



PERFORMANCE  
DRIVEN DESIGN.

LHBcorp.com

February 27, 2019

Lisa Luukkala  
Parks & Recreation Department  
City Hall  
411 West First Street  
Duluth, MN 55802

Erik Birkeland & Mike LeBeau  
Property & Facilities Management  
1532 West Michigan Street  
Duluth, MN 55806

### PROFESSIONAL DESIGN SERVICES FOR: LINCOLN PARK RESTORATION

Thank you for the opportunity to continue working with the City on the Lincoln Park Restoration project. We have enjoyed working with you so far on the masterplan, community engagement, design development and initial regulatory review process and we are confident that we can deliver final design and construction administration services for an improved park setting that meets both the City and community needs.

We understand that the City has secured several grants for park restoration efforts, bringing the total construction budget for Lincoln Park to nearly 1.8 million dollars. The City of Duluth is requesting a scope of work for final design, preparation of construction documents, bidding assistance and construction administration services. The final design will follow design directions that were developed as part of the 60% review submittal to the State Historical Preservation Office (SHPO), dated February 8<sup>th</sup>, 2019.

#### **SCOPE OF WORK**

1. Provide final design and construction level plans and specifications for the following:

**Miller Creek West:** A new playground on the west side of Miller Creek, with ADA pathway improvements, associated site lighting, drainage improvements and a new tributary pedestrian bridge crossing (see below).

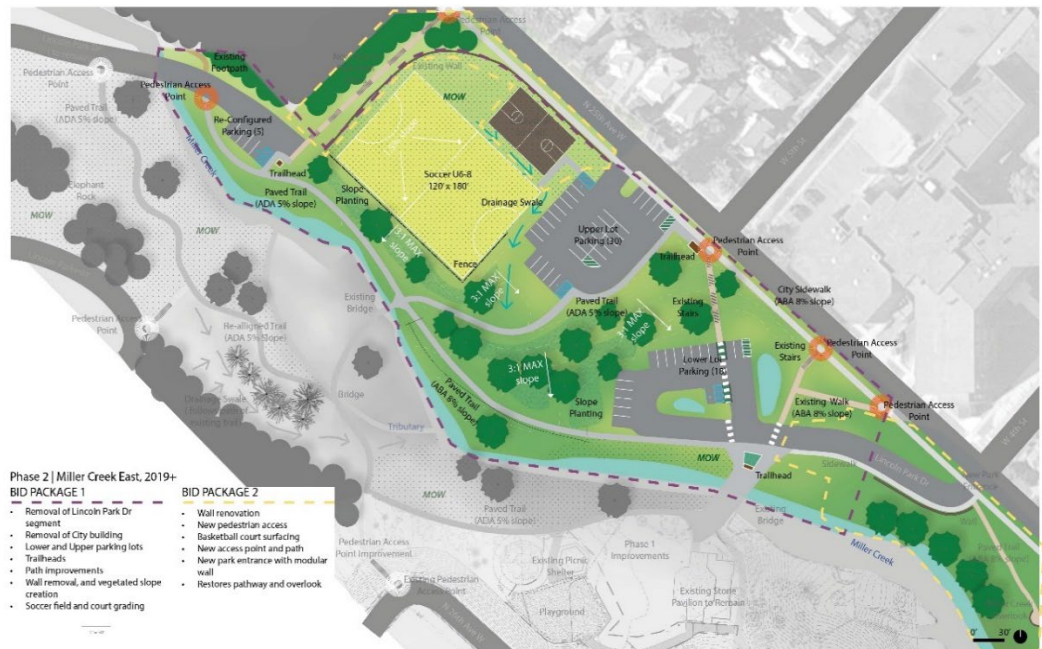


Phase 1 | Miller Creek West, 2018  
 • Playground  
 • Path improvements

Lincoln Park Redesign | DRAFT January 17, 2018



**Miller Creek East:** A new park entrance on 25<sup>th</sup> Ave West with segmental block retaining wall and pedestrian ramp, as well as removal of a portion of Lincoln Park Drive and restoration of the old roadbed to a 8' wide pedestrian trail. A pocket park with overlook to Miller creek will also be located at the old West 3<sup>rd</sup> Street entrance. In addition, the design includes new upper and lower parking lots with associated stormwater management, trailhead signage, pathway improvements, retaining wall removal with conversion to a 3:1 native vegetated slope, rehabilitation of stone retaining wall with new cap and fencing, new soccer field, basketball court, stormwater catchment and associated landscaping (see below).



- |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Phase 2   Miller Creek East, 2019+<br/>                 BID PACKAGE 1</b></p> <ul style="list-style-type: none"> <li>• Removal of Lincoln Park Dr segment</li> <li>• Removal of City building</li> <li>• Lower and Upper parking lots</li> <li>• Trailheads</li> <li>• Path improvements</li> <li>• Wall removal, and vegetated slope creation</li> <li>• Soccer field and court grading</li> </ul> | <p><b>BID PACKAGE 2</b></p> <ul style="list-style-type: none"> <li>• Wall renovation</li> <li>• New pedestrian access</li> <li>• Basketball court surfacing</li> <li>• New access point and path</li> <li>• New park entrance with modular wall</li> <li>• Restores pathway and overlook</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Lincoln Park Redesign | DRAFT January 17, 2018



2. Attend weekly City coordination and review meetings to ensure design intent, discuss budget, schedule and the regulatory review process.
3. Facilitate one (1) presentation meeting for project overview to City (Council, Parks Commission or general staff).
4. LHB will coordinate with the City's archeologic and historical resources consultant(s) and prepare a final 90-95% design submittal for SHPO regulatory approval.
5. LHB will communicate with the DNR Area Hydrologist to verify that a permit for work in Public Water will not be required. If floodplain impacts occur, LHB will work with the DNR for compliance documentation.
6. Provide a professional opinion of the probable construction costs, submit plan sets with phasing and facilitate a City review meeting at 95% completion prior to bidding.
7. Our team will provide general project management during the final design including establishing and updating the schedule, arranging meetings, agendas, and monitoring the project budget.
8. Provide bidding phase services to include answering contractor questions, issuing addenda, and facilitating a pre-bid meeting during the bidding period.
9. Assist Owner with reviewing bids and selecting a Contractor.
10. Facilitate a pre-construction meeting with selected Contractor and subcontractors.
11. Provide on-site weekly observation and weekly construction meetings throughout the duration of the project (assumes a 16-week construction period).
12. LHB will provide construction administration services, including preparing Architect's Supplemental Information (ASI), Proposal Requests (PR), Observation Reports (OR), and Change Orders (CO) as necessary, review and approve contractor pay request applications, and prepare final site review and punch list upon substantial completion.
13. Provide additional on-site construction coordination for up to 163 hours. This includes one LHB staff person (construction technician or licensed engineer) who will provide additional on-site support and coordination for phasing of the work, field questions, and will serve as the Owner's representative in the field.
14. LHB will provide as-built drawings after the construction is complete for the City's records.

## **SERVICES FEE**

We can provide these services to you on an hourly, not to exceed basis for a total contract amount of **\$97,778.00** for the above listed scope of work. We have based our scope of work and associated fees on our current understanding of your needs. We are willing and able to modify our fee and assumptions after meeting with you to determine the most efficient methods to achieve your goals. A cost proposal and summary of work hours are attached for additional information.

## **ASSUMPTIONS**

1. The above services will be based on the current design developed by LHB and the City, as illustrated within the SHPO submittal package, dated February 8<sup>th</sup>, 2019.
2. It is assumed that the regulatory agencies will be supportive of the continuing project base on prior discussions. In the event that the scope of the project changes due to unforeseen circumstances beyond the control of LHB or due to Owner changes, revisions to the plans will be an additional cost.
3. Geotechnical exploration and/or engineering design of the failing slope on existing roadway is not included in this scope of work.
4. This proposal does not include geotechnical investigation for the added site work, including the new entrance drive and retaining wall, upper parking lot and stormwater basin. We recommend hiring a geotechnical subconsultant to conduct additional soil borings in these works and provide a Geotechnical Report with recommendations for subgrade preparation.
5. It is assumed that the Contractor will be responsible for all construction layout and construction survey required.
6. The Owner will contract separately for construction materials and soils testing services during construction.
7. The Owner will advertise and distribute the bid documents and provide the front end general conditions and agreement forms required for bidding.

## **SCHEDULE**

We understand that the City would like to advertise this project for bidding as soon as possible and once the project has SHPO clearance. We anticipate that the final design and preparation of construction plans and specifications, along with final coordination with SHPO will take approximately 8 weeks. With that in mind, we recommend the following timeline:

### **Final Design & Construction Phase:**

Final Design & CDs:	March – April 2019
Bidding & Notice to Proceed:	April – May 2019
Construction Administration:	June – October 2019
Construction Administration (carry-over if needed)	May – August 2020

We can begin working on the final construction plans and specifications immediately once a contract agreement in place. Upon your review, if you would like us to make any modifications, please contact Heidi at (218) 279-2429. If our proposal is acceptable to you, please notify us and we will work with you to execute an agreement.

Thanks again for the opportunity to continue working with the City!

LHB



Heidi Bringman  
Landscape Architect Project Manager



Joe Litman  
Vice President

J: LHB#170032.02

**SUMMARY OF HOURS BY TASK - LINCOLN PARK RESTORATION: FINAL DESIGN & CONSTRUCTION PHASE**

Work Task	Description	Project Principal	LA Project Manager	LA Designer	Civil Engineer	Structural Engineer	Electrical Engineer	C/S Tech Support	Admin Support	Total Labor Cost
		Joe Litman	Heidi Bringman	Rachel Johnson	Nathan Bruno	Chris Miller	Deb Zimmerman			
<b>Task 1 - Design Project Management + Meetings</b>		<b>1</b>	<b>20</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 4,432.00</b>
1.01	Correspondence, Billing & Team Management (assume 8 weeks)	1	8							\$ 1,320.00
1.02	Project Coordination Meetings (1.5 hr every week)		12	2	2	2				\$ 2,396.00
1.03	Preparation + 1 meeting with City (Council &/or Parks Commission)		4	2						\$ 716.00
<b>Task 2 - SHPO &amp; DNR Regulatory Assistance*</b>		<b>3</b>	<b>34</b>	<b>30</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>\$ 9,140.00</b>
2.01	SHPO coord & meeting, prepare 90% submittal documentation	2	18	18						\$ 4,324.00
2.02	SHPO request for additional information/correspondence with consultant	1	12	12						\$ 2,816.00
2.03	DNR coord & meeting for new channel crossing, floodplain impacts		4		8			4		\$ 2,000.00
<b>Task 3 - Construction Documents (Plans, Specifications + Estimate) 8 weeks</b>		<b>8</b>	<b>51</b>	<b>117</b>	<b>68</b>	<b>53</b>	<b>20</b>	<b>133</b>	<b>8</b>	<b>\$ 50,301.00</b>
3.01	Title Sheet, Notes, + Legend			1				1		\$ 168.00
3.02	Site Removals + Erosion Control Plans				2			2		\$ 450.00
3.03	SWPPP Plans				2			2		\$ 450.00
3.04	Hydraulics & Stormwater Report				12			18		\$ 3,240.00
3.05	Site Grading + Green Infrastructure Details + Coordination with City Engineer		2	6	20	1		16		\$ 5,033.00
3.06	Site Layout + Surfacing Detail Plans		2	12						\$ 1,216.00
3.07	Site Landscape + Planting Detail Plans		2	12						\$ 1,216.00
3.08	Trailhead Entrance Detail Plans		2	12						\$ 1,216.00
3.09	Pedestrian Access/Stair Detail Plans		2	16		8				\$ 2,688.00
3.10	Bridge Elevation & Structural Plans		2	2		8		12		\$ 2,676.00
3.11	Wall Renovation + Fencing Plans	1	1			16		20		\$ 4,460.00
3.12	Modular Retaining Wall Plan + Elevation		4	4		12		8		\$ 3,332.00
3.13	Overlook Detail Plan		4	12						\$ 1,496.00
3.14	Roadway Plans + Sections		2	4	22			18		\$ 5,182.00
3.15	Site Lighting Plans						12	20		\$ 3,624.00
3.16	Sequencing + Phasing Plans	2	6	20						\$ 2,800.00
3.17	Standard Notes and Construction Details		4	12				16		\$ 2,936.00
3.18	Technical Specifications	2	8		4	4	4		8	\$ 3,808.00
3.19	QA/QC Review	2	2		4	2	2			\$ 1,814.00
3.20	100% City Review Submittal + Meeting		4	4						\$ 872.00
3.21	CD Level Professional Opinion of Costs	1	4		2	2	2			\$ 1,624.00
<b>Task 4- Bidding Assistance (2-3 weeks) &amp; Construction Administration (16 weeks)</b>		<b>3</b>	<b>54</b>	<b>29</b>	<b>23</b>	<b>29</b>	<b>9</b>	<b>156</b>	<b>2</b>	<b>\$ 33,280.00</b>
4.01	Answer Questions & Issue Addenda		3	2	1	1	1	4	2	\$ 1,508.00
4.02	Review Bids & Provide Recommendation	1	2		1					\$ 615.00
4.03	Construction Project Management		16							\$ 2,240.00
4.04	Prepare & facilitate preconstruction meeting		2	1	1					\$ 493.00
4.05	Weekly on-site construction meetings (1.5 hrs for 16 weeks)	1	8	8	4	4	4			\$ 3,672.00
4.06	Additional on-site construction coordination (8 hours per week/12 weeks)	1	10		12	20		120		\$ 16,920.00
4.07	ASI, PR, Change Orders		4	12	2	2	2	12		\$ 3,440.00
4.08	Review & Approve pay applications		6							\$ 840.00
4.09	Execute final punchlist upon substantial completion		2	6	2	2	2			\$ 1,612.00
4.10	Prepare As-Builts for City		1					20		\$ 1,940.00
*Hours for SHPO regulatory assistance includes 1 coordination meeting, correspondence and assistance in preparing submittal documentation for 90-95% project review/approval.										
**Hours for DNR regulatory assistance includes correspondence with the DNR Area Hydrologist to determine what will be required for a new channel crossing, and assistance in preparing required submittal documentation for the crossing.										
<b>Total Hours</b>		<b>15</b>	<b>159</b>	<b>178</b>	<b>101</b>	<b>84</b>	<b>29</b>	<b>293</b>	<b>10</b>	



# COST PROPOSAL

Lincoln Park Restoration - Final Design & Construction Phase  
City of Duluth, Parks & Recreation

Work Plan	Description	Project Principal	LA Project Manager	LA Designer	Civil Engineer	Structural Engineer	Elec Engineer	Civil/Struct Technician	Admin Support	Total Labor Costs
		Joe Litman	Heidi Bringman	Rachel Johnson	Nathan Bruno	Chris Miller	Deb Zimmerman			
1	Design Project Management + Meetings	1	20	2	2	2	0	0	0	\$ 4,432.00
2	SHPO & DNR Regulatory Assistance	3	34	30	8	0	0	4	0	\$ 9,140.00
3	Final Construction Documents	8	51	117	68	53	20	133	8	\$ 50,301.00
4	Bidding Assistance & Construction Administration	3	54	29	23	29	9	156	2	\$ 33,280.00
<b>TOTAL HOURS</b>		15	159	178	101	84	29	293	10	
<b>OTHER DIRECT COSTS (ODC)</b>		<p><b>This proposal has been prepared and submitted by LHB Inc.</b>  <b>Date: February 26, 2019</b>  <b>Submitted By: Heidi Bringman</b></p>							<b>SUMMARY</b>	
Description	Cost								Labor Cost \$ 97,153	
Survey Equipment									Other Direct Costs \$ 625	
Travel (mileage at \$0.565/mile)	\$ 275.00									
Mail / Delivery	\$ 50.00									
Supplies/ Printing at Cost	\$ 300.00									
<b>Total ODC</b>	<b>\$ 625.00</b>								<b>TOTAL PROPOSAL COST \$ 97,778</b>	