

# Aquatore Park Band Shell

Proposal for Professional Services for the City of Blaine Parks and Recreation Department



FOR:

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Architecture  
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ISCLUBS

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## PRE-DESIGN + SCHEMATIC DESIGN

### KICKOFF MEETING (#1)

ISG will host a kickoff meeting with City staff to review and discuss the following topics:

- Scope
- City Staff + Stakeholders
- Project Budget + Cost Estimating
- Schedule
- Deliverables
- Operations + Maintenance
- Communication
- Past + Future Planning Initiatives
- Goals + Objectives

### PROJECT ZONING + CODE REVIEW

Perform an analysis of the site and building regulatory requirements and classifications for the facility to proactively identify any zoning, permitting, building system, life safety code, architectural, and site considerations that may impact future schedules and design.

### GEOTECHNICAL TESTING

ISG will contract directly with the City's preferred geotechnical engineering consultant to provide soil boring samples and a soil boring report. In collaboration with the consultant, we will identify the test locations and define the testing methods required to provide sufficient data for development of construction documents. This will provide detailed information that will help determine the existing soil profile and proposed site cross section, ultimately impacting design, and construction costs.

### TOPOGRAPHICAL SURVEY

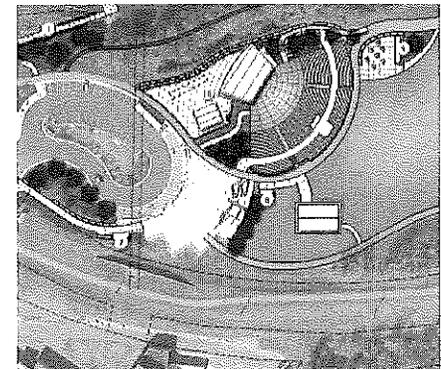
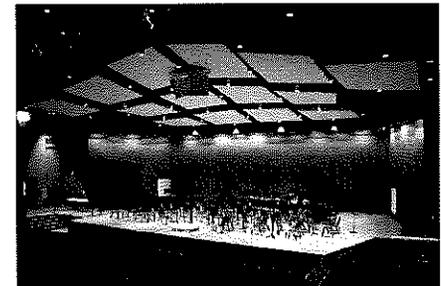
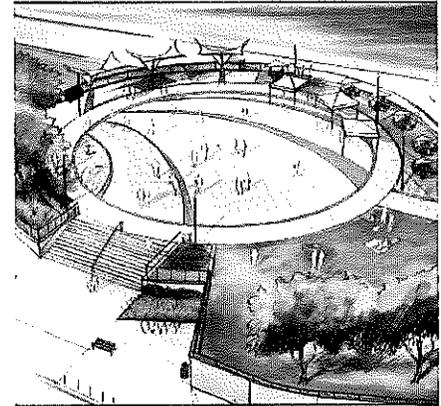
ISG will provide the topographical survey performed by a licensed surveyor in the State of Minnesota. The survey will include elevation shots across the existing project area, including the restroom building, site trees, parking lot, curb and gutter, retaining wall, lighting, walks, and other site features.

The survey will verify existing topographic conditions and help determine the extent of potential improvements based on actual existing grades. The survey will also include all known utility and easement/watershed information within the project limits.

### PROGRAMMING + VISIONING MEETING (#2)

Programming is a critical task not only for determining the direct layout but also for understanding cost impact, maintenance, and general marketability of spaces. The ISG team will pay close attention to this critical task and utilize initiatives that were determined during the previous task to define the needs that will best meet the City's goals.

ISG will analyze the site footprint, orientation, massing, and other considerations as they relate to energy efficiency, durability, and sustainability. ISG will identify opportunities to integrate parks and recreation trends and influences into designs for a more inclusive building. ISG will help the City further define operational goals, so that floor plans that promote collaboration, and the most applicable equipment, MEP systems, and performance amenities are considered.



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## CONCEPT PLAN DEVELOPMENT + SCHEMATIC DESIGN

Three (3) distinct conceptual site and building designs will be created in response to preliminary engagement, site analysis, and data collected from the programming meeting. A concept inspiration palette that summarizes key features and an order of magnitude cost comparison that considers construction, future operations, and maintenance will support these concepts. Specific design considerations for the new park building will include:

- Conceptual digital renderings, physical models, and virtual reality experience used to render pre-design layout, materiality, and experience
- Program area adjacencies confirmed
- Volumetric building height requirements confirmed
- Systems requirement assumptions confirmed
- Conceptual approach to sustainability

## PRELIMINARY COST OPINION

ISG will provide order of magnitude comparisons between concepts by leveraging industry knowledge, previous project experiences, published cost indexes, and contractor's feedback. This will include a high level overview of total resources required to complete the project, and square foot pricing for major components.



## DELIVERABLES

- One (1) topographical site survey to scale (PDF)
- Project schematic site plan
- Program confirmation
- Three (3) conceptual design options
- Schematic design 3D renderings (four [4] interior and four [4] exterior)
- 100% schematic design documents for review, including all items listed in the RFP (Drawings and narratives)
- Statement of probable costs
- Schematic Design Review Meeting (#3)
- Final schematic design documents for board submittal
- Updated project schedule
- Meeting agendas and minutes

## FACILITY TOURS

An added benefit ISG is able to provide the City is the opportunity to see other recreational complexes that ISG has successfully designed to generate ideas and assess options. ISG will provide the option for the City to attend ISG-led, in-person and virtual tours of other four-season park facilities and discuss different design elements, materials, finishes, layouts, and facility options that the City might want to consider.

## DESIGN DEVELOPMENT

ISG will further refine designs and provide City staff with materials that they can share with the respective groups for an update. ISG will complete the following:

- Confirm site and building requirements
- Confirm programmed spaces and circulation
- Review preliminary plan with authorities having jurisdiction
- Develop preliminary specifications and identify major project specific equipment
- Identify specific materials and methods in building design

### UPDATED COST OPINION

ISG will update pricing based on revisions made during the design refinement and presentation process. The team will refine pricing to reflect updated design systems, materials and components.



### DELIVERABLES

- 100% design development documents for review of all items listed in RFP
- Project manual in current edition of Master Format by Construction Specifications Institute (CSI) with technical specifications and cut of all equipment
- Final finish selections
- Lighting, plumbing, and major equipment fixture cut sheets
- Design drawings for review of all items listed in RFP
- Updated 3D renderings (four [4] interior and four [4] exterior)
- Updated statement of probable costs
- Updated project schedule
- Design Development Review Meeting (#4)
- Meeting agendas and minutes

## CONSTRUCTION DOCUMENTS

Following the design development document review with the City, ISG will finalize designs by completing the following:

- Finalize building code review
- Add all necessary details to construction documents
- Incorporate comments from AHJ (authorities having jurisdiction)
- Finalize specifications and any required contractual documents with updated design systems, materials and components.

### CITY/ISG MEETING (#5)

Meeting to review 65% Construction Document Package and finalize material and equipment selections.

### FINAL COST OPINION

ISG will update pricing on any revisions made, and refine pricing to reflect update design systems, materials and components.

### FINAL CITY REVIEW AND APPROVAL (MEETING #6)

ISG will attend a 100% Construction Document Package / Final City Review and present final construction documents and share final renderings. At this meeting the team will review final cost opinions and request approval to proceed to bid.



### DELIVERABLES

- Final construction documents including drawings and project manual with technical specifications for review and approval at 65% and 100%
- Final presentation renderings
- Final statement of probable costs
- Meeting minutes and agendas
- Bidding alternates

## PERMITTING, APPROVALS, AND COORDINATION

After preliminary due diligence and research of potential permitting requirements, ISG understands that permits through the following agencies may be required. ISG will coordinate and submit applications for warranted permits and provide information as required; however, the contractor is responsible for maintaining all construction related permits, and the City will be responsible for reimbursing all permit application costs.

- Coon Creek Watershed District
- Minnesota Department of Health
- Minnesota Pollution Control Agency Sanitary Sewer
- Minnesota Pollution Control Agency Storm Water
- Metropolitan Council Sanitary Sewer concurrence

## BIDDING

Assist with bidding activities of the City for a more cohesive effort, accurate evaluation of bids, and expedited review process.

- Provide quantities for preparation of Advertisement for Bids
- Prepare and submit Advertisement as required
- Prepare and submit all applicable permit applications and regulatory reviews
- Support the City in responding to Contractor/Subcontractor questions, preparing substitution requests and addenda, modifying plan sheets and specifications, etc.
- Attend pre-bid conference
- Assist in the review of bids and selection of bid alternates
- Prepare bid tabulation and Letter of Recommendation

On behalf of the City, ISG will package all bid documents and upload to a bid site such as QuestCDN, submit the local bid notice(s), and facilitate the bid opening.

## CONSTRUCTION SERVICES

### CONSTRUCTION ADMINISTRATION

ISG will support the City to oversee construction initiatives and proactively respond to questions that arise, review construction progress, and ensure that project milestones and quality is being met. ISG will allocate up to 60 hours for support services, including:

- Attend pre-construction meeting
- Attend construction progress meetings and review contractor meeting minutes for accuracy
- Using our full-service design team, observe work progress and provide oversight as needed, including summarizing findings in a monthly report
- Review and approve submittals and shop drawings required in project manual
- Review and process any change orders and pay applications
- Respond to Requests for Information (RFIs)
- Coordinate and review specialty testing (contracted separately by Owner)
- Attend equipment start-up and testing
- Using our full-service design team, attend final walk through and provide punch list for final completion
- Provide and approve substantial completion form
- Ten-month warranty walk-through and documentation

### AS-BUILT SURVEY

- Review and approve as-builts as provided by the contractor
- Develop as-built documents for the City, including plans and digital files incorporating all addenda and change orders occurring during construction
- Conduct an as-built survey of all new improvements and provide PDF and other digital versions requested by the City

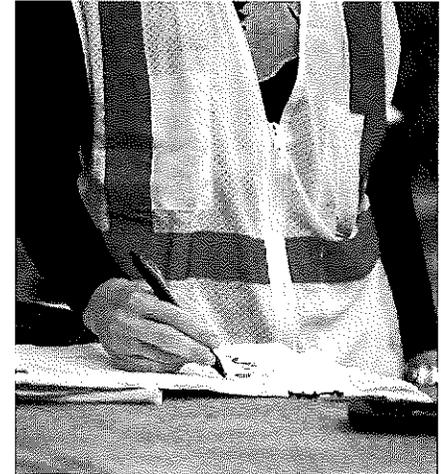
## ADDITIONAL SERVICES (INCLUDED IN BASE SCOPE PER CITY REQUEST)



### WETLAND DELINEATION

The scope of work assumes delineating and flagging in the field wetland boundaries north and northeast of the proposed building location. The wetland investigation will be completed in accordance with procedures set forth by the US Army Corps of Engineers 1987 Manual and 2010 Midwest Regional Supplement, and all other applicable delineation procedures. The report will be prepared in accordance with the "Guidance for Submittal of Delineation Reports to the St. Paul District Army Corps of Engineers and Wetland Conservation Act Local Governmental Units in Minnesota, Version 2.0 (March 4, 2015)". The investigation will be conducted by Certified Wetland Professionals and entails the following:

- Assemble background information including: historic aerial photography, National Wetland Inventory, USGS Topography, and Soil Survey
- Precipitation analysis
- Field work including: soil analysis, vegetative survey, hydrology sampling, and wetland boundary delineation
- Report preparation: Submit a copy of the report to you, SWCD, BWSR, MnDNR, TEP, and USACE
- To expedite the report preparation, ISG will locate the wetland boundary using a sub-meter GPS unit to accurately depict the size for report preparation.
- Onsite TEP representation



### CONSTRUCTION STAKING

ISG is able to coordinate construction staking on an hourly basis or under a separate proposal. These services will include staking for construction limits, removals, utilities, line and grade stakes, surface restoration control, stormwater management facilities, and as-built constructed improvements.

# Fees

## TOTAL ESTIMATED COSTS

ISG proposes to provide the scope of services described within this proposal for a total lump sum amount shown below, with an estimated total hours of effort between 750-900. This scope and fee is based on a project cost of \$1,400,000. Anticipated reimbursable expenses such as travel time, mileage, and printing costs are included in the fees indicated. Plan review and Permitting fees for the permits noted on page 9 are to be paid by City or Building Contractor.

SERVICES	Fee
Pre-Design + Schematic Design <i>January 2022 - February 2022</i>	\$21,700
Design Development <i>March 5 - 20, 2022</i>	\$23,625
Construction Documentation <i>April 2022 - May 2022</i>	\$37,800
Permitting, Approvals, and Coordination <i>March 2022 - June 2022</i>	\$6,500
Bidding <i>June 2022</i>	\$5,500
Construction <i>Starting July 2022</i>	\$13,000
Wetland Delineation	\$2,400
Construction Staking	(T&M, estimated at) \$12,500
<b>Total</b>	<b>\$123,025</b>

Agreement on behalf of ISG.  
 Acknowledged On this 26th day of January 2022  
 Name: Bob Mickelson  
 Title: Sr Project Manager

Signature: *Bob Mickelson*

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this 19th day of Jan., 2022.

Name: Tim Sanders

Title: Mayor

Signature: *Tim Sanders*

This proposal is valid for 30 days.

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this 19th day of Jan., 2022.

Name: Michelle A. Wolfe

Title: City Manager

Signature: *Michelle Wolfe*

This proposal is valid for 30 days.