associate / Senior Landscape Architect



Jason L. Amberg, PLA
Principal / Director of Landscape Architecture

Cc: Nick Preisler

ACCEPTED BY:

City of Tonka Bay

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between the City of Tonka Bay and WSB on February 28, 2012.

Name: _____

Title: _____

Date: _____