

Exhibit B

Creative Solutions for Land Planning and Design

Hoisington Koegler Group Inc.



March 3, 2016

Lisa Luokkala
Project Coordinator – Parks and Recreation Division
411 W. 1st St., Room 322
Duluth, MN 55802

Re: Additional Services for St. Louis River Corridor Neighborhood Parks Mini-Master Plans

Dear Lisa:

Thank you for contacting Hoisington Koegler Group Inc. (HKGi) about additional services needed for the St. Louis River Corridor Neighborhood Parks Mini-Master Plan process. The following is a summary of our understanding of the additional project tasks and our proposed work plan, schedule and fees.

PROJECT UNDERSTANDING, APPROACH, WORK PLAN, & FEES

HKGi will provide additional services under one main task:

- Facilitating an additional public meeting for Piedmont Park to help confirm the neighborhood wishes/desires and work to build consensus on the Mini-Master Plan. This approach would seek a balance between the need for significant infrastructure investment and the neighborhood/ user group desires for enhanced park features. This meeting would be led by HKGi and occur in March in order to include this revised plan with the remaining St. Louis River Corridor Neighborhood Park Mini-Master Plans to be reviewed by the Parks and Recreation Commission and the City Council in April and May respectively. Staff and HKGi will conduct a conference call or in-person meeting to determine the approach and desired outcomes for the meeting. The Piedmont Park Additional Services task will include co-meeting facilitation, master plan refinement and cost estimation as part of the additional Piedmont Park meeting.

Below is a summary of tasks, hours, and fee estimates:

Additional Task	Task Description	Hours	Fee Estimate
1.0	Piedmont Park Additional Services – Mar-Apr 2016 <ul style="list-style-type: none">Conf. Call/ In-person meeting to discuss approach to meeting with City StaffConduct neighborhood meetingRevise master plan graphic, cost estimate and implementation priorities	34	\$ 3,720
	Fee HKGI-Total		

Expenses (mileage, plotting, printing) \$ 350

Grand Total \$ 4,070

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For this effort we will bill our services on an hourly basis for a not-to-exceed amount of **\$4,070** including incidental expenses for mileage, lodging and printing. Hourly rates will be per our standard hourly rate schedule provided as Attachment A. Additional meetings or tasks beyond the scope of work will be provided on an hourly basis.

Deliverables

- Revised Piedmont Park Mini Master Plan

Meetings

- Conf. Call/ In-person meeting with Staff (1)
- Piedmont Park public meeting (1)

STAFFING

Bryan Harjes, Landscape Architect and Vice President with HKGi, will lead the meeting facilitation and concept development. Gabrielle Grinde, Landscape Architect, and Kevin Clarke will assist in meeting and report preparation, documentation, and graphic development.

CITY RESPONSIBILITIES

- Provide area base information and any current user group plans/priorities/cost estimates/feasibility studies etc. and work done thus far by City Staff to HKGi.
- Provide staff input and direction on public meeting approach and Mini-Master plan direction.
- Collaborate closely with HKGi on plan content and messaging.
- Conduct all meeting coordination (reservation, notification, outreach, etc.)

Thank you for the opportunity to submit this proposal. If you have any questions please feel free to contact me, and if you find this proposal acceptable please sign and return and we will consider your signature below as your authorization for us to proceed.

Sincerely,



Bryan Harjes, PLA, LEED AP
Vice President
612.252.7124 or bharjes@hkgi.com

City of Duluth Representative

Date: _____