



March 16, 2018

Mr. Dan Schluender  
Assistant City Engineer  
City of Blaine  
10801 Town Square Drive NE  
Blaine, MN 55449-8101

**Subject: Proposal for Professional Services for Neighborhood Park Development (Sanctuary Preserve Park)**

Dear Mr. Schluender and Members of the Selection Committee:

Based on your request, SRF Consulting Group is pleased to submit this proposal to provide professional services for conceptual design and development of construction documents for Sanctuary Preserve Park.

### Project Background/Understanding

Sanctuary Preserve Park is a proposed neighborhood park on a 1.5-acre undeveloped parcel within the Sanctuary Preserve neighborhood on the north side of Blaine. Amenities to be incorporated into the park include separated play areas for 2-5 and 5-12 age groups, prefabricated picnic pavilion, site furnishings, and a paved loop trail system. Pedestrian circulation will be provided within the park and along the perimeter, providing connections to existing sidewalks and between amenities. All circulation routes and parking facilities will meet accessibility requirements of the Americans with Disabilities Act (ADA).

Controlling access from the play areas to the bordering streets will be critical to the safety of the users. In addition, vegetative buffers to bordering residential housing will be desirable to minimize the impact of park activities to adjacent homes. All elements will be designed to minimize maintenance.

### Scope of Services

We propose to carry out the work as follows:

1. Meet with staff to discuss intended park improvements, schedule, and receive design-related information.
2. Prepare topographic survey and conduct an on-site review of the park property. Review the subdivision plan and other planning or design documents as they pertain to the intended park improvements.
3. Develop two unique concepts for the site that include all programmatic elements determined by staff.
4. Attend preliminary design meeting with staff to review the concept alternatives.
5. Based on Park Board input received via City of Blaine staff, develop preferred concept and construction cost estimate.
6. Based on proposed picnic shelter location, conduct subsurface investigation including one soil boring to a depth of 25' with geotechnical recommendations for footing and pavement design.
7. Prepare construction documents based on the preferred concept including plans, details, and technical specifications addressing removals, site layout, grading, irrigation, and landscaping.
8. Prepare Stormwater Pollution Prevention Plan (SWPPP) and NPDES permit application.
9. Submit preliminary construction plans to the City of Blaine and Rice Creek Watershed District (RCWD) for staff review and comment.
10. Prepare final construction documents based on comments received from staff and RCWD.
11. Attend final design meeting with staff to review final plans, specifications, and cost estimate.

12. Prepare and submit Grading and Development Activities permit application to RCWD.
13. Provide quantities to staff for preparation of Advertisement for Bids.
14. Provide assistance to staff during bidding process including response to contractor inquiries and preparation of addenda as needed.
15. Attend preconstruction meeting with staff to review project goals, schedule, and staking coordination.
16. Provide construction staking for proposed improvements. Assumes one trip.
17. Provide construction observation as requested by staff. This time will be billed on an hourly basis beyond the stated total cost of services listed below.

## Assumptions

The scope of services is based upon the following assumptions:

- Park planning accuracy and its level of detail will correspond to the survey and topographic mapping accuracy and level of detail.
- Site lighting design is not included in this scope of work.
- Construction staking includes staking of the proposed improvements and construction limits one time on a single trip.
- Play equipment, picnic pavilion, and site furnishings will be selected by the City of Blaine and installed through a separate contract with the selected vendor.

The City of Blaine will provide the following items or tasks:

1. Available site survey or mapping including overall drainage plan for Sanctuary Preserve Neighborhood.
2. Mapping or subdivision materials for the surrounding land development.
3. General Conditions for inclusion in the project manual.
4. Prepare Advertisement for Bids.
5. Host all meetings.

## Schedule

SRF will complete this work within a mutually agreed upon time schedule.

	2018						
	APR	MAY	JUN	JUL	AUG	SEP	OCT
Kick-off Meeting	●						
Preferred Concept to City		●					
Preliminary Plans to City/RCWD			●				
Final Design Review Meeting with City				●			
Final Plans/Materials to RCWD for Grading & Development Activities Permit				●			
Final Plans Approved by City Council				●			
RCWD Board Meeting				●			
Bidding				■			
Pre-construction Meeting					●		
Construction					■	■	
Project Completion							●

## Basis of Payment/Budget

SRF proposes to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our base services to be \$21,998, which includes both time and expenses.

## Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

## Standard Terms and Conditions

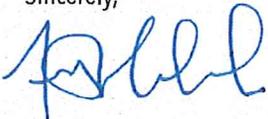
The attached Standard Terms and Conditions (Attachment A), and Scope of Services (Attachment B) together with this proposal for professional services, constitute the entire agreement between the Client and SRF Consulting Group, Inc. and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

## Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is [twold@srfconsulting.com](mailto:twold@srfconsulting.com).

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,



Timothy Wold, PLA, ASLA  
Senior Associate



Ken Grieshaber, PLA, ASLA  
Principal

tbw

Attachment(s)cc: Name & Company

**Approved**

\_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.*